



Nottinghamshire

POLICE & CRIME COMMISSIONER

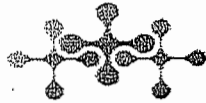
TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001823	Name and Initials Christine Cutland	Please Delete as Appropriate • 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-Received 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
				3.3.15	Arnot Hill – County Hall	5	5
				4.3.15	Nottm - Loughborough	21.9	21.9
				4.3.15	Loughborough – Home	17.7	12.1
				7.3.15	Home – Arnold – Home	19	19
				9.3.15	Home – Arnot Hill - Home	19	19
				18.3.15	Arnot Hill – County Hall	5	5
				21.3.15	Home – Cotgrave – Home	10.8	10.8
				22.3.15	Home – Calvery Church - Home	10.4	10.4
				23.3.15	Arnot Hill – Broxtowe	8	8
				23.3.15	Broxtowe – Arnot Hill	8	8
				24.3.15	Arnot Hill – Lace Mkt	4.1	4.1
				24.3.15	Home – Nottm - Home	6	6
Total				Total		129.3	129.3 ✓

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)..... <i>G.A. [Signature]</i> Position..... <i>Magistrate Accountant</i> Date..... <i>14/4/15</i>	For Finance Use only					
	Total Expenses Claimed Total receipts expenses Total mileage <i>129.3 @ 45p</i> Essential user lump sum Less Advance No..... Amount Claimed	Amount £ p <i>58 18</i>	Cost Centre <i>9102</i>	Account Code <i>3107</i>	Job Code	Amount	VAT
Signature of Claimant: <i>Christine Cutland</i>							



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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
				25.3.15	Arnot Hill – FHQ	4.3	4.3
				25.3.15	FHQ – Arnot Hill	4.3	4.3
				25.3.15	Arnot Hill – Mansfield	12.4	12.4
				25.3.15	Mansfield – Home	17	11.4
				31.3.15	Arnot Hill – County Hall	5	5
				31.3.15	County Hall – Arnot Hill	5	5
Total				Total			42.4 ✓

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): *G. A. [Signature]*
 Position: *Managerial Accountant*
 Date: *14.4.15*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 42.4 @ 45p	19	08
Essential user lump sum		
Less Advance No.....		
Amount Claimed		

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9102	3107				

