

Nottinghamshire

**POLICE & CRIME COMMISSIONER**

### TRAVELLING AND SUNDRY EXPENSES

<b>Employee Number</b> 3001823	<b>Name and Initials</b> Christine Cutland	<b>Please Delete as Appropriate</b>	<b>Base:</b> Arnot Hill House	<b>Vehicle Details</b>			
<b>Rank &amp; Collar No</b> 3001823	<b>Division/Dept</b> NOPCC		<b>Home to Base Mileage</b> 5.6				
<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
				01.02.16	Arnot Hill – County H	5	5
				03.02.16	Arnot Hill – Leicester	36.8	36.8
				03.02.16	Leicester – Home	32.9	27.3
				09.02.16	Home to FHQ	9.5	3.9
				09.02.16	FHQ to Arnot Hill	4.3	4.3
				09.02.16	WB to Shire Hall	2.1	2.1
				09.02.16	Shire Hall to WB	2.1	2.1
				09.02.16	Home – Arnot Hill – Home	11.2	11.2
				15.02.16	Arnot Hill – FHQ	4.3	4.3
				15.02.16	FHQ – Home	9.5	3.9
				16.02.16	Arnot Hill – Broxtowe	7.8	7.8
				16.02.16	Broxtowe – Home	7	1.4
<b>Total</b>				<b>Total</b>		<b>132.5</b>	<b>110.1</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.				Please mark (*) previously approved expenditure in excess of guidelines  Approved by (signature)..... Position..... Date.....  Total Expenses Claimed      Amount £      p Total receipted expenses Total mileage 110.1 @ 0.45p      49      55 Essential user lump sum Less Advance No..... Amount Claimed      49      55.		For Finance Use only  Cost Centre      Account Code      Job Code      Amount      VAT      Tax 31P1102      KT407           49-55	
Signature of Claimant.....							



Nottinghamshire

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

<b>Employee Number</b> 3001823	<b>Name and Initials</b> Christine Cutland	<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>															
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<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>												
				23.02.16	Arnot Hill – CDP	4	4												
				23.02.16	CDP – Arnot Hill	4	4												
				24.02.16	Arnot Hill – City	4.1	4.1												
				24.02.16	City – Arnot Hill	4.1	4.1												
<b>Total</b>				<b>Total</b>		<b>16.2</b>	<b>16.2</b>												
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Total Expenses Claimed Total receipted expenses Total mileage <i>16.2 @ 0.45p</i> Essential user lump sum Less Advance No..... Amount Claimed		<table border="1"> <tr> <td>£</td> <td>p</td> </tr> <tr> <td>7</td> <td>29</td> </tr> <tr> <td>7</td> <td>29</td> </tr> </table>		£	p	7	29	7	29										
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Signature of Claimant:..... <i>Christine Cutland</i>																			