



Nottinghamshire

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

Employee Number 3001822	Name and Initials Paddy Tipping	Please Delete as Appropriate		Base: Arnot Hill House	Vehicle Details	
Rank & Collar No PCC	Division/Dept NOPCC	• Authorised Essential • Authorised Casual • Ad Hoc User		Home to Base Mileage 4.9	Make: Audi Model: A4 Reg No: [REDACTED] Exact cc	

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
				05.01.15	Arnot Hill to County Hall	5	5
				9.1.15	Home - Edwinstowe	19.1	14.2
				9.1.15	Edwinstowe – Arnot Hill House	15.9	15.9
				10.1.15	Home – Market Square - Home	5	5
				12.1.15	Arnot Hill to Leicester	36.8	36.8
				12.1.15	Leicester – Home	34.1	29.2
				14.1.15	Arnot Hill – Newstead	9.3	9.3
				14.1.15	Newstead – FHQ	5.5	5.5
				14.1.15	FHQ – Home	9	4.1
				16.1.15	Arnot Hill – County Hall	5	5
				16.1.15	County Hall – Arnot Hill	5	5
				16.1.15	Arnot Hill – FHQ	4.3	4.3
Total				Total			139.3

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.

Signature of Claimant:.....

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

Approved by (signature).....
Position.....
Date.....

Total Expenses Claimed	Amount
	£ p
Total receipted expenses	
Total mileage 139.3 @ 45p	62 679
Essential user lump sum	
Less Advance No.....	
Amount Claimed	

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax

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Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 4.9	Make: Audi Model: A4 Reg No: [REDACTED] Exact cc					
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		
				16.1.15	FHQ – Arnot Hill	4.3	4.3		
				19.1.15	Arnot Hill – Train St	4.2	4.2		
				20.1.15	Arnot Hill – Leicester	36.8	36.8		
				20.1.15	Leicester – Home	34.1	29.2		
				21.1.15	Arnot Hill – City	4.1	4.1		
				22.1.15	Home – Carlton – Home	1.8	1.8		
				23.1.15	Home – FHQ	9	4.1		
				23.1.15	FHQ – Arnot Hill	4.3	4.3		
				23.1.15	Arnot Hill – Belfry Hotel	6.3	6.3		
				23.1.15	Belfrey Hotel - Home	7.2	7.2		
				26.1.15	Arnot Hill – Lowdham	10.2	10.2		
				26.1.15	Lowdham – Home	6.3	6.3		
Total				Total			118.8		
I certify that:		Please mark (*) previously approved expenditure in excess of guidelines		For Finance Use only					
- 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.		Approved by (signature) <i>P. Tipping</i> Position <i>Management Accountant</i> Date <i>27/3/15</i>		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
		Total Expenses Claimed	Amount £ p						
		Total receipted expenses							
		Total mileage <i>118.8 @ 45</i>	<i>53 46</i>						
		Essential user lump sum							
		Less Advance No.....							
Signature of Claimant: <i>[Signature]</i>		Amount Claimed							

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TRAVELLING AND SUNDRY EXPENSES[illegible]