



Nottinghamshire

**POLICE & CRIME COMMISSIONER****TRAVELLING AND SUNDRY EXPENSES**

<b>Employee Number</b> 3001822	<b>Name and Initials</b> Paddy Tipping	<b>Please Delete as Appropriate</b> <ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>		<b>Base: Arnot Hill House</b>		<b>Vehicle Details</b>													
<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC			<b>Home to Base Mileage</b> 4.9															
<b>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>																			
<b>Date</b>	<b>Reason for Claim</b>	<b>Amount</b>	<b>VAT</b>	<b>Date</b>	<b>Journey Details From – To Reason</b>	<b>Total Miles</b>	<b>Total miles less home to base</b>												
				01.12.15	Home – FHQ	9	4.1												
				01.12.15	FHQ – Arnot Hill	4.3	4.3												
				01.12.15	Arnot Hill – Worksop	26.8	26.8												
				01.12.15	Worksop – Home	30.6	25.7												
				02.12.15	Arnot Hill – Mansfield Woodhouse	13.7	13.7												
				02.12.15	Mansfield Woodhouse – Home	16.9	12												
				04.12.15	Arnot Hill – City	4.4	4.4												
				04.12.15	City – Arnot Hill	4.4	4.4												
				04.12.15	Arnot Hill – Mansfield	21.3	21.3												
				04.12.15	Mansfield – Home	20.2	20.2												
				05.12.15	Home – City – Home	6	6												
				07.12.15	Arnot Hill – County H	5	5												
<b>Total</b>				<b>Total</b>		162.6	147.9												
I certify that: <ul style="list-style-type: none"> <li>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.</li> <li>My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims</li> <li>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.</li> </ul>				Please mark (*) previously approved expenditure in excess of guidelines  Approved by (signature) <i>[Signature]</i> Position <i>Management Accountant</i> Date <i>4/2/16</i>		For Finance Use only <table border="1"> <tr> <th>Cost Centre</th> <th>Account Code</th> <th>Job Code</th> <th>Amount</th> <th>VAT</th> <th>Tax</th> </tr> <tr> <td>31P1102</td> <td>ET407</td> <td></td> <td>66.56</td> <td></td> <td></td> </tr> </table>		Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	ET407		66.56		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax														
31P1102	ET407		66.56																
Total Expenses Claimed Total receipted expenses Total mileage <i>147.9 @ 45</i> Essential user lump sum Less Advance No..... Amount Claimed <i>66.56</i>		Amount £ p <i>66.56</i>																	
Signature of Claimant: <i>[Signature]</i>																			

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**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"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>	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
				18.12.15	Arnot Hill – Laxton	19.3	19.3
				18.12.15	Laxton – Arnot Hill	19.3	19.3
				20.12.15	Home – Mansfield – Home	31.2	31.2
				21.12.15	Arnot Hill – Little Carlton	21.3	21.3
				21.12.15	Little Carlton – Home	22	17.1
				22.12.15	Home – FHQ	9	4.1
				22.12.15	FHQ – Arnot Hill	4.3	4.3
				22.12.15	Arnot Hill – FHQ	4.3	4.3
				22.12.15	FHQ – Home	9	4.1
Total				Total		139.7	125
I certify that: <ul style="list-style-type: none"> <li>• 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.</li> <li>• The costs of the cheapest practicable mode of transport has been claimed for journeys out of force area.</li> <li>• My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims</li> <li>• 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.</li> </ul>				Please mark (*) previously approved expenditure in excess of guidelines  Approved by (signature)..... Position..... Date.....		For Finance Use only	
		Total Expenses Claimed		Amount £                      p		Cost Centre      Account Code      Job Code      Amount      VAT      Tax	
		Total receipted expenses				31P1102 ET407      56-25	
		Total mileage 125 @ 45p		56      25			
		Essential user lump sum					
		Less Advance No.....					
		Amount Claimed		56      25			
Signature of Claimant:.....							