

TRAVELLING AND SUNDRY EXPENSES

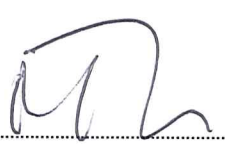
Employee Number	Name and Initials Paddy Tipping	Please Delete as Appropriate • Authorised Essential		Base: Arnot Hill House	Vehicle Details [REDACTED]	
Rank & Collar No PCC	Division/Dept NOPCC			Home to Base Mileage 3.6 miles		

Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)

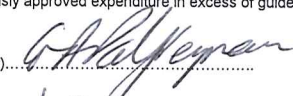
Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base
05/02/2019	CAR PARKING	7.5	1.5	01.02.19	Arnot Hill to City return	7.4	7.4
08/02/2019	CAR PARKING	4.17	0.83	03.02.19	Home to City return	6.0	6.0
12/02/2019	CAR PARKING	3.33	0.67	04.02.19	Arnot Hill to City return	7.4	7.4
				06.02.19	Arnot Hill to FHQ return	9.2	9.2
				08.02.19	Arnot Hill to City	3.7	3.7
				08.02.19	City to Wellow	20.3	20.3
				08.02.19	Wellow to Arnot Hill	16.5	16.5
				09.02.19	Home to City return	6.0	6.0
				10.02.19	Home to City return	6.0	6.0
				12.02.19	Arnot Hill to Edwinstowe	15.6	15.6
				12.02.19	Edwinstowe to Langold	18.6	18.6
<b>Total</b>		<b>15</b>	<b>3</b>	<b>Total</b>		<b>116.7</b>	<b>116.7</b>

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) 

Date: 28/2/19

For Finance Use only						
Cost Centre	Account Code	Job Code	Amount	VAT	Tax	
31P1102	ET455					
31P1102	ET407					
Total Expenses Claimed	Amount					
	£					
Total receipted expenses	18.00					
Total mileage @ 45p	52.52					
Amount Claimed	70.52			0.00	0.00	0.00

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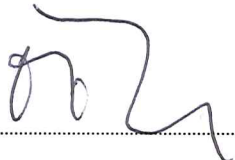
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Rank & Collar No PCC	Division/Dept NOPCC			Home to Base Mileage 3.6 miles		

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
				12.02.19	Langold to Home	36.5	32.9
				13.02.19	Home to City return	7.4	7.4
				15.02.19	Arnot Hill to Mansfield return	24.0	24.0
				18.02.19	Beeston to Bulwell	5.8	5.8
				18.02.19	Bulwell to Arnot Hill	4.0	4.0
				21.02.19	Arnot Hill to FHQ return	9.2	9.2
				21.02.19	Arnot Hill to City	3.7	3.7
				21.02.19	City to Home	3.0	3.0
				22.02.19	Arnot Hill to City return	7.4	7.4
				23.02.19	Home to City return	7.4	7.4
				25.02.19	Arnot Hill to City	3.7	3.7
<b>Total</b>		0	0	<b>Total</b>		112.1	108.5

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Date: 28/2/19

Total Expenses Claimed		Amount	For Finance Use only					
	£		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
Total receipted expenses	0.00		31P1102	ET455				
Total mileage @ 45p	48.83		31P1102	ET407				
Amount Claimed	48.83					0.00	0.00	0.00

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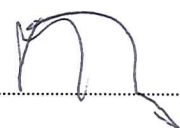
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Rank & Collar No PCC	Division/Dept NOPCC			Home to Base Mileage 3.6 miles	

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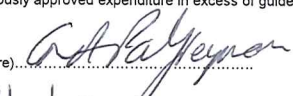
Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base
				25.02.19	Arnot Hill to Kirkby in Ashfield return	21.8	21.8
				26.02.19	Arnot Hil to County Hall return	10.2	10.2
				28.02.19	Arnot Hill to Nottm University return	11.4	11.4
<b>Total</b>		0	0	<b>Total</b>		43.4	43.4

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Cost Centre	Account Code	Job Code	Amount	VAT	Tax
	ET455				
	ET407				
Total Expenses Claimed			Amount		
			£		
Total receipted expenses			0.00		
Total mileage @ 45p			19.53		
Amount Claimed			19.53	0.00	0.00