



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	Make:	

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
				02.11.15	Arnot Hill – County Hall	5	5
				04.11.15	Arnot Hill – Magistrates	4.5	4.5
				04.11.15	Magistrates – Arnot Hill	4.5	4.5
				11.11.15	Arnot Hill – FHQ	4.3	4.3
				11.11.15	FHQ – Arnot Hill	4.3	4.3
				12.11.15	Home – Mansfield - Home	33.8	22.6
				23.11.15	Arnot Hill – Mansfield	11.5	11.5
				23.11.15	Mansfield - Home	16.7	11.1
				24.11.15	Home – FHQ - Home	19	7.8
				25.11.15	Arnot Hill – West Bridgford – Arnot Hill	9.6	9.6
				25.11.15	Arnot Hill – City	4.1	4.1
				26.11.15	Home – Woodborough	7.9	2.3
Total				Total		124.2	92.9

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..... *Management Accountant*
 Date..... *11/12/15*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 91.6 @	41	22
Essential user lump sum		
Less Advance No.....		
Amount Claimed	41	22

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET607		41.22		



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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
				26.11.15	Woodborough – Home	7.9	2.3
				27.11.15	Home – City - Home	4	4
				30.11.15	Arnot Hill – Central PS	3.1	3.1
				30.11.15	Central PS – Arnot Hill	3.1	3.1
Total				Total		18.1	12.5

I certify that:

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- 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 Accountant*

Date: *4/2/16*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage <i>12.5 @ 45p</i>	<i>5</i>	<i>63</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed	<i>5</i>	<i>63</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31P102</i>	<i>ET607</i>		<i>5.63</i>		