



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
				12.07.23	JHQ to Ryton College of Policing for APCC AGM, then onwards to London W2 2TY for meeting with MP's, APCC and Police Federation Dinner on 13.07.23	159	65 from JHQ to Ryton then Ryton to London W2 2TY 94
				14.07.23	Return travel from London W2 2TY to JHQ NG5 8PP	139	139 from W2 2TY to JHQ
<b>Total</b>		<b>0.00</b>		<b>Total</b>		<b>298.00</b>	<b>0.00</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: Caroline Henry

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

Approved by (signature): G. Holder

Date: 01.11.23

Total Expenses Claimed	
Total receipted expenses	0.00
Total mileage @ 45p	298.00
Amount Claimed	134.10