



Nottinghamshire

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

<b>Employee Number</b> 3001822	<b>Name and Initials</b> Paddy Tipping	<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>	
<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>
				01.02.16	Arnot Hill – County H	5	5
				03.02.16	Train St – Bridgford	1.2	1.2
				04.02.16	Arnot Hill, Ravenshead	6.6	6.6
				04.02.16	Ravenshead – Home	11.3	6.4
				05.02.16	Arnot Hill – Lowdam	7.3	7.3
				05.02.16	Lowdam – Home	6.3	1.4
				08.02.16	Arnot Hill, FHQ, Return	8.6	8.6
				08.02.16	Arnot Hill – Southwell	12.3	12.3
				08.02.16	Southwell – Home	12.6	7.7
				09.02.16	Home – FHQ	9	4.1
				09.02.16	FHQ – Arnot Hill	4.3	4.3
				10.02.16	Arnot Hill – Station	4.2	4.2
<b>Total</b>				<b>Total</b>		<b>88.7</b>	<b>69.1</b>

  

I certify that: <ul style="list-style-type: none"> <li>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.</li> <li>The costs of the cheapest practicable mode of transport has been claimed for journeys out of force area.</li> <li>My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims</li> <li>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.</li> </ul>	Please mark (*) previously approved expenditure in excess of guidelines  Approved by (signature) <i>[Signature]</i> Position..... <i>Management Accountant</i> Date..... <i>29/3/16</i>		For Finance Use only					
			Cost Centre	Account Code	Job Code	Amount	VAT	Tax
			31P1102	ET407		31.10		
	Total Expenses Claimed Amount £ p							
	Total receipted expenses Total mileage <i>69.1 @ 0.45p</i>		31 10					
	Essential user lump sum Less Advance No..... Amount Claimed		31 10					
Signature of Claimant: <i>[Signature]</i>								

Nottinghamshire

**POLICE & CRIME COMMISSIONER**

### TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001822		Name and Initials Paddy Tipping		Please Delete as Appropriate <ul style="list-style-type: none"><li>• Authorised Essential</li><li>• Authorised Casual</li><li>• Ad Hoc User</li></ul>		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					
					11.02.16	Arnot Hill – County H	5	5					
					11.02.16	County H – Sneinton	2	2					
					11.02.16	Sneinton – Nottm	2.3	2.3					
					12.02.16	Arnot Hill – Kirkby	10.6	10.6					
					12.02.16	Kirkby – Home	13.8	8.9					
					13.02.16	Home, Rainworth, Home	31.2	31.2					
					15.02.16	Arnot Hill – CDP	4	4					
					15.02.16	Home, County H, Home	6.2	6.2					
					16.02.16	Arnot Hill – Mansfield	6	6					
					16.02.16	Mansfield – Arnot Hill	6	6					
					23.02.16	Arnot Hill – Mansfield	16.4	16.4					
					23.02.16	Mansfield – Home	19.7	14.8					
Total					Total		123.2	113.4					
I certify that: <ul style="list-style-type: none"><li>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.</li><li>The costs of the cheapest practicable mode of transport has been claimed for journeys out of force area.</li><li>My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims</li><li>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.</li></ul>				Please mark (*) previously approved expenditure in excess of guidelines				For Finance Use only					
Approved by (signature)..... Position..... Date.....				Total Expenses Claimed				Cost Centre	Account Code	Job Code	Amount	VAT	Tax
Signature of Claimant:.....				Amount £ p				31P1102	ET407		51-03.		
Total receipted expenses													
Total mileage 113.4 @ 0.45p				51 03									
Essential user lump sum													
Less Advance No.....													
Amount Claimed				51 03									





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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>
				24.02.16	Arnot Hill - Thoresby	20	20
				24.02.16	Thoresby – FHQ	17	17
				24.02.16	FHQ – City	6.5	6.5
				25.02.16	Arnot Hill – Lowdam	7.3	7.3
				25.02.16	Lowdam - Home	6.3	1.4
				25.02.16	Home – Gedling	4.9	4.9
				26.02.16	City – Arnot Hill	4.1	4.1
				26.02.16	Home – Papplewick – Home	15	15
				29.02.16	Arnot Hill – County H	5	5
				29.02.16	County H - Uni of Nottm	4.2	4.2
				29.02.16	Uni of Nottm – Home	4.3	4.3
<b>Total</b>				<b>Total</b>		<b>94.6</b>	<b>89.7</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.

**Signature of Claimant:**

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

Approved by (signature)

Position *Management/Accountant*

Date *29/3/16*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage <i>89.7 @ 0.45</i>	<i>40</i>	<i>37</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed	<i>40</i>	<i>37</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31P1102</i>	<i>ET407</i>		<i>40-37</i>		