

TRAVELLING AND SUNDRY EXPENSES

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				
14.03.17	Parking at Nottingham Train Station	9.58	1.92		02.03.17	Arnot Hill House to FHQ	4.6	4.6				
09.03.17	Parking at Nottingham Train Station	12.50	2.50		02.03.17	FHQ to Home	8.9	5.3				
					03.03.17	Arnot Hill to Edwinstowe House	16.0	16.0				
					03.03.17	Edwinstowe House to BBC Studios London Road	20.2	20.2				
					06.03.17	Arnot Hill House to Leicester FHQ	36.8	36.8				
					06.03.17	Leicester FHQ to Home	32.7	29.1				
					10.03.17	Home to Harrogate	86.5	82.9				
					10.03.17	Harrogate to Home	86.5	82.9				
					04.03.17	College Street Nottingham to Main Street Blidworth	11.7	11.7				
					04.03.17	Main Street Blidworth to Home	12.0	8.4				
Total		22-08			Total		315.90	297.90				
I certify that:				Please mark (*) previously approved expenditure in excess of guidelines			For Finance Use only					
<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 				Approved by (signature)..... <i>[Signature]</i>			Cost Centre	Account Code	Job Code	Amount	VAT	Tax
				Position..... <i>Management Accountant</i>			31P1102	ET407		134-06		
				Date..... <i>14/6/17</i>								
				Total Expenses Claimed		Amount £	3P1102		E7490		22-08	
				Total receipted expenses		26 50						
Total mileage 297.90 @ 0.45		134 06										
Essential user lump sum												
Less Advance No.....												

- 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.

Amount Claimed

164

56

Signature of Claimant:.....



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												
				14.3.17	Home to FHQ	7.8	4.2												
				14.3.17	FHQ to Boots	11	11												
				14.3.17	Boots to Arnot Hill House	6.8	6.8												
				14.3.17	Arnot Hill House to Train Station	4.1	4.1												
				16.3.17	County Hall to Outwood Academy Workshop	34.6	34.6												
				16.3.17	Outwood Academy to Bestwood Lodge	26.7	26.7												
				20.3.17	Arnot Hill House to The Shire Hall	4	4												
				20.3.17	Shire Hall to Nottingham University	2.5	2.5												
				21.3.17	Station Street to Leicestershire HQ	40	40												
				21.3.17	Leicestershire HQ to home	32.7	29.1												
Total				TOTAL		170.20	163												
I certify that:		Please mark (*) previously approved expenditure in excess of guidelines			For Finance Use only														
<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 		Approved by (signature)..... Position..... Date.....			<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>31P1102</td> <td>ET407</td> <td></td> <td>73.35</td> <td></td> <td></td> </tr> </table>			Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	ET407		73.35		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax														
31P1102	ET407		73.35																
Total Expenses Claimed		Amount £																	
Total receipted expenses																			
Total mileage 162.40 @ 0.45		73		35															
Essential user lump sum																			
Less Advance No.....																			

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:.....

Amount Claimed

73

35



Nottinghamshire

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

Employee Number	Name and Initials Paddy Tipping	Please Delete as Appropriate • 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	
				22.3.17	Home to Lichfield and return	86.40	79.20	
				22.3.17	Home to Kelham Hall and return	43	35.8	
				27.3.17	Arnot Hill House to Newark College and return	43	43	
				28.3.17	Arnot Hill House to City Hospital	1.5	1.5	
				28.3.17	Home to Retford Town Hall and return	62.2	55	
				30.3.17	Arnot Hill House to Train Station	4	4	
				31.3.17	Home to Broxtowe Borough Council	6.3	2.7	
				31.3.17	Broxtowe Borough Council to Arnot Hill House	7.6	7.6	
				31.3.17	Arnot Hill House to Selston	12.9	12.9	
				31.3.17	Selston to Home	15.6	12	
Total				TOTAL		282.50	253.70	

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		Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature) <i>[Signature]</i> Position..... <i>Managerial Accountant</i> Date.....		For Finance Use only					
				Cost Centre	Account Code	Job Code	Amount	VAT	Tax
				31P1102	ET407		114-17		

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 253.70 @ 0.45		114 17
Essential user lump sum		
Less Advance No.....		

<ul style="list-style-type: none">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>	Amount Claimed	114	17			
---	----------------	-----	----	--	--	--

Nottingham Train Station

NG1 Nottingham
Tax codeGB435757819

POF 7 09/03/17 15:55
Receipt 026505

Short-term parking tkt
1 - No. 028566
08/03/17 07:24 -
10/03/17 07:23 -
Period 2d0h0'
(Ust.) £15.00

Gross total £15.00

Payment

MRCH NO. 540436504585688
Visa Debit
A0000000031010
*****8055
VALID 02/12 TO 09/17
ICC ISSUE 03
SALE
AMOUNT GBP15.00
PIN VERIFIED
PLEASE DEBIT MY ACCOUNT
WITH TOTAL SHOWN
RETAIN FOR YOUR RECORDS

15:56 09/03/17 :
40:9804B5CA886C953C 047A
AUTH CODE:116448
REF 12991
SN 02311432 TXN 9520

Net total £12.50
Ust. 20% 2.50

All amounts in GBP.
Deliv. date=Receipt date

Nottingham Train Station

NG1 Nottingham
Tax codeGB435757819

POF 7 15/03/17 20:25
Receipt 035118

Short-term parking tkt
1 - No. 036180
14/03/17 15:01 -
16/03/17 09:00 -
Period 1d18h0'
(Ust.) £11.50

Gross total £11.50

Payment
Cash £11.50

Net total £11.50
Ust. 20% £9.58
1.92

All amounts in GBP.
Deliv. date=Receipt date

20AC049E - 1/1