

TRAVELLING AND SUNDRY EXPENSES

Employee Number		Commissioner Caroline Henry	Please Delete as Appropriate • Authorised Essential		Vehicle Details	
Rank & Collar No	Division/Dept		Base: Sherwood Lodge			
PCC	NOPCC		Home to Base Mileage			
			8.5 Home to base until 09.05.22			
			10.7 Home to base from 10.05.22			
Sundry-Received 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
			04.05.22	Home - London (Various Meetings including APCC, Parliament & Training) - Home	262	245.0
			09.05.22	Home - London (Various Meetings including Parliament & NCA Engagement Event)	131.0	122.5
			12.05.22	London (Various Meetings including Parliament & NCA Engagement Event) - Home	131.0	120.3
			18.05.22	Home - London (Various meetings including National Drugs Summit, Training & PCCs)	131.0	120.3
			20.05.22	London (Various meetings including National Drugs Summit, Training & PCCs) - Home	131.0	120.3
			12.07.22	Home - London (APCC Annual General Meeting & Notts Police Federation Bravery Awards)	131.0	120.3
			15.07.22	London (APCC Annual General Meeting & Notts Police Federation Bravery Awards) - Home	131.0	120.3
					1,048.00	969.00
Total			0.00	Total		

Please mark (*) previously approved expenditure in excess of guidelines

Approved by (signature): *S. M. Coates*

Date: 21/06/2022

Total Expenses Claimed	
Total receipts expenses	471.60
Total mileage @ 45p	
Amount Claimed	436.05

I certify that:

- Traveling 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: *[Signature]*