



Nottinghamshire

POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001823	Name and Initials Christine Cutland	Please Delete as Appropriate		Base: Arnot Hill House	Vehicle Details	
Rank & Collar No 3001823	Division/Dept NOPCC	<ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 		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
				01.12.15	Home – FHQ	9.5	3.9
				01.12.15	FHQ – Arnot Hill	4.3	4.3
				02.12.15	Arnot Hill – Loxley	4.1	4.1
				02.12.15	Home – City – Home	5	5
				07.12.15	Arnot Hill – County H	5	5
				08.12.15	Home – Arnold – Home	11.4	11.4
				14.12.15	Atrium – Arnot Hill	2.3	2.3
				15.12.15	Arnot Hill – CDP	4	4
				16.12.15	Arnot Hill – Broxtowe	7.8	7.8
				16.12.15	Broxtowe – Arnot Hill	7.8	7.8
				17.12.15	Home – City – Home	5.8	5.8
				18.12.15	Home – FHQ – Home	19	7.8
Total				Total		86	62.9 69.2

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.

Signature of Claimant: *Christine Cutland*

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

Approved by (signature) *[Signature]*

Position..... *Managerial Account*

Date..... *4/2/16*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage <i>69.2 @ 45p</i>	31	14
Essential user lump sum		
Less Advance No.....		
Amount Claimed	31	14

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31/11/12	ET/07		31.14		



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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
				21.12.15	Arnot Hill – St Anns	3	3
				22.12.15	Home – FHQ	9.5	3.9
				22.12.15	FHQ – Arnot Hill	4.3	4.3
Total				Total		16.8	11.2

I certify that:

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Signature of Claimant: *Christine Cutland*

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

Approved by (signature) *G. Halliwell*
Position: *Management Accountant*
Date: *4/2/16*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage <i>11.2 @ 45p</i>	<i>5</i>	<i>04</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed	<i>5</i>	<i>04</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31P1102</i>	<i>ET407</i>		<i>5-04</i>		