



Nottinghamshire

POLICE & CRIME COMMISSIONER**TRAVELLING AND SUNDRY EXPENSES**

Employee Number 3001823	Name and Initials Christine Cutland	Please Delete as Appropriate • Authorised Essential • Authorised Casual • Ad Hoc User		Base: Arnot Hill House	Vehicle Details Make: Toyota Model: Auris Reg No: [REDACTED] Exact cc 1800		
Rank & Collar No 3001823	Division/Dept NOPCC			Home to Base Mileage 5.6			
Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)							
Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base
				01.10.14	Arnot Hill to Newark	23.3	23.3
				01.10.14	Newark to Arnot Hill	23.3	23.3
				02.10.14	Home to FHQ	9.5	3.9
				02.10.14	FHQ to City	7.8	7.8
				06.10.14	Arnot Hill – County H	5	5
				06.10.14	County H – Arnot Hill	5	5
				09.10.14	Home/City/Home	5.8	5.8
				13.10.14	Arnot Hill – Loxley	4.3	4.3
				14.10.14	Home – FHQ	9.5	3.9
				14.10.14	FHQ – Arnot Hill	4.3	4.3
				15.10.14	Arnot Hill – Nottm	4.1	4.1
				15.10.14	Home/NTU/Home	5.8	5.8
Total				Total			96.5

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: *Christine Cutland*

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

Approved by (signature) *G. Walker*
 Position *Management Accountant*
 Date *10/2/15*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 96.5 @ 45	43	42
Essential user lump sum		
Less Advance No.....		
Amount Claimed	43	43

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9102	3107				

Nottinghamshire

POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

Employee Number	Name and Initials	Please Delete as Appropriate	Base:	Vehicle Details
3001823	Christine Cutland	• Authorised Essential • Authorised Casual • Ad Hoc User	Arnot Hill House	
Rank & Collar No	Division/Dept		Home to Base Mileage	Make: Toyota Model: Auris
3001823	NOPCC		5.6	Reg No: [REDACTED] Exact cc 1800
Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)				
Date	Reason for Claim	Amount	VAT	Total miles less home to base
16.10.14	Home/Shire Hall/Home	✓		4
27.10.14	Arnot Hill – City	4.1		4.1
27.10.14	City – Arnot Hill	4.1		4.1
30.10.14	Home – FHQ	9.5		3.9
30.10.14	FHQ – Home	9.5		3.9
Total				20
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.				
Please mark (*) previously approved expenditure in excess of guidelines				
Approved by (signature) _____ Position..... Management Accountant Date..... 10/2/15				
For Finance Use only				
Cost Centre	Account Code	Job Code	Amount	Tax
9102	3107			
Total Expenses Claimed Amount £ p				
Total receipted expenses				
Total mileage 20 @ 45 9 00				
Essential user lump sum				
Less Advance No.....				
Amount Claimed 9 00				
Signature of Claimant Christine Cutland				



TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001823	Name and Initials Christine Cutland	Please Delete as Appropriate	Base: Arnot Hill House	Vehicle Details Make: Toyota Model: Auris Reg No: [REDACTED] Exact cc 1800							
Rank & Collar No 3001823	Division/Dept NOPCC		Home to Base Mileage 5.6								
Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)											
Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base				
				03.11.14	Arnot Hill – Loxley Hs	4.3	4.3				
				03.11.14	Loxley Hs – Arnot Hill	4.3	4.3				
				03.11.14	Arnot Hill – MASH	9.9	9.9				
				03.11.14	MASH – City	10.8	10.8				
				04.11.14	Nottm – Arnot Hill	3.8	3.8				
				05.11.14	Arnot Hill – FHQ	4.3	4.3				
				05.11.14	FHQ – Arnot Hill	4.3	4.3				
				10.11.14	Arnot Hill – County H	5	5				
				11.11.14	Arnot Hill – County H	5	5				
				11.11.14	County H – Nottm	1.5	1.5				
				12.11.14	Arnot Hill – Newark	25.7	25.7				
				12.11.14	Newark – Arnot Hill	25.7	25.7				
Total				Total			104.6				
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				Approved by (signature)..... Position..... Date.....		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
				Total Expenses Claimed Amount £ p Total receipted expenses Total mileage @ 45 47 07 Essential user lump sum Less Advance No..... Amount Claimed 47 07		9102	3107				
Signature of Claimant:.....											



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Employee Number 3001823	Name and Initials Christine Cutland	Please Delete as Appropriate • Authorised Essential • Authorised Casual • Ad Hoc User	Base: Arnot Hill House		Vehicle Details	
Rank & Collar No 3001823	Division/Dept NOPCC		Home to Base Mileage 5.6		Make: Toyota Model: Auris Reg No: [REDACTED] Exact cc 1800	
Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)						
Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles
						Total miles less home to base
				12.11.14	Arnot Hill – Broxtowe Borough Council	8.1
				12.11.14	Broxtowe – Home	6.9
				13.11.14	Home/Arnot Hill/Home	11.2
				14.11.14	Home/Arnot Hill/Home	11.2
				18.11.14	Home – Derby	18.6
				18.11.14	Derby – Arnot Hill	18.9
				19.11.14	City – Arnot Hill	4.4
				19.11.14	Arnot Hill – Shire Hall	3.8
				20.11.14	Home/Bobbersmill/Home	8.2
				21.11.14	Home/Fire HQ/Home	12.4
				22.11.14	Home/High School/Home	6
				25.11.14	Home/FHQ	9.5
Total				Total		102.4

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: <i>Christine Cutland</i>	Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature) <i>[Signature]</i> Position <i>Management Accountant</i> Date <i>19/12/15</i>		For Finance Use only					
			Cost Centre	Account Code	Job Code	Amount	VAT	Tax
			9102	3107				
	Total Expenses Claimed Amount £ p							
	Total receipted expenses Total mileage 102.4 @ 45 Essential user lump sum Less Advance No..... Amount Claimed		46 08 46 08					



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Rank & Collar No 3001823	Division/Dept NOPCC			Home to Base Mileage 5.6		Make: Toyota Model: Auris Reg No: [REDACTED] Exact cc 1800	
Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)							
Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base
17.12.14	Car Park	6.00	1.00	25.11.14	FHQ to Arnot Hill	4.3	4.3
20.1.15	Car Park	1.70					
Total		7.70		Total			4.3

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	Total Expenses Claimed	Amount £					
	Total receipted expenses						
	Total mileage <i>4.3 @ 45</i>	<i>1</i>	<i>97</i>				
	Essential user lump sum						
	Less Advance No.						
	Amount Claimed	<i>9</i>	<i>67</i>				



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Rank & Collar No 3001823	Division/Dept NOPCC		Home to Base Mileage 5.6	

Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)

Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base
				01.12.14	Arnot Hill to Broxtowe Borough Council	8	8
				01.12.14	Broxtowe to Home	6.5	0.9
				02.12.14	Home to FHQ	9.5	3.9
				02.12.14	FHQ to Arnot Hill	4.3	4.3
				02.12.14	Arnot Hill to City	3.5	3.5
				02.12.14	Home/Sneinton/Home	3.6	3.6
				03.12.14	Arnot Hill to County H	5	5
				04.12.14	Home/City/Home	4.8	4.8
				05.12.14	Home/City/Home	4.4	4.4
				06.12.14	Home/City/Home	4	4
				09.12.14	City to County Hall	1.7	1.7
				17.12.14	Arnot Hill to City	3.1	3.1
Total				Total			

47.2

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.

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- 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).....
Position.....
Date.....

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 47.2 @ 45	21	24
Essential user lump sum		
Less Advance No.....		
Amount Claimed	21	24

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9102	3107				