



Nottinghamshire

POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001822	Name and Initials Paddy Tipping	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 PCC	Division/Dept NOPCC		Home to Base Mileage 4.9	

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
				20.08.15	Arnot Hill – Rushcliffe	4.8	4.8
				23.08.15	Home – Blidworth	13.2	13.2
				23.08.15	Blidworth – Home	13.2	13.2
				24.08.15	Arnot Hill – Train St.	4.2	4.2
				25.08.15	Home – FHQ	9	4.1
				25.08.15	Arnot Hill - Leicester	34.2	34.2
				25.08.15	Leicester – Home	30.7	25.8
				26.08.15	Arnot Hill – FHQ	4.3	4.3
				26.08.15	FHQ – Home	9	4.1
				26.08.15	Home – North Muskham – Home	44.8	44.8
				27.08.15	Arnot Hill - Lowdham	7.3	7.3
				27.08.15	Lowdam – FHQ	9.2	9.2
Total				Total		169.2	169.2

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:.....

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

Approved by (signature)..... *[Signature]*
 Position..... *Management Accountant*
 Date..... *7/10/15*

Total Expenses Claimed	Amount	£	p
Total receipted expenses			
Total mileage <i>1692 @ 45p</i>	<i>76</i>	<i>14</i>	
Essential user lump sum			
Less Advance No.....			
Amount Claimed	<i>76</i>	<i>14</i>	

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>319102</i>	<i>ET407</i>		<i>76.14</i>		

