



Nottinghamshire

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

| | | | | | | | | |
|------------------------------------|---|--|--|------------------------------------|------------------------|--|--|--|
| Employee Number | Name and Initials Paddy Tipping | Please Delete as Appropriate | | Base: Arnot Hill House | Vehicle Details | | | |
| Rank & Collar No PCC | Division/Dept NOPCC | <ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User | | Home to Base Mileage 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 |
|--------------|------------------|--------------|-------------|--------------|--|---------------|-------------------------------|
| 26.1.17 | Car Parking | 9.58 | 1.92 | 03.01.17 | Arnot Hill House to Cambridgeshire PCC | 77.1 | 77.1 |
| 2.2.17 | Car Parking | 6.67 | 1.33 | 03.01.17 | Cambridgeshire PCC to Home | 75.0 | 71.4 |
| 7.2.17 | Car Parking | 6.25 | 1.25 | 04.01.17 | Arnot Hill to Under One Roof Hucknall | 5.1 | 5.1 |
| 20.2.17 | Car Parking | 3.33 | 67 | 04.01.17 | Under One Roof Hucknall to Home | 7.0 | 3.4 |
| 20.2.17 | Car Parking | 1.67 | 33 | 09.01.17 | Arnot Hill House to Shire Hall | 4.0 | 4.0 |
| | | | | 09.01.17 | Shire Hall to Arnot Hill House | 4.0 | 4.0 |
| | | | | 10.01.17 | Home to FHQ | 8.4 | 4.8 |
| | | | | 10.01.17 | FHQ to Arnot Hill House | 4.6 | 4.6 |
| | | | | 10.01.17 | Arnot Hill House to Central Library | 3.6 | 3.6 |
| | | | | 10.01.17 | Central Library to Arnot Hill House | 3.6 | 3.6 |
| | | | | 13.01.17 | Arnot Hill to Byron House | 4.0 | 4.0 |
| | | | | 13.01.17 | Byron House to Arnot Hill | 4.0 | 4.0 |
| Total | | 27.50 | 5.50 | Total | | 200.40 | 189.6 |

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

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

Approved by (signature) *[Signature]*
Position *Management Accountant*
Date *21/2/17*

| | | |
|-----------------------------|----------|-------|
| Total Expenses Claimed | Amount £ | 33.00 |
| Total receipted expenses | | 33.00 |
| Total mileage 189.60 @ 0.45 | 85 | 32 |

For Finance Use only

| Cost Centre | Account Code | Job Code | Amount | VAT | Tax |
|-------------|--------------|----------|--------|-----|-----|
| 31/1102 | ET407 | | 85.32 | | |



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| Employee Number | 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 |
| Rank & Collar No PCC | Division/Dept NOPCC | | Home to Base Mileage 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 |
|--------------|------------------|--------|-----|--------------|---|--------------|-------------------------------|
| | | | | 18.01.17 | Home to Salford | 84.5 | 80.9 |
| | | | | 18.01.17 | Salford to Home | 84.6 | 81.0 |
| | | | | 19.01.17 | Homet o Hinckley Leicestershire | 41.0 | 37.4 |
| | | | | 19.01.17 | Hinckley Leicestershire to Home | 41.4 | 37.8 |
| | | | | 20.01.17 | Arnot Hill to Nottm Belfry | 6.3 | 6.3 |
| | | | | 20.01.17 | Nottm Belfry to Arnot Hill | 6.3 | 6.3 |
| | | | | 07.01.17 | Home to Doncaster | 35.2 | 31.6 |
| | | | | 07.01.17 | Doncaster to Home | 37.8 | 34.2 |
| | | | | 23.01.17 | Arnot Hill House Ashfield District Council | 10.8 | 10.8 |
| | | | | 23.01.17 | Ashfield District Council to Arnot Hill House | 10.7 | 10.7 |
| | | | | 24.01.17 | Home to FHQ | 8.4 | 4.8 |
| | | | | 24.01.17 | FHQ to Arnot Hill House | 4.6 | 4.6 |
| Total | | | | Total | | 371.6 | 346.4 |

| <p>I certify that:</p> <ul style="list-style-type: none"> • 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. <p>Signature of Claimant:.....</p> | <p>Please mark (*) previously approved expenditure in excess of guidelines</p> <p>Approved by (signature).....</p> <p>Position.....</p> <p>Date.....</p> | | <p>For Finance Use only</p> <table border="1"> <tr> <th>Cost Centre</th> <th>Account Code</th> <th>Job Code</th> <th>Amount</th> <th>VAT</th> <th>Tax</th> </tr> <tr> <td>31/1102</td> <td>ET407</td> <td></td> <td>155.88</td> <td></td> <td></td> </tr> </table> | | | | | | Cost Centre | Account Code | Job Code | Amount | VAT | Tax | 31/1102 | ET407 | | 155.88 | | |
|---|---|--------------|--|--------|-----|-----|--|--|-------------|--------------|----------|--------|-----|-----|---------|-------|--|--------|--|--|
| | Cost Centre | Account Code | Job Code | Amount | VAT | Tax | | | | | | | | | | | | | | |
| | 31/1102 | ET407 | | 155.88 | | | | | | | | | | | | | | | | |
| | <p>Total Expenses Claimed</p> <p>Total receipted expenses</p> <p>Total mileage 346.40 @ 0.45</p> <p>Essential user lump sum</p> <p>Less Advance No.....</p> <p>Amount Claimed</p> | | <p>Amount £ p</p> <p>155 88</p> | | | | | | | | | | | | | | | | | |
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