

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			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														
					04.01.18	Arnot Hill – FHQ	4.6	4.6														
					04.01.18	FHQ – Home	7.8	4.2														
					05.01.18	Arnot Hill – Loxley	4.1	4.1														
					09.01.18	Arnot Hill – Lenton	4.1	0.5														
					11.01.18	Arnot Hill – Newark – Arnot Hill	37.4	37.4														
					11.01.18	Arnot Hill – Radford – Arnot Hill	5.6	5.6														
					12.01.18	Arnot Hill - Beeston	7.2	7.2														
					12.01.18	Beeston – Arnot Hill	7.2	7.2														
					12.01.18	Arnot Hill – City	4.3	4.3														
					14.01.18	Home – Newark – Home	40.4	40.4														
					16.01.18	Home – FHQ	7.8	4.2														
					16.01.18	FHQ – Lowdham	9	9														
Total					Total		139.5	128.7														
I certify that:				Please mark (*) previously approved expenditure in excess of guidelines				For Finance Use only														
- 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.				Approved by (signature) _____ Position..... <i>Managerial Accountant</i> Date..... <i>29/3/18</i>				<table border="1"> <thead> <tr> <th>Cost Centre</th> <th>Account Code</th> <th>Job Code</th> <th>Amount</th> <th>VAT</th> <th>Tax</th> </tr> </thead> <tbody> <tr> <td><i>31/1102</i></td> <td><i>ET407</i></td> <td></td> <td><i>57-92</i></td> <td></td> <td></td> </tr> </tbody> </table>			Cost Centre	Account Code	Job Code	Amount	VAT	Tax	<i>31/1102</i>	<i>ET407</i>		<i>57-92</i>		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax																	
<i>31/1102</i>	<i>ET407</i>		<i>57-92</i>																			
Total Expenses Claimed		Amount £ p																				
Total receipted expenses																						
Total mileage <i>128.7 @ 0.45</i>		<i>57 92</i>																				
Essential user lump sum																						
Less Advance No.....																						
Amount Claimed		<i>57 92</i>																				
Signature of Claimant:..... <i>[Signature]</i>																						



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	• 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
				16.01.18	Lowdham - Home	6.3	2.7
				17.01.18	Home – Leicester - Home	82.2	75
				18.01.18	Arnot Hill – Station	4.4	4.4
				20.01.18	Home – Hyson Green – Home	7	7
				22.01.18	Home – FHQ	7.8	4.2
				22.01.18	FHQ – Station	9	9
				24.01.18	Arnot Hill – Station	4.4	4.4
				26.01.18	County Hall - City	2.2	2.2
				28.01.18	Home – Sneinton – Home	2.8	2.8
				29.01.18	Arnot Hill – Station	4.4	4.4
				30.01.18	Home – FHQ	7.8	4.2
				30.01.18	FHQ – Arnot Hill	4.6	4.6
Total				Total		142.9	125.0

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 124.9 @ 0.45	56	21
Essential user lump sum		
Less Advance No.....		
Amount Claimed	56	21

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	E7407		56.21		



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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	• 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
				30.01.18	Arnot Hill – Bridgford	4.9	4.9
				30.01.18	Bridgford - Bobbersmill	3.8	3.8
				31.01.18	Arnot Hill – County H	5.1	5.1
Total				Total		13.8	13.8

I certify that:

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- 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 *20/3/18*

Total Expenses Claimed	Amount	
	£	p
Total receipted expenses		
Total mileage <i>13.8 @ 45p</i>	<i>6</i>	<i>21</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed	<i>6</i>	<i>21</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31P1102</i>	<i>ET407</i>		<i>6-21</i>		