



Nottinghamshire

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

Employee Number	Name and Initials	Please Delete as Appropriate		Base: Arnot Hill House	Vehicle Details		
Rank & Collar No	Division/Dept	<ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 		Home to Base Mileage	Make:		
PCC	NOPCC			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
16.05.16	Car parking	9.17	1.83	02.07.16	Home – Hucknall - Home	17.4	17.4
24.05.16	Car parking	21.00		05.07.16	Home – FHQ	9	4.1
				05.07.16	FHQ – Arnot Hill	4.3	4.3
				06.07.16	Arnot Hill – City	4	4
				06.07.16	Home – Mapperley – Home	5	5
				07.07.16	Arnot Hill – Annesley – Arnot Hill	20.6	20.6
				08.07.16	Arnot Hill – Loxley	4.1	4.1
				08.07.16	Loxley – Arnot Hill	4.1	4.1
				08.07.16	Arnot Hill - Mansfield	11.8	11.8
				08.07.16	Mansfield – Home	14.9	10
				09.07.16	Home – Keyworth	9.4	9.4
				09.07.16	Keyworth – Killisick	14.6	14.6
Total		30.17		Total		119.20	109.40

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.....

Date.....

Total Expenses Claimed	Amount
	£ p
Total receipted expenses	32 00
Total mileage 109.40 @ 0.45	49 23
Essential user lump sum	
Less Advance No.....	
Amount Claimed	81 23

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P102	E7410		79.40		



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Rank & Collar No PCC	Division/Dept NOPCC	<ul style="list-style-type: none"> Authorised Essential Authorised Casual Ad Hoc User 	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
					09.07.16	Killisick – Home	4.6	4.6
					12.07.16	Arnot Hill – Wbridgford	5.5	5.5
					12.07.16	Wbridgford – Arnot Hill	5.5	5.5
					13.07.16	Arnot Hill – City	4.1	4.1
					14.07.16	Home – Newark	20.5	20.5
					15.07.16	Newark – Home	22.3	22.3
					19.07.16	Home – FHQ	9	4.1
					19.07.16	FHQ – Arnot Hill	4.3	4.3
					19.07.16	Arnot Hill – Lenton	6.3	6.3
					23.07.16	Home – Lambley – Home	8	8
					25.07.16	Arnot Hill – FHQ	4.3	4.3
					25.07.16	FHQ – Arnot Hill	4.3	4.3
Total					Total		98.7	93.8

I certify that:

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- 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: *[Signature]*

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

Approved by (signature) *[Signature]*
 Position: *Management Accountant*
 Date: *19/9/16*

Total Expenses Claimed	Amount £ p
Total receipted expenses	
Total mileage 93.8 @ 0.45	42 21
Essential user lump sum	
Less Advance No.....	
Amount Claimed	42 21

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	E7410				

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POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

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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				
						26.07.16	Arnot Hill – Leicestershire FHQ		36.8	36.8				
						26.07.16	Leicestershire FHQ – Home		35.2	30.3				
						27.07.16	Home – Hucknall – Home		16.6	16.6				
						28.07.16	Arnot Hill – Sherwood – Arnot Hill		2.4	2.4				
						29.07.16	Arnot Hill – Bryon		4.7	4.7				
						29.07.16	Bryon – Arnot Hill		4.7	4.7				
						29.07.16	Home – Derby – Home		38.2	38.2				
						30.07.16	Home – City – Home		4.4	4.4				
Total						Total			143.00	138.1				
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..... Total Expenses Claimed Amount £ p Total receipted expenses Total mileage 138.1 @ 0.45 62 15 Essential user lump sum Less Advance No..... Amount Claimed 62 15					For Finance Use only Cost Centre Account Code Job Code Amount VAT Tax 31P11Q E7410 62.15				
Signature of Claimant:.....														