



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
03.07.17	Car parking	6.67	1.33	01.07.17	Home – Beeston - Home	12.8	12.8
04.07.17	Car parking	3.75	0.75	06.07.17	Arnot Hill – Radford	4.3	4.3
19.07.17	Car parking	13.33	2.67	10.07.17	Arnot Hill – Lowdham	7.3	7.3
				11.07.17	Home – FHQ	7.8	4.2
				11.07.17	FHQ – Arnot Hill	4.6	4.6
				11.07.17	Home – Keyworth – Home	8.7	8.7
				12.07.17	Home – Nottm – Home	8	8
				13.07.17	Arnot Hill – Mapperley	2.4	2.4
				13.07.17	Mapperley – Arnot Hill	2.4	2.4
				13.07.17	Arnot Hill – Station	4.4	4.4
				20.07.17	Arnot Hill – Mansfield – Arnot Hill	23.8	23.8
				20.07.17	Home – City – Home	6.2	6.2
Total		23.75	4.75	Total		92.7	89.1

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.

Signature of Claimant: *[Signature]*

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

Approved by (signature) *[Signature]*
Position: *Manager of Accounts*
Date: *22/8/17*

Total Expenses Claimed	Amount £	p
Total receipted expenses	28	50
Total mileage 89.1 @ 45p	40	10
Essential user lump sum		
Less Advance No.....		
Amount Claimed	68	60.

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	E7455		23.75	4.75	
31P1102	E7407		40.10		



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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
				21.07.17	Arnot Hill – Hyson G.	2.4	2.4
				21.07.17	Hyson G. – Arnot Hill	2.4	2.4
				22.07.17	Home – Worksop	31.1	31.1
				22.07.17	Worksop - City	36.7	36.7
				22.07.17	City – Home	3.2	3.2
				24.07.17	Arnot Hill – Lowdham	7.3	7.3
				24.07.17	Lowdham – Home	6.3	2.7
				25.07.17	Home – FHQ	7.8	4.2
				25.07.17	Mapperley – City	4.1	4.1
				26.07.17	Arnot Hill – City	4.4	4.4
				27.07.17	Arnot Hill – FHQ	4.6	4.6
				27.07.17	FHQ – Arnot Hill	4.6	4.6
Total				Total		114.9	107.7

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	Approved by (signature)..... Position..... Date.....		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
	Approved by (signature)..... Position..... Date.....		31P102	ET407		48.47		
	Total Expenses Claimed Amount £ p							
	Total receipted expenses Total mileage 107.7 @ 45 Essential user lump sum Less Advance No..... Amount Claimed							

Signature of Claimant:.....



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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
				28.07.17	Arnot Hill – City	3.7	3.7
				29.07.17	Home – City – Home	6	6
				29.07.17	Home – Bobbersmill – Home	7.8	7.8
				31.07.17	Arnot Hill – Eastwood	9.5	9.5
				31.07.17	Eastwood – Arnot Hill	9.5	9.5
Total				Total		36.5	36.5

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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 £	p
Total receipted expenses		
Total mileage 36.5 @ 45	16	43
Essential user lump sum		
Less Advance No.....		
Amount Claimed	16	43.

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		16.43		

Nottingham Train Station

NG1 Nottingham
Tax code GB435757819

POF 1 03/07/17 21:55
Receipt 084156

Short-term parking tkt
MSCP - No. 066289
03/07/17 07:43
03/07/17 21:55
Period 1d0h0'
(Ust.)

Gross total £8.00

Payment
Cash £8.00

Net total £6.67
Ust. 20% £1.33

All amounts in GBP.
Deliv. date=Receipt date

02810123 - 1/1

Nottingham Train Station

NG1 Nottingham
Tax code GB435757819

POF 9 04/07/17 17:59
Receipt 085259

Short-term parking tkt
MSCP - No. 067992
04/07/17 10:43
04/07/17 17:59
Period 0d18h0'
(Ust.)

Gross total £4.50

Payment
Cash £4.50

Net total £3.75
Ust. 20% £0.75

All amounts in GBP.
Deliv. date=Receipt date

074FAF19 - 1/1

Nottingham Train Station

NG1 Nottingham
Tax code GB435757819

POF 1 19/07/17 19:25
Receipt 008289

Short-term parking tkt
MSCP - No. 087783
18/07/17 06:43
19/07/17 19:25
Period 2d0h0'
(Ust.)

Gross total £16.00

Payment
Cash £16.00

Net total £13.33
Ust. 20% £2.67

All amounts in GBP.
Deliv. date=Receipt date

013ABEBB - 1/1