



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	Make: Toyota Model: Auris Reg No: [REDACTED] Exact cc 1800

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
				21.1.15	Arnot Hill – County Hall – Arnot Hill	10	10
				21.1.15	Arnot Hill – St Anns	2.7	2.7
				27.1.15	Home – FHQ	9.5	3.9
				27.1.15	FHQ – Laxton	16.2	16.2
				27.1.15	Laxton – Arnot Hill	19.8	19.8
				28.1.15	Home – Newark – Home	38.6	38.6
Total				Total		91.2	91.2 ✓

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: <i>Christine Cutland</i>	Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature) <i>G.A. Pallemann</i> Position: <i>Management Accountant</i> Date: <i>14/4/15</i>	For Finance Use only																																							
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