



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 Make: Toyota Model: Auris Reg No: [REDACTED] Exact cc 1800
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
08.04.15	Car parking	2.00		12.05.15	Arnot Hill – Loxley Hs.	4.3	4.3
07.04.15	Car parking	3.80		12.05.15	Loxley Hs. – Arnot Hill	4.3	4.3
12.05.15	Car parking	6.00		13.05.15	Arnot Hill – Mansfield	12.1	12.1
06.01.15	Car parking	1.00		13.05.15	Mansfield – Arnot Hill	12.1	12.1
01.06.15	Car parking	1.00		16.05.14	Home – Leicester FHQ	30.4	30.4
				16.05.15	Leicester FHQ – Home	30.4	30.4
				17.05.15	Home – City – Home	4.6	4.6
				18.05.15	Arnot Hill – FHQ	4.3	4.3
				18.05.15	FHQ – Arnot Hill	4.3	4.3
				20.05.15	Home – Balderton	19.8	19.8
				20.05.15	Balderton - Broxtowe	29.2	29.2
				26.05.15	Arnot Hill – Hucknall	6.3	6.3
Total		13.80		Total			162.1

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).....
 Position.....
 Date.....

Total Expenses Claimed	Amount £	p
Total receipted expenses	13	80
Total mileage 162.1 @ 45	72	95
Essential user lump sum		
Less Advance No.....		
Amount Claimed	86	75

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		72.95		
31P1102	ET407				
31P1102	ET510		13.80		

Ok to pay
GAP 17/6/15

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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		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
				26.05.15	Hucknall – Arnot Hill	6.3	6.3
				27.05.15	Home – FHQ	9.5	3.9
				27.05.15	FHQ – Arnot Hill	4.3	4.3
				27.05.15	Arnot Hill – Mansfield	12.1	12.1
				27.05.15	Mansfield – Home	16.4	10.8
Total				Total			37.4
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.				Please mark (*) previously approved expenditure in excess of guidelines		For Finance Use only	
• My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims				Approved by (signature)..... Position..... Date.....			
• 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				Total Expenses Claimed Amount £ p		Cost Centre Account Code Job Code Amount VAT Tax	
				Total receipted expenses		BIP1102 ET407 16.83	
				Total mileage 37.4 @ 45 16 85			
				Essential user lump sum			
				Less Advance No.....			
				Amount Claimed			
						OK to pay	

OK to pay
GAP 17/6/15