



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
					1.6.18	Home to Newark	23.7	20.1
					1.6.18	Newark to Arnot Hill	25.9	25.9
					1.6.18	Home to Meadows return	6	6
					2.6.18	Home to Bottesford	16.9	16.9
					2.6.18	Bottesford to Forest Fields	17.7	17.7
					2.6.18	Forest Fields to Sneinton	2.1	2.1
					4.6.18	Arnot Hill to West Bridgford	5.1	5.1
					4.6.18	West Bridgford to City to home	5.1	5.1
					9.6.18	Home to Arnold return	15	15
					10.6.18	Home to Southwell return	23.6	23.6
					11.6.18	Arnot Hill to FHQ return	9.2	9.2
					11.6.18	Arnot Hill to City	3.7	3.7
					12.6.18	Home to Harlow Wood	24	16.8
					13.6.18	Home to FHQ	7.8	4.2
					13.6.18	FHQ to Arnot Hill	4.6	4.6
					13.6.18	Home to City return	3	3
Total					Total		193.4	179

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.		Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature)..... Position..... Date.....		For Finance Use only <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>80.55</td> <td></td> <td></td> </tr> </table>						Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	ET407		80.55		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax																
31P1102	ET407		80.55																		
Total Expenses Claimed		Amount £ p																			
Total receipted expenses																					
Total mileage 179 @ 45p		80 55																			
Essential user lump sum																					
Less Advance No.....																					
Amount Claimed																					

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	• 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
				15.6.18	Arnot Hill to Edwinstowe return	32	32
				15.6.18	Arnot Hill to West Bridgford	5.1	5.1
				15.6.18	West Bridgford to Hyson Green to home	6.3	6.3
				16.6.18	Home to Meadows return	6	6
				17.6.18	Home to City return	7.4	7.4
				18.8.18	Home to Lowdham	6.2	2.6
				18.8.18	Lowdham to Arnot Hill	7.3	7.3
				20.6.18	Arnot Hill to FHQ return	9.2	9.2
				20.6.18	Home to City retrun	7.4	7.4
				21.6.18	Home to Lenton to City	2.4	2.4
				21.6.18	Home to Lenton return	12	12
				22.6.18	Arnot Hill to Mansfield	11	11
				22.6.18	Mansfield to Blidworth	4.7	4.7
				22.6.18	Blidworth to Arnot Hill	8.5	8.5
				23.6.18	Home to Mansfield	12	12
				23.6.18	Mansfield to Sneinton	12	12
Total				Total		149.50	145.9

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 145.9 @ 45p	65 66
Essential user lump sum	
Less Advance No.....	
Amount Claimed	65 66

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		65.66		



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			
					23.6.18	Home to City return	6	6			
					24.6.18	Home to Meadows return	6	6			
					25.6.18	Arnot Hill to Lenton return	12	12			
					27.6.18	Arnot Hill to Hyson Green	12	12			
					27.6.18	Hyson Green to Nottingham	2.7	2.7			
Total					Total		38.7	38.7			
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..... Date.....		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
						31P102	ET407		17.42		
				Total Expenses Claimed							
				Amount £ p							
				Total receipted expenses							
				Total mileage 38.7 @ 45p		17		42			
				Essential user lump sum							
				Less Advance No.....							
				Amount Claimed							
Signature of Claimant:.....											