

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
				03.09.15	City – Train Station	1.9	1.9
				04.09.15	City – Arnot Hill	2.9	2.9
				05.09.15	Home – Racecourse – Home	3.4	3.4
				07.09.15	Arnot Hill – County Hall	5	5
				08.09.15	Home – FHQ	9	4.1
				08.09.15	FHQ – Arnot Hill	4.3	4.3
				08.09.15	Arnot Hill – Newstead	9.2	9.2
				08.09.15	Newstead – Home	11.6	6.7
				08.09.15	Home – Bingham – Home	21	21
				09.09.15	Arnot Hill – Train St.	4.2	4.2
				13.09.15	Home – Basford – Home	11.8	11.8
				15.09.15	Arnot Hill – City	4.4	4.4
Total				Total		78.9	78.9

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: *[Signature]*

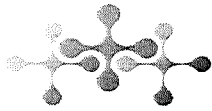
Please mark (*) previously approved expenditure in excess of guidelines

Approved by (signature) *[Signature]*
 Position: *Management Accountant*
 Date: *7.12.15*

Total Expenses Claimed	Amount	£	p
Total receipted expenses			
Total mileage <i>78.9 @ 45p</i>		<i>35</i>	<i>51</i>
Essential user lump sum			
Less Advance No.....			
Amount Claimed		<i>35</i>	<i>51</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31P1102</i>	<i>ET407</i>		<i>3551</i>		



**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
				17.09.15	Arnot Hill – Train St.	4.2	4.2
				21.09.15	Arnot Hill – Themis Hs.	10.1	10.1
				21.09.15	Themis House – Home	12.5	7.6
				22.09.15	Home – FHQ	9	4.1
				22.09.15	Arnot Hill – City	3.2	3.2
				24.09.15	Arnot Hill – Lowdham	7.3	7.3
				24.09.15	Lowdham – Home	6.3	1.4
				26.09.15	Home – Bulwell – Home	13.8	13.8
Total				Total		51.7	

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 51.7 @ 45p	23	27
Essential user lump sum		
Less Advance No.....		
Amount Claimed	23	27

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		23.27		