



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 Make:
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
				01.05.16	Home – Nottm – Home	7	7
				02.05.16	Home – Meadows - Home	6	6
				04.05.16	Home – FHQ	9	4.1
				04.05.16	FHQ – Arnot Hill	4.3	4.3
				10.05.16	Arnot Hill – Station	4.2	4.2
				11.05.16	Arnot Hill – City	4	4
				14.05.16	Home – Arnold	3.8	3.8
				14.05.16	Arnold – Newark	23.8	23.8
				14.05.16	Newark – Home	23.1	23.1
				15.05.16	Home – Southwell – Home	21.4	21.4
				16.05.16	Arnot Hill – Station	4.2	4.2
				19.05.16	Arnot Hill – Worksop – Arnot Hill	48.8	48.8
Total				Total		159.6	154.7

Total

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: *[Signature]*

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

Approved by (signature) *[Signature]*
 Position: *Management Assistant*
 Date: *5/7/16*

Total Expenses Claimed	Amount	
	£	p
Total receipted expenses		
Total mileage <i>154.7 @ 45</i>	<i>69</i>	<i>62</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed	<i>69</i>	<i>62</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31R102</i>	<i>ET410</i>		<i>69.62</i>		



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Employee Number 3001822	Name and Initials Paddy Tipping	Please Delete as Appropriate <ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 	Base: Arnot Hill House	Vehicle Details Make
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
				20.05.16	Arnot Hill – Ashfield	10.6	10.6
				20.05.16	Ashfield – Home	13.8	8.9
				23.05.16	Arnot Hill – Loxley	4.1	4.1
				23.05.16	Loxley – Arnot Hill	4.1	4.1
				23.05.16	Home – Oxtan – Home	19.6	19.6
				24.05.16	Arnot Hill – Leicester	36.8	36.8
				24.05.16	Leicester – Station	4.9	4.9
				25.05.16	Leicester – Nottm Uni	27.7	27.7
				25.05.16	Nottm Uni – Home	5.6	0.7
				26.05.16			
Total				Total		127.2	117.4

I certify that:

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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: *[Signature]*

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

Approved by (signature) *[Signature]*
 Position..... *Manager of Accountant*
 Date..... *5/7/16*

Total Expenses Claimed	Amount £ p
Total receipted expenses	
Total mileage <i>117.4 @ 45p</i>	<i>52 83</i>
Essential user lump sum	
Less Advance No.....	
Amount Claimed	<i>52 83</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>3P1102</i>	<i>ET40</i>		<i>52.83</i>		