



Nottinghamshire

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

Employee Number 3001823	Name and Initials Christine Cutland	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 3001823	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
27.01.16	Car parking	3.34	0.66	04.01.16	Arnot Hill – County H	5	5
19.01.16	Car Parking	3.34	0.66	05.01.16	Home – Bulwell – Home	12.6	12.6
27.01.16	Car parking	3.33	0.67	06.01.16	Arnot Hill – CDP	4	4
15.12.15	Car parking	5.34	1.06	06.01.16	CDP – County Hall	1.8	1.8
06.01.16	Car parking	5.34	1.06	11.01.16	Arnot Hill – FHQ	4.3	4.3
				11.01.16	FHQ – Arnot Hill	4.3	4.3
				12.01.16	Arnot Hill – City	4	4
				12.01.16	City – County Hall	1.8	1.8
				18.01.16	Home – City – Home	4.8	4.8
				19.01.16	Arnot Hill – City – Arnot Hill	6.8	6.8
				20.01.16	Home – FHQ	9.5	3.9
Total		20.69	4.11	Total		58.9	53.3

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.		Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature) <i>[Signature]</i> Position <i>Management Accountant</i> Date <i>4/2/16</i>		For Finance Use only					
Total Expenses Claimed		Amount £		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
Total receipted expenses		24 80		31P1102	ET455		20.69	4.11	
Total mileage		533 @ 45 23 99		31P1102	ET407		24.88		
Essential user lump sum							23.99		
Less Advance No.									
Amount Claimed		48 79							

Signature of Claimant <i>[Signature]</i>
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Rank & Collar No 3001823	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
				20.01.16	FHQ – Arnot Hill	4.3	4.3
				22.01.16	Home – City – Home	6.6	6.6
				26.01.16	Home – FHQ	9.5	3.9
				26.01.16	FHQ – Arnot Hill	4.3	4.3
				27.01.16	Arnot Hill – Magistrates	4.5	4.5
				27.01.16	Magistrates – Arnot Hill	4.5	4.5
				27.01.16	Arnot Hill – FHQ	4.3	4.3
				27.01.16	FHQ – City	7.5	7.5
Total				Total		45.5	39.9

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: *Christine Cutland*

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

Approved by (signature) *[Signature]*
Position: *Management Accountant*
Date: *4/2/16*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage <i>39.9 @ 45</i>	<i>17</i>	<i>96</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed	<i>17</i>	<i>96.</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31P1112</i>	<i>ET407</i>		<i>17.96</i>		