



Nottinghamshire

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

<b>Employee Number</b>	<b>Name and Initials</b> Paddy Tipping	<b>Please Delete as Appropriate</b>		<b>Base: Arnot Hill House</b>	<b>Vehicle Details</b>	
<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC	<ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>		<b>Home to Base Mileage</b> 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
28.11.16	Car Parking	8.25	1.25	01.11.16	Home – Ryton – Home	108.4	101.2
06.12.16	Car Parking	6.25	1.25	02.11.16	Home – FHQ	7.8	4.2
				02.11.16	FHQ – Arnot Hill	4.6	4.6
				02.11.16	Arnot Hill – Beeston	8.1	8.1
				02.11.16	Beeston – Home	7.1	3.5
				02.11.16	Home – City – Home	11	11
				03.11.16	Arnot Hill – Train St	4.2	4.2
				04.11.16	Arnot Hill – Cinderhill	4.3	4.3
				04.11.16	Cinderhill – Arnot Hill	4.3	4.3
				04.11.16	Arnot Hill – City	4.7	4.7
				05.11.16	Home – City – Home	5.8	5.8
				07.11.16	Arnot Hill – County Hill	5.1	5.1
<b>Total</b>				<b>Total</b>		<b>175.4</b>	<b>161</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: *[Signature]*

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

Approved by (signature) *[Signature]*  
Position: *Management Accountant*  
Date: *12/12/16*

Total Expenses Claimed	Amount £	p
Total receipted expenses	15	00
Total mileage	72	45
Essential user lump sum		
Less Advance No.....		
Amount Claimed	87	45

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	E7407		84.95	2.50	8



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<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC	<ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>		<b>Home to Base Mileage</b> 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
				08.11.16	Home – Leicestershire FHQ – Home	64.8	57.6
				09.11.16	Arnot Hill – County Hill	5.1	5.1
				09.11.16	Home – NTU – Home	5	5
				10.11.16	Home – FHQ	7.8	4.2
				10.11.16	FHQ – Arnot Hill	4.6	4.6
				11.11.16	Home – FHQ – Home	15.6	8.4
				11.11.16	Home – City – Home	6	6
				12.11.16	Home – Gunthorpe - Home	15.8	15.8
				13.11.16	Home – Hucknall – Home	18.6	18.6
				14.11.16	Home – FHQ	7.8	4.2
				14.11.16	FHQ – Arnot Hill	4.6	4.6
				14.11.16	Arnot Hill – Mansfield	12.1	12.1
<b>Total</b>				<b>Total</b>		<b>167.8</b>	<b>146.2</b>

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Signature of Claimant: *[Signature]*

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

Approved by (signature) *[Signature]*  
Position *Management Accountant*  
Date *12/12/16*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage <i>146.2 @ 0.45p</i>		<i>65 79</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed		<i>65 79</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31P1102</i>	<i>ET407</i>		<i>65-79</i>		



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<b>Employee Number</b>	<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> 3.6			
<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>
				14.11.16	Mansfield - Home	15.9	12.3
				18.11.16	Home – NTU – Home	5	5
				20.11.16	Home – St Anns – Home	6.4	6.4
				22.11.16	Arnot Hill – Basford	2.6	2.6
				22.11.16	Basford – Radford	2.8	2.8
				22.11.16	Radford – NTU	1.5	1.5
				23.11.16	Arnot Hill – Byron Hs	4.7	4.7
				25.11.16	Home – FHQ	7.8	4.2
				25.11.16	FHQ – Arnot Hill	4.6	4.6
				25.11.16	Arnot Hill – City	3.8	3.8
				25.11.16	City – W Bridgford	2.6	2.6
				26.11.16	Home – Blidworth – Home	25.8	25.8
<b>Total</b>				<b>Total</b>		<b>83.5</b>	<b>76.3</b>

  

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Cost Centre	Account Code	Job Code	Amount	VAT	Tax															
31P1102	ET407		34-34																	
Total Expenses Claimed		Amount £																		
Total receipted expenses																				
Total mileage 76.3 @ 0.45p		34 34																		
Essential user lump sum																				
Less Advance No.....																				
Amount Claimed		34 34																		

  

Signature of Claimant:.....
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<b>Employee Number</b>	<b>Name and Initials</b> Paddy Tipping	<b>Please Delete as Appropriate</b>		<b>Base: Arnot Hill House</b>	<b>Vehicle Details</b>			
<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC	<ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>		<b>Home to Base Mileage</b> 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
				28.11.16	Home – Leicestershire	32.4	28.8
				28.11.16	Leicestershire – Home	32.4	28.8
				29.11.16	Arnot Hill – Haworth	32	32
				29.11.16	Haworth – Home	35.7	32.1
				30.11.16	Home – Carrington – Home	7	7
<b>Total</b>				<b>Total</b>		<b>139.5</b>	<b>128.7</b>

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Signature of Claimant: *[Signature]*

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

Approved by (signature) *G.A. [Signature]*

Position *Managerial Accountant*

Date *12.12.16*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage <i>128.7 @ 0.45</i>	<i>59</i>	<i>92</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed	<i>59</i>	<i>92</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31P102</i>	<i>E7407</i>		<i>59.92</i>		