Nottinghamshire
POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

Employee Number	Name and Initials P Tipping 3001822	Please Delete as Appropriate • Authorised Essential	Base: Arnot Hill House	Vehicle Details [redacted]
Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 3.7	

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

Date	Reason for Claim	Total Amount including VAT £		Date	Journey Details From – To Reason	Total Miles	Total Miles less home to base
01.07.19	Car Parking	13.00		01/07/2019	Base-City-Base	7.4	7.4
02.07.19	Car Parking	9.00		01/07/2019	Home-City-Home	7.4	7.4
09.07.19	Car Parking	9.00		04/07/2019	Home-Daventry-Home	121.3	113.9
11.07.19	Car Parking	9.00		06/07/2019	Home-Sutton-in-Ashfield-Home	32.1	24.7
16.07.19	Car Parking	9.00		08/07/2019	Base-City-Bilsthorpe	20.0	20.0
18.07.19	Car Parking	5.00		12/07/2019	Base-City-Home	7.4	3.7
24.07.19	Car Parking	9.00		13/07/2019	Home-Calverton-Colwick-Home	20.8	20.8
				14/07/2019	Home-Carlton-Home	4.5	4.5
				18/07/2019	Base-Ravenshead-Base-City	17.9	17.9
				19/07/2019	Base-Mansfield-Base	23.8	23.8
				25/07/2019	Base-Calverton-City-Base	23.1	23.1
				26/07/2019	Base-FHQ-Base	9.3	9.3
				27/07/2019	Home-City-Home	6.0	6.0
				29/07/2019	Base-Mansfield-Base	23.1	23.1
Total		63.00		Total		324.10	305.60

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..... 11/12/19

Total Expenses Claimed	Amount £
Total receipted expenses	63.00
Total mileage @ 45p	137.52
Amount Claimed	200.52