



Nottinghamshire
POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001823	Name and Initials Christine Cutland	Please Delete as Appropriate <ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 	Base: Arnot Hill House	Vehicle Details
Rank & Collar No 3001823	Division/Dept NOPCC		Home to Base Mileage 5.6	

Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)

Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base
06.10.15	Car parking	5.34	1.06	03.08.15	City - Beeston	4.5	4.5
18.09.15	Car parking	1.00	1.00	03.08.15	Beeston – Home	6	0.4
02.12.15	Car parking	3.33	0.67	12.08.15	County H – Arnot Hill	5	5
21.09.15	Car parking	5.42	1.08	18.08.15	Arnot Hill – FHQ	4.3	4.3
				18.08.15	FHQ – Arnot Hill	4.3	4.3
				22.08.15	Home – Forest – Home	6.8	6.8
				25.08.15	Home – FHQ	9.5	3.9
				25.08.15	FHQ – Arnot Hill	4.3	4.3
				26.08.15	Arnot Hill – FHQ	4.3	4.3
				26.08.15	FHQ – Home	9.5	3.9
Total		15.09	2.81	Total		58.5	41.7

I certify that:

- Travelling expenses claimed are in accordance with Police Regulations or the current approved scheme for support staff and have been necessarily and reasonably incurred on Force business.
- The costs of the cheapest practicable mode of transport has been claimed for journeys out of force area.
- My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims
- Where subsistence is claimed, I have actually incurred expenditure because I was prevented by official duties from taking my meal in the normal way and VAT receipts for all costs are attached.

Please mark (*) previously approved expenditure in excess of guidelines

Approved by (signature)..... *CAF*
 Position..... *Management Accountant*
 Date..... *8/12/15*

Total Expenses Claimed	Amount	
	£	p
Total receipted expenses	17	90
Total mileage <i>41.7 @ 45p</i>	18.7	6.37
Essential user lump sum		
Less Advance No.....		
Amount Claimed	36	67

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
3P1102	ET407		18.77		
3P1102	ET455		15.09	2.81	

Signature of Claimant: *Christine Cutland*