



Nottinghamshire

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

Employee Number 3001822	Name and Initials Paddy Tipping	Please Delete as Appropriate • 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
				01.04.16	Arnot Hill – City – Arnot Hill	4	4
				02.04.16	Home – Hucknall – Home	19.4	19.4
				05.04.16	Arnot Hill – City	4.3	4.3
				05.04.16	City – Arnot Hill	4.3	4.3
				07.04.16	Arnot Hill – Mansfield	13.6	13.6
				07.04.16	Mansfield – City	16.6	16.6
				08.04.16	Arnot Hill – Edwinstowe – Arnot H	31.8	31.8
				08.04.16	Home – Stapleford – Home	17	17
				11.04.16	Arnot Hill – Fire FHQ	4.6	4.6
				11.04.16	Fire FHQ – Home	5.3	0.4
				12.04.16	Home – Ravenshead	10.4	10.4
				12.04.16	Ravenshead – Home	10.4	10.4
<b>Total</b>				<b>Total</b>		<b>141.7</b>	<b>136.8</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.....		For Finance Use only																
	Total Expenses Claimed Amount £ p Total receipted expenses Total mileage 136.8 @ 45p Essential user lump sum Less Advance No..... Amount Claimed		<table border="1"> <thead> <tr> <th>Cost Centre</th> <th>Account Code</th> <th>Job Code</th> <th>Amount</th> <th>VAT</th> <th>Tax</th> </tr> </thead> <tbody> <tr> <td>31P1102</td> <td>E7407</td> <td></td> <td>61-56</td> <td></td> <td></td> </tr> </tbody> </table>						Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	E7407		61-56	
Cost Centre	Account Code	Job Code	Amount	VAT	Tax														
31P1102	E7407		61-56																

Signature of Claimant:.....



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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		
				16.04.16	Home – Mansfield	15.8	15.8		
				16.04.16	Mansfield – Sneinton	16.5	16.5		
				16.04.16	Sneinton – Home	1.1	1.1		
				18.04.16	Arnot Hill – County H	5.1	5.1		
				19.04.16	Arnot Hill – City	3.5	3.5		
				19.04.16	Home – Arnot Hill – Home	9.8	9.8		
				20.04.16	Arnot Hill – Basford	2.8	2.8		
				20.04.16	Basford – Nottm	4.1	4.1		
				21.04.16	Arnot Hill – Hyson Gr	2.7	2.7		
				21.04.16	Hyson Gr – Arnot Hill	2.7	2.7		
				21.04.16	Arnot Hill – City	3.9	3.9		
				23.04.16	Home – Strelley - Home	14.4	14.4		
<b>Total</b>				<b>Total</b>		<b>82.4</b>	<b>82.4</b>		
I certify that:		Please mark (*) previously approved expenditure in excess of guidelines		For Finance Use only					
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				31P1102	ET407		37-08		
		Total Expenses Claimed	Amount £ p						
		Total receipted expenses							
		Total mileage <i>82.4 @ 45p</i>	<i>37 08</i>						
		Essential user lump sum							
		Less Advance No.....							
		Amount Claimed	<i>37 08</i>						
Signature of Claimant: <i>P. Tipping</i>									





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<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC			<b>Home to Base Mileage</b> 4.9			
<b>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>							
<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>
				23.04.16	Home – Bridgford – Home	4.8	4.8
				25.04.16	Atrium – Arnot Hill	2.3	2.3
				25.04.16	Home – Wellow – Home	40.6	40.6
				26.04.16	Arnot Hill – City	4.3	4.3
				29.04.16	Arnot Hill – Lenton	7.2	7.2
				29.04.16	Lenton - Attenborough	3.5	3.5
				29.04.16	Attenborough – Home	8	3.1
				30.04.16	Home - Blidworth	12	12
				30.04.16	Blidworth – Carlton	11.8	11.8
				30.04.16	Carlton – Home	1.1	1.1
				30.04.16	Home – City – Home	6	6
<b>Total</b>				<b>Total</b>		<b>101.6</b>	<b>96.7</b>

  

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	Total Expenses Claimed		Amount £ p		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
	Total receipted expenses				31P1102	ET402		43.52		
	Total mileage 96.7 @ 45p		43 52							
	Essential user lump sum									
Less Advance No.....										
Amount Claimed		43 52								
Signature of Claimant:.....										