



Nottinghamshire

POLICE & CRIME COMMISSIONER

1E1411260.

TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001823	Name and Initials Chris Cutland	Please Delete as Appropriate • Authorised Essential • Authorised Casual • Ad Hoc User	Base: Arnot Hill House	Vehicle Details Make:
Rank & Collar No DPCC	Division/Dept NOPCC		Home to Base Mileage 5.6	

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
				11.04.16	Arnot Hill – City	4	4
				12.04.16	Home – Beeston	6.5	0.9
				12.04.16	Beeston – FHQ	11.9	11.9
				12.04.16	FHQ – Arnot Hill	4.6	4.6
				18.04.16	Arnot Hill – County H	5.1	5.1
				19.04.16	Arnot Hill – City	4.1	4.1
				19.04.16	City - Arnot Hill House	4.1	4.1
				25.04.16	Carrington – Arnot Hill	2.3	2.3
				25.04.15	Arnot Hill – Mansfield	11.9	11.9
				25.04.16	Mansfield – Arnot Hill	11.9	11.9
				26.04.16	City – Arnot Hill	4	4
Total				Total		70.4	64.8

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: *Chris Cutland*

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

Approved by (signature) *A. Palmer*
Position: *Management Accountant*
Date: *27/4/16*

Total Expenses Claimed	Amount	£	p
Total receipted expenses			
Total mileage <i>64.8 @ 45P</i>		29	16
Essential user lump sum			
Less Advance No.....			
Amount Claimed		29	16

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		29-16		