



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
				05.03.18	Arnot Hill – Station	4.4	4.4
				06.03.18	Arnot Hill – City	3.4	3.4
				06.03.18	City – County Hall	2	2
				06.03.18	Home – Wollaton – Home	9.8	9.8
				07.03.18	Arnot Hill – City	4.6	4.6
				07.03.18	Home – Daybrook – Home	7.2	7.2
				08.03.18	City – Arnot Hill	4.3	4.3
				08.03.18	Arnot Hill – FHQ	4.6	4.6
				08.03.18	FHQ – Home	7.8	4.2
				09.03.18	Arnot Hill – FHQ	4.6	4.6
				09.03.18	FHQ – Home	7.8	4.2
				13.03.18	Home – FHQ	7.8	4.2
Total				Total		68.3	57.5

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) <i>Paddy Tipping</i> Position <i>Managerial Accountant</i> Date <i>26/3/18</i> <table border="1"> <tr> <td>Total Expenses Claimed</td> <td>Amount £</td> <td>p</td> </tr> <tr> <td>Total receipted expenses</td> <td></td> <td></td> </tr> <tr> <td>Total mileage <i>575 @ 45p</i></td> <td><i>25</i></td> <td><i>88</i></td> </tr> <tr> <td>Essential user lump sum</td> <td></td> <td></td> </tr> <tr> <td>Less Advance No.....</td> <td></td> <td></td> </tr> <tr> <td>Amount Claimed</td> <td><i>25</i></td> <td><i>88</i></td> </tr> </table>		Total Expenses Claimed	Amount £	p	Total receipted expenses			Total mileage <i>575 @ 45p</i>	<i>25</i>	<i>88</i>	Essential user lump sum			Less Advance No.....			Amount Claimed	<i>25</i>	<i>88</i>	For Finance Use only <table border="1"> <tr> <td>Cost Centre</td> <td>Account Code</td> <td>Job Code</td> <td>Amount</td> <td>VAT</td> <td>Tax</td> </tr> <tr> <td><i>31P1102</i></td> <td><i>E7407</i></td> <td></td> <td><i>25-88</i></td> <td></td> <td></td> </tr> </table>				Cost Centre	Account Code	Job Code	Amount	VAT	Tax	<i>31P1102</i>	<i>E7407</i>		<i>25-88</i>		
Total Expenses Claimed	Amount £	p																																			
Total receipted expenses																																					
Total mileage <i>575 @ 45p</i>	<i>25</i>	<i>88</i>																																			
Essential user lump sum																																					
Less Advance No.....																																					
Amount Claimed	<i>25</i>	<i>88</i>																																			
Cost Centre	Account Code	Job Code	Amount	VAT	Tax																																
<i>31P1102</i>	<i>E7407</i>		<i>25-88</i>																																		
Signature of Claimant: <i>Paddy Tipping</i>																																					

Voting station:

POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

[illegible]



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
				19.03.18	Arnot Hill – County H	5.1	5.1
				19.03.18	County H – City	1.9	1.9
				20.03.18	Arnot Hill – Didcot	128.3	128.3
				23.03.18	Didcot – Home	125.9	122.3
				27.03.18	Home – FHQ	7.8	4.2
				27.03.18	FHQ – Arnot Hill	4.6	4.6
				27.03.18	Arnot Hill – Mansfield	11.5	11.5
				27.03.18	Mansfield – Arnot Hill	11.5	11.5
				27.03.18	Home – City – Home	6	6
				28.03.18	Arnot Hill – Carlton – Arnot Hill	6.6	6.6
				28.03.18	Arnot Hill – City Hosp.	1.4	1.4
				28.03.18	City Hospital - Home	4.1	0.5
Total				Total		314.7	303.9

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 303.9 @ 45p	136	76
Essential user lump sum		
Less Advance No.....		
Amount Claimed		

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		£136.76		



Nottinghamshire

POLICE & CRIME COMMISSIONER**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
					29.03.18	Home – City – Home	7.4	7.4
Total					Total		7.4	7.4

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 7.4 @ 45p	3	33
Essential user lump sum		
Less Advance No.....		
Amount Claimed		

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31/1102	ET407		3-33		