



Nottinghamshire

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

Employee Number	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 3.6			
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
18/11/17	Car Parking	9.58	1.92	01.12.16	Arnot Hill – Radford	4.4	4.4
18/11/17	Car Parking	6.25	1.25	01.12.16	Radford – Arnot Hill	4.4	4.4
				02.12.16	Arnot Hill – Edwinstowe	15.7	15.7
				02.12.16	Edwinstowe – Cinderhill	18.3	18.3
				02.12.16	Cinderhill – Arnot Hill	3.9	3.9
				02.12.16	Arnot Hill – Clifton	8.4	8.4
				02.12.16	Clifton – Home	6.1	2.5
				07.12.16	Home – Stoke – Home	106.6	99.4
				07.12.16	Home – City – Home	5.4	5.4
				08.12.16	Home – FHQ	7.8	4.2
				08.12.16	FHQ – Arnot Hill	4.6	4.6
				08.12.16	Arnot Hill - Nottm	3.7	3.7
Total		15.83	3.17	Total		189.3	174.9

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.		Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature)..... Position..... Date.....		For Finance Use only <table border="1"> <tr> <th>Cost Centre</th> <th>Account Code</th> <th>Job Code</th> <th>Amount</th> <th>VAT</th> <th>Tax</th> </tr> <tr> <td>31P1102</td> <td>ET407</td> <td></td> <td>98.71</td> <td></td> <td></td> </tr> <tr> <td>31P1102</td> <td>ET455</td> <td></td> <td>15.83</td> <td>3.17</td> <td></td> </tr> </table>				Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	ET407		98.71			31P1102	ET455		15.83	3.17	
Cost Centre	Account Code	Job Code	Amount	VAT	Tax																				
31P1102	ET407		98.71																						
31P1102	ET455		15.83	3.17																					
Total Expenses Claimed Total receipted expenses Total mileage @ 45p Essential user lump sum Less Advance No..... Amount Claimed		Amount £ 97 71																							

Signature of Claimant:.....



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Employee Number	Name and Initials Paddy Tipping	Please Delete as Appropriate		Base: Arnot Hill House	Vehicle Details	
Rank & Collar No PCC	Division/Dept NOPCC	• Authorised Essential • Authorised Casual • Ad Hoc User		Home to Base Mileage 3.6		

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
				08.12.16	Nottm – Arnot Hill	3.7	3.7
				08.12.16	Arnot Hill – Mansfield	14.7	14.7
				08.12.16	Mansfield – Arnot Hill	14.7	11.1
				09.12.16	Arnot Hill – County H	5.1	5.1
				09.12.16	County H – Arnot Hill	5.1	5.1
				10.12.16	Home – St Anns – Home	6.4	6.4
				11.12.16	Home – BBC – Home	3.8	3.8
				12.12.16	Arnot Hill – Rail Station	4.2	4.2
				13.12.16	Arnot Hill – Leicester	36.8	36.8
				13.12.16	Leicester – City	31.1	31.1
				14.12.16	Arnot Hill – Rail Station	4.2	4.2
				16.12.16	Arnot Hill - City	3.4	3.4
Total				Total		133.2	129.6

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: <i>[Signature]</i>	Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature) <i>[Signature]</i> Position <i>Management Accountant</i> Date <i>23/11/17</i>		For Finance Use only					
	Total Expenses Claimed Amount £ p		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
	Total receipted expenses		31P1102	E7607		58.32		
	Total mileage @ 45p							
	Essential user lump sum							
Less Advance No.....								
Amount Claimed 58 32.								

Nottinghamshire

POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

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