



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> <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>
				01.12.17	Arnot Hill - Thorneywood – Arnot Hill	3.8	3.8
				01.12.17	Arnot Hill - BBC	3.8	3.8
				05.12.17	Home – FHQ	7.8	4.2
				05.12.17	FHQ – Arnot Hill	4.6	4.6
				05.12.17	Arnot Hill – City	3.1	3.1
				07.12.17	Home – Mansfield	12	8.4
				07.12.17	Mansfield – Home	12	8.4
				08.12.17	Arnot Hill – Edwinstowe	15.7	15.7
				08.12.17	Edwinstowe - Home	19.4	15.8
				11.12.17	Home – Carrington	4.1	0.5
				11.12.17	Carrington – City	2.7	2.7
				12.12.17	Arnot Hill - Loxley	4.1	4.1
<b>Total</b>				<b>Total</b>		<b>93.1</b>	<b>75.1</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.....  
Date.....

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 75.1 @ 0-45p	33	80
Essential user lump sum		
Less Advance No.....		
Amount Claimed	33	80

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
318102	ET407		33-80		



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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
	Car parking charges	141.00	23-51	12.12.17	Loxley – Arnot Hill	4.1	4.1
	Between November 2017			12.12.17	Arnot Hill – East Leake	15.4	15.4
	And March 2018			12.12.17	East Leake – Arnot Hill	15.4	15.4
				14.12.17	Home – Leicester	32.5	28.9
				14.12.17	Leicester – Hucknall	36.4	36.4
				14.12.17	Hucknall – Arnot Hill	5.4	5.4
				15.12.17	Home – Fire HQ	5.3	1.7
				15.12.17	Fire HQ – Arnot Hill	1.5	1.5
				15.12.17	Arnot Hill – Sutton	12.8	12.8
				16.12.17	Home – Northgate-Home	8.2	8.2
				21.12.17	Arnot Hill – Lenton	4.9	4.9
				23.12.17	Home – City – Home	11.8	11.8
				25.12.17	Home – FHQ – Home	15.6	15.6
<b>Total</b>		<b>141.00</b>	<b>23-51</b>	<b>Total</b>		<b>169.3</b>	<b>162.1</b>

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Signature of Claimant:.....

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

Approved by (signature).....  
Position.....  
Date.....

Total Expenses Claimed	Amount £
Total receipted expenses	172.95
Total mileage 162.1 @ 45p	72.95
Essential user lump sum	
Less Advance No.....	
Amount Claimed	213.95

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		72.95		
31P1102	ET455		141.00	23-51	