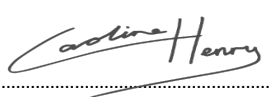# NOTTINGHAMSHIRE POLICE & CRIME COMMISSIONER

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
				31st October 2023	Journey to Leicester for PCC & CC Board Meeting (LE19 2BX) and Return journey from Leicestershire HQ - LE19 2BX back to FHQ NG5 8PP	46 x 2	
Total		**0.00**		**Total**		**92.00**	**0.00**

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)........ *G Holder*

Date:

Total Expenses Claimed	
Total receipted expenses	
Total mileage @ 45p	92.00
Amount Claimed	41.40