NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER 3001823	NAME AND INITIALS CHRISTINE CUTLAND	PLEASE DELETE AS APPROPRIATE: • AUTHORISED ESSENTIAL • AUTHORISED CASUAL • AD HOC USER	BASE: County Hall	VEHICLE DETAILS Make PEUGEOT Model 207 SW
RANK & COLLAR NO POST D/PCC	DIVISION / DEPT POLICE & CRIME COMMISSIONERS OFFICE		HOME TO BASE MILEAGE 0.5	Reg no. [redacted] Exact cc. 1600

SUNDRY-RECEIPTED EXPENSES Please attach, on the reverse, original VAT receipts (no photocopies or debit/credit card slips)

DATE	REASONS FOR CLAIM	COST CENTRE IF DIFFERENT FROM BASE	SHIFT DETAILED From	SHIFT DETAILED To	SHIFT WORKED From	SHIFT WORKED To	AMOUNT £	p	VAT
						TOTAL			

INPUT
22 AUG 2013
82016

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (if Applic)
7/5/13	HOME - FHQ		9.3	8.8
7/5/13	FHQ - CHALL		9.4	9.4
8/5/13	HOME - FHQ		9.3	8.8
8/5/13	FHQ - CHALL		9.4	9.4
13/5/13	C/HALL - FHQ		9.4	9.4
13/5/13	FHQ - CITY.		9.0	9.0
15/5/13	C/HALL - MANSFIELD CIVIC CENTRE		16.4	16.4
15/5/13	MANSFIELD CIVIC CENTRE - C/HALL		16.4	16.4
22/5/13	C/HALL - NEWARK PS		20.0	20.0
22/5/13	NEWARK PS - C/HALL		20.0	20.0
22/5/13	HOME - ARROW CENTRE		8.1	7.6
22/5/13	ARROW CENTRE - HOME		8.1	7.6
29/5/13	HOME - FHQ		7.8	7.3
			TOTAL	150.10

I certify that:

a) 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.

b) The cost of the cheapest practicable mode of transport has been claimed for journeys out of force area.

c) My vehicle insurance policy covers business use and indemnifies the Police Authority against third party claims.

d) Where subsistence has been 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 Christine A. Cutland Date 13/8/2013

Checked & Authorised (signature) [signature]

Rank/Post CFO Date 13-8-13

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

Approved By (signature)..................

Position .... Date..................

TOTAL EXPENSES CLAIMED	AMOUNT £	p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 150.1 @ 45 p	67	55
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No..................		
AMOUNT CLAIMED	67	55

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	p	VAT	TAX
9100	3107		67	55		
			67	55		

TOTAL 194.25

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER 3001823	NAME AND INITIALS Christine Cutland	PLEASE DELETE AS APPROPRIATE: AUTHORISED ESSENTIAL / AUTHORISED CASUAL / AD HOC USER	BASE: County Hall	VEHICLE DETAILS Make PEUGEOT Model 207 SW
RANK & COLLAR NO POST OPCC	DIVISION / DEPT Police Crime Commissioners office		HOME TO BASE MILEAGE 0·5	Reg no. [redacted] Exact cc 1600

SUNDRY-RECEIPTED EXPENSES Please attach, on the reverse, original VAT receipts (no photocopies or debit/credit card slips)

DATE	REASONS FOR CLAIM	COST CENTRE IF DIFFERENT FROM BASE	SHIFT DETAILED From	SHIFT DETAILED To	SHIFT WORKED From	SHIFT WORKED To	AMOUNT £	AMOUNT p	VAT
	TOTAL								

INPUT 22 AUG 2013 82016

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (If Applic)
29/5/13	FHQ - GRACE CHURCH		8·5	8·5
29/5/13	GRACE CHURCH - C/HALL		1·9	1·9
17/6/13	C/HALL - BECKHAMPTON PRU		5·0	5·0
17/6/13	BECKHAMPTON PRU - C/HALL		5·0	5·0
18/6/13	HOME - FHQ		9·3	8·8
18/6/13	FHQ - JERICHO RD PROJECT		6·8	6·8
18/6/13	JERICHO RD PROJECT - C/HALL		2·9	2·9
18/6/13	C/HALL - FHQ		9·4	9·4
18/6/13	FHQ - HOME		9·3	8·8
19/6/13	C/HALL - 4JB MAGS COURT		1·2	1·2
~~19/6/13~~	~~MAGS COURT - MANSFIELD~~		~~15·1~~	~~15·1~~
~~19/6/13~~	~~MANSFIELD - HOME~~		~~15·0~~	~~14·5~~
20/6/13	HOME - MANSFIELD		15·0	14·5
			TOTAL	72·80

I certify that:

a) 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.
b) The cost of the cheapest practicable mode of transport has been claimed for journeys out of force area.
c) My vehicle insurance policy covers business use and indemnifies the Police Authority against third party claims.
d) Where subsistence has been 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 Christine A Cutland Date 13/8/2013

Checked & Authorised (signature) [signature]

Rank/Post CFO Date 13.8.13

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

Approved By (signature)..........

Position .... Date..........

TOTAL EXPENSES CLAIMED	AMOUNT £	p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 72·8 @ 45 p	32	76
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No..........		
AMOUNT CLAIMED	32	76

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	p	VAT	TAX
9100	3107		32	76		
			32	76		

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER 3001823	NAME AND INITIALS Christine Cutland	PLEASE DELETE AS APPROPRIATE: AUTHORISED ESSENTIAL / AUTHORISED CASUAL / AD HOC USER	BASE: County Hall	VEHICLE DETAILS Make PEUGEOT Model 207 SW Reg no. [redacted] Exact cc 1600
RANK & COLLAR NO POST D/PCC	DIVISION / DEPT Police & Crime Commissioners Office		HOME TO BASE MILEAGE 0.5	

SUNDRY-RECEIPTED EXPENSES Please attach, on the reverse, original VAT receipts (no photocopies or debit/credit card slips)

DATE	REASONS FOR CLAIM	COST CENTRE IF DIFFERENT FROM BASE	SHIFT DETAILED From	To	SHIFT WORKED From	To	AMOUNT £	p	VAT
	INPUT 22 AUG 2013 82016								
						TOTAL			

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (If Applic)
20/6/13	MANSFIELD - HOME.		15.0	14.5
21/6/13	HOME - FHQ		7.8	7.3
21/6/13	FHQ - HOME		7.8	7.3
24/6/13	HOME - ASHFIELD DC		15.8	15.3
24/6/13	ASHFIELD DC - C/HALL		15.9	15.9
25/6/13	C/HALL - BECKHAMPTON PRU		5.0	5.0
25/6/13	BECKHAMPTON PRU - C/HALL		5.0	5.0
25/6/13	C/HALL - INTAKE BC MANSFIELD		16.8	16.8
25/6/13	INTAKE BC MANSFIELD - HOME		16.8	16.3
2/7/13	HOME - FHQ		9.3	8.8
2/7/13	FHQ - C/HALL		9.4	9.4
3/7/13	C/HALL - ARROW CENTRE		8.1	8.1
3/7/13	ARROW CENTRE - C/HALL		8.1	8.1
			TOTAL	137.80

I certify that:

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c) My vehicle insurance policy covers business use and indemnifies the Police Authority against third party claims.
d) Where subsistence has been 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] Date 13/8/2013

Checked & Authorised (signature) [signature]

Rank/Post CFO. Date 13.8.13

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

Approved By (signature)..........

Position .... Date..........

TOTAL EXPENSES CLAIMED	AMOUNT £	p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 137.8 @ 45p	62	01
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No..........		
AMOUNT CLAIMED	62	01

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	p	VAT	TAX
9100	3107		62	01		
			62	01		

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER 3001823	NAME AND INITIALS Christine Cutland	PLEASE DELETE AS APPROPRIATE: • AUTHORISED ESSENTIAL • AUTHORISED CASUAL • AD HOC USER	BASE: County Hall	VEHICLE DETAILS Make Peugeot Model 207 SW
RANK & COLLAR NO POST D/PCC	DIVISION / DEPT Police & Crime Commissioner's Office		HOME TO BASE MILEAGE 0.5	Reg no. [redacted] Exact cc 1600

SUNDRY-RECEIPTED EXPENSES Please attach, on the reverse, original VAT receipts (no photocopies or debit/credit card slips)

DATE	REASONS FOR CLAIM	COST CENTRE IF DIFFERENT FROM BASE	SHIFT DETAILED From	SHIFT DETAILED To	SHIFT WORKED From	SHIFT WORKED To	AMOUNT £	p	VAT
12/8/13	CAR PARKING.						1	00	✓
						TOTAL	1	00	

INPUT
22 AUG 2013
82016

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (If Applic)
8/7/13	C/HALL - FHQ - HOME		18.7	17.7
16/7/13	HOME - FHQ		7.8	7.3
16/7/13	FHQ - ~~[illegible]~~ C/HALL		9.4	9.4
22/7/13	C/HALL - INTEGRITAS MANSFIELD		17.2	17.2
22/7/13	INTEGRITAS. MANS - C/HALL		17.2	17.2
~~24/7/13~~	~~C/HALL - ASPLEY TC~~		~~4.7~~	~~4.7~~
~~24/7/13~~	~~ASPLEY TC - C/HALL~~		~~4.7~~	~~4.7~~
			TOTAL	68.80

I certify that:

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Signature of Claimant Christine A. Cutland Date 13-8-13

Checked & Authorised (signature) [signature]

Rank/Post CFO Date 13.8.13

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

Approved By (signature)........

Position .... Date........

TOTAL EXPENSES CLAIMED		AMOUNT £	p
TOTAL RECEIPTED EXPENSES		1	00
TOTAL MILEAGE	68.80 @ 45p	30	96
ESSENTIAL USER LUMP SUM			
LESS ADVANCE	No........		
AMOUNT CLAIMED		31	96

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	p	VAT	TAX
9100	3107		30	96		
9100	4105		1	00	✓	
			31	96		

BROXTOWE BOROUGH COUNCIL
OXFORD STREET LONGSTAY
DEPARTURE TIME OXF_ST1

MO 12 AUG 13

13:40 FEE PAID
£ 1.00

ENTRY TIME 12 AUG 11:40
VAT No:118033013 17407

PLACE THIS SIDE UP INSIDE WINDSCREEN