



Nottinghamshire

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

|                                    |                                           |                                                                                                                                                                     |                                    |                             |                                    |
|------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------|------------------------------------|
| <b>Employee Number</b><br>3001822  | <b>Name and Initials</b><br>Paddy Tipping | <b>Please Delete as Appropriate</b><br><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><br>PCC | <b>Division/Dept</b><br>NOPCC             |                                                                                                                                                                     | <b>Home to Base Mileage</b><br>4.9 | <b>Make: Audi Model: A4</b> | <b>Reg No: [REDACTED] Exact cc</b> |

**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 |
|--------------|------------------|--------|-----|--|--------------|----------------------------------|-------------|-------------------------------|
|              |                  |        |     |  | 2.3.15       | Arnot Hill – Shire Hall          | 4           | 4                             |
|              |                  |        |     |  | 3.3.15       | Arnot Hill – County H            | 5           | 5                             |
|              |                  |        |     |  | 4.3.15       | Home – Loughborough – Home       | 25.8        | 25.8                          |
|              |                  |        |     |  | 6.3.15       | Arnot Hill – Retford             | 27          | 27                            |
|              |                  |        |     |  | 6.3.15       | Retford – Home                   | 30.3        | 25.4                          |
|              |                  |        |     |  | 8.3.15       | Home – Nottm – Home              | 4           | 4                             |
|              |                  |        |     |  | 9.3.15       | Arnot Hill – Nottm               | 3.8         | 3.8                           |
|              |                  |        |     |  | 9.3.15       | Nottm – Arnot Hill               | 3.8         | 3.8                           |
|              |                  |        |     |  | 10.3.15      | Arnot Hill – Ravenshead – return | 10.8        | 10.8                          |
|              |                  |        |     |  | 10.3.15      | Arnot Hill – Nottm               | 3           | 3                             |
|              |                  |        |     |  | 11.3.15      | Arnot Hill – Clifton             | 8.3         | 8.3                           |
|              |                  |        |     |  | 11.3.15      | Clifton – Home                   | 5.8         | 0.9                           |
| <b>Total</b> |                  |        |     |  | <b>Total</b> |                                  |             | <b>121.8</b>                  |

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: *[Signature]*

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

Approved by (signature) *[Signature]*  
Position: *Management Accountant*  
Date: *27/3/15*

|                                 |                                    |
|---------------------------------|------------------------------------|
| Total Expenses Claimed          | Amount<br>£                      p |
| Total receipted expenses        |                                    |
| Total mileage <i>121.8 @ 45</i> | <i>5481</i>                        |
| 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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|                                    |                                           |                                                                                                                                                                  |                                    |                             |                                          |
|------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------|------------------------------------------|
| <b>Employee Number</b><br>3001822  | <b>Name and Initials</b><br>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><br>PCC | <b>Division/Dept</b><br>NOPCC             |                                                                                                                                                                  | <b>Home to Base Mileage</b><br>4.9 | <b>Make: Audi Model: A4</b> | <b>Reg No</b> [REDACTED] <b>Exact cc</b> |

**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 |
|--------------|------------------|--------|-----|--------------|----------------------------------|-------------|-------------------------------|
|              |                  |        |     | 11.3.15      | Home – Nottm – Home              | 6           | 6                             |
|              |                  |        |     | 12.3.15      | Arnot Hill – Train St            | 4.2         | 4.2                           |
|              |                  |        |     | 13.3.15      | Home – Mansfield                 | 16.6        | 16.6                          |
|              |                  |        |     | 13.3.15      | Mansfield – Newark               | 22.7        | 22.7                          |
|              |                  |        |     | 13.3.15      | Newark – Home                    | 19.5        | 14.6                          |
|              |                  |        |     | 14.3.15      | Home – Carlton – Home            | 2.4         | 2.4                           |
|              |                  |        |     | 16.3.15      | Arnot Hill – Bestwood-return     | 5.4         | 5.4                           |
|              |                  |        |     | 16.3.15      | Arnot Hill - Mansfield           | 11          | 11                            |
|              |                  |        |     | 16.3.15      | Mansfield – Worksop              | 18.5        | 18.5                          |
|              |                  |        |     | 16.3.15      | Worksop – Arnot Hill             | 30.2        | 30.2                          |
|              |                  |        |     | 18.3.15      | Arnot Hill – Nottingham          | 2.5         | 2.5                           |
|              |                  |        |     | 19.3.15      | Arnot Hill – Sherwood            | 2.1         | 2.1                           |
| <b>Total</b> |                  |        |     | <b>Total</b> |                                  |             | <b>136.2</b>                  |

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: [Signature]

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

Approved by (signature) [Signature]  
Position: [Signature]  
Date: 27/3/15

|                          |             |    |
|--------------------------|-------------|----|
| Total Expenses Claimed   | Amount<br>£ | p  |
| Total receipted expenses |             |    |
| Total mileage 136.2 @ 45 | 61          | 29 |
| Essential user lump sum  |             |    |
| Less Advance No.....     |             |    |
| Amount Claimed           |             |    |

For Finance Use only

| Cost Centre | Account Code | Job Code | Amount | VAT | Tax |
|-------------|--------------|----------|--------|-----|-----|
|             |              |          |        |     |     |
|             |              |          |        |     |     |
|             |              |          |        |     |     |
|             |              |          |        |     |     |



### TRAVELLING AND SUNDRY EXPENSES

| <b>Employee Number</b><br>3001822                                                                                                                                                                                                                                                                                            | <b>Name and Initials</b><br>Paddy Tipping | <b>Please Delete as Appropriate</b>                                                                                    |     | <b>Base:</b> Arnot Hill House                                           | <b>Vehicle Details</b>                                                          |              |                                     |                      |                               |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------|-------------------------------------|----------------------|-------------------------------|--|
| <b>Rank &amp; Collar No</b><br>PCC                                                                                                                                                                                                                                                                                           | <b>Division/Dept</b><br>NOPCC             | <ul style="list-style-type: none"> <li>Authorised Essential</li> <li>Authorised Casual</li> <li>Ad Hoc User</li> </ul> |     | <b>Home to Base Mileage</b><br>4.9                                      | <b>Make:</b> Audi <b>Model:</b> A4<br><b>Reg No:</b> [REDACTED] <b>Exact cc</b> |              |                                     |                      |                               |  |
| <b>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>                                                                                                                                                                                         |                                           |                                                                                                                        |     |                                                                         |                                                                                 |              |                                     |                      |                               |  |
| Date                                                                                                                                                                                                                                                                                                                         | Reason for Claim                          | Amount                                                                                                                 | VAT |                                                                         |                                                                                 | Date         | Journey Details From – To Reason    | Total Miles          | Total miles less home to base |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 19.3.15      | Sherwood – Arnot Hill               | 2.1                  | 2.1                           |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 19.3.15      | Arnot Hill – Nottm                  | 3.3                  | 3.3                           |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 20.3.15      | Arnot Hill – Bobbersmill            | 3.9                  | 3.9                           |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 22.3.15      | Home – Meadows - Home               | 5.2                  | 5.2                           |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 25.3.15      | Train station – Retford             | 32.1                 | 32.1                          |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 25.3.15      | Retford – Home                      | 32.8                 | 27.9                          |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 26.3.15      | Home – FHQ                          | 9                    | 4.1                           |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 26.3.15      | FHQ – Home                          | 9                    | 4.1                           |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 26.3.15      | Home – East Mids Conf Centre – Home | 10.8                 | 10.8                          |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 28.3.15      | Home – Gedling – Home               | 5.6                  | 5.6                           |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 30.3.15      | Arnot Hill – Leicester              | 37.1                 | 37.1                          |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     |                                                                         |                                                                                 | 30.3.15      | Leicester – Home                    | 32.7                 | 27.8                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                 |                                           |                                                                                                                        |     |                                                                         |                                                                                 | <b>Total</b> |                                     |                      | <b>164</b>                    |  |
| I certify that:<br>• 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.<br>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).....<br>Position.....<br>Date.....              |                                                                                 |              |                                     | Cost Centre          |                               |  |
| • 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.                                                                                                                           |                                           |                                                                                                                        |     | Total Expenses Claimed                                                  |                                                                                 |              |                                     | Account Code         |                               |  |
| Signature of Claimant: .....                                                                                                                                                                                                                                                                                                 |                                           |                                                                                                                        |     | Amount £ p                                                              |                                                                                 |              |                                     | Job Code             |                               |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     | Total receipted expenses                                                |                                                                                 |              |                                     | Amount               |                               |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     | Total mileage 164 @ 45 73 80                                            |                                                                                 |              |                                     | VAT                  |                               |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     | Essential user lump sum                                                 |                                                                                 |              |                                     | Tax                  |                               |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     | Less Advance No.....                                                    |                                                                                 |              |                                     |                      |                               |  |
|                                                                                                                                                                                                                                                                                                                              |                                           |                                                                                                                        |     | Amount Claimed                                                          |                                                                                 |              |                                     |                      |                               |  |