



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
				01.03.16	Arnot Hill – Newstead	9.4	9.4
				01.03.16	Newstead – Arnot Hill	9.4	9.4
				01.03.16	Arnot Hill – City	4.1	4.1
				02.03.16	Arnot Hill – County H	5	5
				02.03.16	Home – Arnold – Home	12.2	12.2
				08.03.16	Home - FHQ	9.5	3.9
				08.03.16	FHQ – Mansfield	8.2	8.2
				08.03.16	Mansfield – Arnot Hill	12.1	12.1
				08.03.16	Home – City – Home	4	4
				14.03.16	Arnold – Sherwood - Arnold	2.6	2.6
				16.03.16	Home – Trent Bridge – Home	2.8	2.8
				17.03.16	Home, Gedling, Home	11.2	11.2
Total				Total		90.5	84.9

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: *29/3/16*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage <i>84.9 @ 0.45p</i>	<i>38</i>	<i>21</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed	<i>38</i>	<i>21</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31P/102</i>	<i>ET607</i>		<i>£38.21</i>		



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Rank & Collar No 3001823	Division/Dept NOPCC	<ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 		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
				22.03.16	Home, Arnold, Home	11.2	11.2
				23.03.16	Arnot Hill – City	4.1	4.1
Total				Total		15.3	15.3

I certify that:

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- 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) *A. Halpern*
Position: *Management Accountant*
Date: *29/3/16*

Total Expenses Claimed	Amount	
	£	p
Total receipted expenses		
Total mileage <i>15.3 @ 0.45p</i>	<i>6</i>	<i>89</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed	<i>6</i>	<i>89</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31P/102</i>	<i>ET407</i>		<i>6.89</i>		