

TRAVELLING AND SUNDRY EXPENSES

Employee Number Name and Initials		als	Please		as Approp		Ba	Base: Arnot Hill House			Vehicle Details					
			•		rised Esse											
Rank & Collar No Division/Dept			•	Autho	rised Casu	ıal		Home to Base Mileage			ke:					
PCC NOPCC			Ad Hoc User 4.9													
Sundry-Receipte	d Expenses – Pleas	e attach,	, on the reverse, original vat receipts (no photocopies or direct/credit card slips)													
		Amou		VAT			ate	Journey Details From					Total miles less home			
									eason				to base			
16.05.16 Car parking 9.1		9.17		1.83		0	2.07.16	Home – Hucknall -			17.4		17.4			
								Home			11.4		17.4			
24.05.16 Car parking 21.		21.00	00			0!	5.07.16				9		4.1			
					-		5.07.16									
							6.07.16			4.3		4.3				
					-	and the second se	5.07.16						4			
						00	5.07.10	Home – Mapperley – Home		iey –	5		5			
					-	0	7.07.16			aalay	00.0					
						0.	.07.10	Arnot Hill – Annesley – Arnot Hill			- 20.6		20.6			
							3.07.16						4.4			
				-		3.07.16		Arnot Hill – Loxley Loxley – Arnot Hill		4.1 4.1		4.1				
		-					3.07.16		t Hill - Mansfield		11.8		4.1			
					-								11.8			
					-		3.07.16	_			14.9		10			
					-		9.07.16		e – Keywo		9.4		9.4			
Total				*			9.07.16	Keyw	orth – Kill	isick	14.6		14.6			
Total I certify that:		30.17		(*)			otal				119.20		109.40			
	es claimed are in acco		idelines	(") previou	usly approved e	expenditure	in excess	of	For Finance	e Use only						
with Police Regul	ations or the current ap	roved			$\bigcap $	Alla.						,				
scheme for sup	port staff and have	hoon Ar	oproved by	(signature	e)	anger	non	Cost Account Centre Code		Job Code	Amount	VAT	Tax			
	reasonably incurred on	Force Po	osition	Na	agemon	it/p/courta						79.40				
business.	channest practicable m		ate	<i>f.G</i> .f.C	110				31P1102	F7410)	79.40				
The costs of the cheapest practicable mode of transport has been claimed for journeys out of			tal Expens	es Claime	ed	Amount			5411000	<u> </u>						
force area.						£ p										
• My vehicle insurance policy covers business use			otal receipte			32]							
and indemnifies the Office of the Police			Total mileage 109.40 @ 0.45 Essential user lump sum			49	2:	3								
 and Crime Commissioner against third party claims Where subsistence is claimed, I have actually 									-							
incurred expenditure because I was prevented by			Less Advance No Amount Claimed						-							
official duties from taking my meal in the normal						81		13.								
	pts fpr all costs are attach					01	×									
Signature of Claiman	. M															
orginature of Ordinian									1							



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Employee NumberName and InitialsRank & Collar NoDivision/DeptPCCNOPCC		S	Please Delete as Appropriate Authorised Essential 					1			Vehicle Details				
			•	Ad Ho	rised Casu c User		4.	Home to Base Mileage 4.9							
Sundry-Receipted	Expenses – Please	attach,	on the	reverse,	original va	it rece	ipts (no p	hotoco	pies or dir	ect/credit	card slips)				
Date Reason for Claim Am		Amour	nt	VAT			Date		ney Detail eason	s From –	Total Mile		Total mile to base	es less home	
							09.07.16	16 Killisick – Home		4.6		4.6			
							12.07.16 Arno		ot Hill – Wk	ridaford	5.5		5.5 5.5 4.1		
										Arnot Hill	Land Land Land Land				
							13.07.16	010001.0 01 -00.975	ot Hill – Cit		4.1				
					1		14.07.16			20.5		20.5			
							15.07.16		ark – Hom		22.3 9		22.3		
					1		19.07.16		e – FHQ	5			4.1		
							19.07.16		– Arnot H	ill	4.3		4.3		
							19.07.16				6.3		6.3		
							23.07.16		e – Lamble		8		8		
								Home							
							25.07.16	Arno	t Hill – FH	Q	4.3		4.3		
							25.07.16	FHQ	- Arnot H	ill	4.3		4.3		
Total							Total				98.7		93.8		
I certify that:				(*) previou	isly approved e	expendit	ure in excess	s of	For Financ	e Use only					
	s claimed are in accorda		idelines		ina	1.									
	tions or the current appro oort staff and have b		proved hy	(signature) agement	negn	gn		Cost	Account	Job Code	Amount	VAT	Tax	
	asonably incurred on F	orce Pos	sition	Mau	agement	AC	conto	t	Centre	Code					
business.			te		IR		••		SIPINT	ETUD					
The costs of the cheapest practicable mode of transport has been claimed for journeys out of				ses Claime		Amou				0140					
force area.	i claimed for journeys of					£	р								
 My vehicle insurance policy covers business use 			Total receipted expenses												
and indemnifies the Office of the Police			Total mileage 93.8 @ 0.45 Essential user lump sum			42		21							
and Crime Commissioner against third party			sential use	er lump su	n				-						
 claims Where subsistence is claimed, I have actually 			Less Advance No Amount Claimed					21	-						
incurred expenditure because I was prevented by						42									
official duties from taking my meal in the normal															
	its for all costs are attached	d.													
Signature of Claimant	····														



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TRAVELLING AND SUNDRY EXPENSES

Employee Number Name and Initials		5	Please Delete as Appropriate Authorised Essential 									hicle Details				
Rank & Collar No Division/Dept			•		rised Casua	al			ne to B	ase Milea	ge					
PCC		NOPCC		•	Ad Ho				4.9							
				, on the reverse, original vat receipts (no photocopies or direct/credit card slips)												
Date Reason for Claim Am			Amour	ount VAT				Date		Journey Details From –		Total Miles		Total miles less home		
						_				To Reason					to base	
					26		Manager and the second se			Arnot Hill –		36.8		36.8		
											stershire F					
							26.07		225. 10		35.2		30.3			
										Home						
							27.07.1				II —	16.6		16.6		
										Home						
								28.07.16		Arnot Hill – Sherwood			2.4		2.4	
										– Arno						
								29.07.1			Hill – Bry		4.7		4.7	
								29.07.16							4.7	
											e – Derby – Home		38.2		38.2	
÷							30.07.1	16	Home – City – Home		lome	4.4		4.4		
Total								Total					143.00		138.1	
I certify that					(*) previo	usly approved e	expendit	ure in exce	ess o	of	For Finance	e Use only				
		claimed are in accord	beve	idelines		in	1 1.									1
with Police Regulations or the current approved scheme for support staff and have been			proved by	(signature	e)	MAE	men			Cost Centre	Account Code	Job Code	Amount	VAT	Tax	
necessarily and reasonably incurred on Force		orce Pc	sition	Na	raginert	AVCI	owo	nt			Coue		62.15			
busines		anast practicable mad	De	ate		129116	<u></u>				31PILQ	ETGIC	\sum			
The costs of the cheapest practicable mode of transport has been claimed for journeys out of			ut of To	tal Expens	ses Claime	ed	Amou	nt								
force area.							£p		р							
• My vehicle insurance policy covers business use				Total receipted expenses Total mileage 138.1 @ 0.45		62		15								
and indemnifies the Office of the Police			—	Essential user lump sum			02		15							
and Crime Commissioner against third party claims				Less Advance No]					
• Where subsistence is claimed, I have actually			ually	Amount Claimed			62		15							
incurred expenditure because I was prevented by			d by													
official duties from taking my meal in the normal way and VAT receipts for all costs are attached.			d d													
	. 1		<u>.</u>													
Signature	of Claimant:.]					