



TRAVELLING AND SUNDRY EXPENSES

Employee Number	Commissioner Caroline Henry	Please Delete as Appropriate • Authorised Essential		Base: Sherwood Lodge	Vehicle Details		
Rank & Collar No PCC	Division/Dept NOPCC			Home to Base Mileage 8.5 Home to base until 09.05.22 10.7 Home to base from 10.05.22			
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
				23/01/2024	PCC & CC Board Meeting in Leicester - NG5 8PP to LE19 2BX	46	
				23/01/2024	Return journey from Leicestershire HQ - LE19 2BX back to FHQ NG5 8PP this is for PCC and CC board meeting	46	
				04/03/2024	Drove to London (Parliament SW1A 0AA) from NG5 8PP for APCC Paliamentary Drop in Event with Ministers/MPs on 05.03.24	140	
				07/03/2024	Return journey from Parliament SW1A 0AA to Nottingham City Council House NG1 2DT	140	
Total		0.00		Total		372.00	0.00
<p>I certify that:</p> <ul style="list-style-type: none">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 claimsWhere 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. <p>Signature of Claimant:.....<i>Caroline Henry</i>.....</p>				Please mark (*) previously approved expenditure in excess of guidelines			
				Approved by (signature)..... <i>G. Holder</i>			
				Date: 12 March 2024			
				Total Expenses Claimed			
				Total receipted expenses			
Total mileage @ 45p		372.00					
Amount Claimed		167.40					