



### TRAVELLING AND SUNDRY EXPENSES

Employee Number <b>3001822</b>	Name and Initials <b>Paddy Tipping</b>	Please Delete as Appropriate <ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>	Base: <b>County Hall</b>	Vehicle Details															
Rank & Collar No <b>PCC</b>	Division/Dept <b>Police and Crime Commissioners Office</b>		Home to Base Mileage <b>3.2</b>	Make <b>Audi</b> Model <b>A4</b> Reg No <b>[REDACTED]</b> Exact cc															
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												
				12/08/13	Home to Burton Joyce	6.6	6.6												
				12/08/13	Burton Joyce – South Mans Kickboxing Club	14.5	14.5												
				12/08/13	South Mans Kickboxing Club - Home	14.3	11.1												
				13/08/13	Home – FHQ	7.8	4.6												
				13/08/13	FHQ – Fairham Brook Nature Reserve	13.2	13.2												
				13/08/13	Fairham Brook Nature Reserve – C/Hall	6.1	6.1												
				15/08/13	C/Hall – Carlton PS	4.0	4.0												
				15/08/13	Carlton PS – C/Hall	4.0	4.0												
				15/08/13	C/Hall – Collingham	25.1	25.1												
				15/08/13	Collingham – Clifton PS	29.5	29.5												
				15/08/13	Clifton PS – Home	7.4	4.2												
				17/08/13	Home – Stapleford	7.9	4.7												
<b>Total</b>				<b>Total</b>			<b>127.60</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.				Please mark (*) previously approved expenditure in excess of guidelines  Approved by (signature)..... Position..... Date.....		For Finance Use only  <table border="1"> <tr> <th>Cost Centre</th> <th>Account Code</th> <th>Job Code</th> <th>Amount</th> <th>VAT</th> <th>Tax</th> </tr> <tr> <td>9100</td> <td>3107</td> <td></td> <td>57.42</td> <td></td> <td></td> </tr> </table>		Cost Centre	Account Code	Job Code	Amount	VAT	Tax	9100	3107		57.42		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax														
9100	3107		57.42																
Total Expenses Claimed		Amount £																	
Total receipted expenses																			
Total mileage @																			
Essential user lump sum																			
Less Advance No.....																			
Amount Claimed																			
Signature of Claimant:				57-42 CPT															



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Rank & Collar No <b>PCC</b>	Division/Dept <b>Police and Crime Commissioners Office</b>		Home to Base Mileage <b>3.2</b>	Make <b>Audi</b>	Model <b>A4</b>	Reg No <b>[REDACTED]</b> Exact cc													
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												
				17/08/13	Stapleford – Forest Recreation Ground	5.7	5.7												
				19/08/13	C/Hall – Kirkby in Ashfield	15.9	15.9												
				19/08/13	Kirkby in Ashfield – C/Hall	15.9	15.9												
				23/08/13	C/Hall – Carlton PS	4.0	4.0												
				23/08/13	Carlton PS – Beeston	6.8	6.8												
				29/08/13	Home – FHQ	7.8	4.6												
				29/08/13	FHQ – Hucknall	3.8	3.8												
				29/08/13	Hucknall – C/Hall	8.3	8.3												
				03/09/13	Home – FHQ	7.8	4.6												
				03/09/13	FHQ – C/Hall	9.4	9.4												
				03/09/13	C/Hall – FHQ	9.4	9.4												
				03/09/13	FHQ – Home	7.8	4.6												
				06/09/13	C/Hall – Arnold – C/Hall	11.0	11.0												
				06/09/13	C/Hall – Worksop (B/Law)	28.9	28.9												
				06/09/13	Worksop – C/Hall	28.9	28.9												
<b>Total</b>				<b>Total</b>			<b>145.90</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.				Please mark (*) previously approved expenditure in excess of guidelines  Approved by (signature) <i>[Signature]</i> Position <i>CFO</i> Date <i>06-12-13</i>		For Finance Use only <table border="1"> <tr> <th>Cost Centre</th> <th>Account Code</th> <th>Job Code</th> <th>Amount</th> <th>VAT</th> <th>Tax</th> </tr> <tr> <td>9100</td> <td>3107</td> <td></td> <td>65.66</td> <td></td> <td></td> </tr> </table>		Cost Centre	Account Code	Job Code	Amount	VAT	Tax	9100	3107		65.66		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax														
9100	3107		65.66																
Total Expenses Claimed Total receipted expenses Total mileage <i>145.9 @ 45</i> Essential user lump sum Less Advance No..... Amount Claimed		Amount £                      p <i>65      66</i> <i>65      66</i>		65-66 <i>Car</i>															
Signature of Claimant: <i>[Signature]</i>																			



Nottinghamshire  
POLICE & CRIME COMMISSIONER

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<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> Police and Crime Commissioners Office		<b>Home to Base Mileage</b> 3.2	

**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
					10/09/13	Home – FHQ	7.8	4.6
					10/09/13	FHQ – C/Hall	9.4	9.4
					10/09/13	C/Hall – Killamarsh	32.2	32.2
					10/09/13	Killamarsh – Home	32.2	29
					11/09/13	C/Hall – Kirkby in Ashfield	15.9	15.9
					11/09/13	Kirkby in Ashfield – Home	15.9	12.7
					12/09/13	Home – Kelham Hall	21.6	21.6
					12/09/13	Kelham Hall – Loxley	22.4	22.4
					12/09/13	Loxley – FHQ	8.9	8.9
					12/09/13	FHQ – Home	7.8	4.6
					14/09/13	Home – Mans W/House	16.6	13.4
					14/09/13	Mans W/House - Home	16.6	13.4
					16/09/13	C/Hall – Mansfield	15.0	15.0
					16/09/13	Mansfield – C/Hall	15.0	15.0
Total					Total			218.10







## TRAVELLING AND SUNDRY EXPENSES

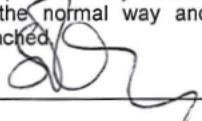
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Rank & Collar No PCC	Division/Dept Police and Crime Commissioners Office		Home to Base Mileage 3.2	

**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
					17/10/13	Mansfield PS - Netherfield	15.9	15.9
					17/10/13	Netherfield – C/Hall	4.3	4.3
					18/10/13	C/Hall – Broxtowe	6.1	6.1
					18/10/13	Broxtowe – C/Hall	5.4	5.4
					18/10/13	C/Hall – Gregory Boulevard	3.4	3.4
					18/10/13	Gregory Boulevard – C/Hall	3.4	3.4
					18/10/13	C/Hall – Beeston	5.0	5.0
					18/10/13	Beeston – C/Hall	5.0	5.0
					22/10/13	Home – FHQ	7.8	4.6
					22/10/13	FHQ – C/Hall	9.4	9.4
					29/10/13	C/Hall – Arrow Centre	8.1	8.1
<b>Total</b>					<b>Total</b>			<b>70.6</b>

I certify that:

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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..... 20-12-13

Total Expenses Claimed	Amount £ p
Total receipted expenses	
Total mileage 70.6 @ 45p	31 77
Essential user lump sum	
Less Advance No.....	
Amount Claimed	31 77

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9100	3107		31-77		

31-77  
Cra



