10026582

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER	NAME AND INITIALS	PLEASE DELETE AS APPROPRIATE:	BASE	VEHICLE DETAILS
3001822	Paddy Tipping	• AUTHORISED ESSENTIAL • AUTHORISED CASUAL • AD HOC USER	County Hall	Make Avigo Model [redacted] Reg [redacted] Exact cc 2000
RANK & COLLAR NO POST: PCC	DIVISION / DEPT: Police and Crime Commissioners Office		HOME TO BASE MILEAGE: 3·2 miles	

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

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER	NAME AND INITIALS	PLEASE DELETE AS APPROPRIATE:	BASE:	VEHICLE DETAILS
3001822	Paddy Tipping	• AUTHORISED ESSENTIAL • AUTHORISED CASUAL • AD HOC USER	County HQ	Make Audi A4
RANK & COLLAR NO POST	DIVISION / DEPT		HOME TO BASE MILEAGE	Model
PCC	Police and Crime Commissioners Office		3.2miles	Reg no [redacted] Exact cc 2000

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			

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (if Applic)
18/12/12	CHALL / MANSFIELD / CHALL		32.4	32.4
19/12/12	CHALL / ARNOLD		5.8	5.8
19/12/12	ARNOLD / CITY CENTRE		4.0	4.0
21/12/12	WORKSOP / MANS RD, NOTTM		26.7	26.7
4/1/13	HOME / BDC WSOP		27.6	24.4
4/1/13	BDC WSOP / MANSFIELD PS		14.2	14.2
4/1/13	MANSFIELD PS / HOME		14.5	11.3
7/1/13	CHALL / BDC WORKSOP		28.8	28.8
7/1/13	BDC WORKSOP / CHALL		28.8	28.8
8/1/13	CHALL / NOTTM TRENT UNI		2.1	2.1
8/1/13	NOTTM TRENT UNI / CHALL		2.1	2.1
10/1/13	CHALL / HARWORTH		37.2	37.2
10/1/13	HARWORTH / CHALL		37.2	37.2
			TOTAL	255.00

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 ..... Date 3/5/13

Checked & Authorised (signature) .....

Rank/Post CFO Date 20/5/13

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

Approved By (signature) .....

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

TOTAL EXPENSES CLAIMED	AMOUNT £	AMOUNT p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 255 @ 45p	114	75
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No.....		
AMOUNT CLAIMED	114	75

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	Amount p	VAT	TAX
9100	3107		114	75		
			114	75		

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER	NAME AND INITIALS	PLEASE DELETE AS APPROPRIATE:	BASE:	VEHICLE DETAILS
3001822	Paddy Tipping	AUTHORISED ESSENTIAL	County H.Q.	Make: Audi
RANK & COLLAR NO POST	DIVISION / DEPT	AUTHORISED CASUAL	HOME TO BASE MILEAGE	Model: A4
PCC	Police & Crime Commissioners Office	AD HOC USER	3.2 Miles	Reg no: [redacted] Exact or: 2006

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			

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (if Applic)
11/1/13	CHALL / FHQ / HOME		17.2	14
13/1/13	HOME / NORTH NOTTS ARENA		28.4	25.2
13/1/13	NORTH NOTTS ARENA / HOME		28.4	25.2
14/1/13	HOME / NEWARK / CHALL		39.3	36.10
15/1/13	HOME / FHQ / CHALL		17.2	14
22/1/13	HOME / BULWELL		6.2	3
22/1/13	CHALL / STANTON HILL		18.4	18.4
22/1/13	STANTON HILL / HOME		18.4	15.2
25/1/13	CHALL / ARROW CENTRE		8.0	8.0
25/1/13	ARROW CENTRE / FHQ		3.8	3.8
25/1/13	FHQ / CHALL		9.4	9.4
28/1/13	CHALL / FHQ / CHALL		18.8	18.8
29/1/13	CHALL / MELTON MOWBRAY		18.9	18.9
			TOTAL	210.00

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 [signature] Date 21/5/13

Checked & Authorised (signature) [signature]

Rank/Post CFO Date 20/5/13

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

Approved By (signature).....

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

TOTAL EXPENSES CLAIMED	AMOUNT £	p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 210 @ 45 p	94	50
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No.....		
AMOUNT CLAIMED	94	50

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	p	VAT	TAX
9100	3107		94	50		
			94	50		

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER	NAME AND INITIALS	PLEASE DELETE AS APPROPRIATE:	BASE:	VEHICLE DETAILS
3001822	Paddy Tipping	• AUTHORISED ESSENTIAL	County Hall	Make Audi
RANK & COLLAR NO POST	DIVISION / DEPT	• AUTHORISED CASUAL	HOME TO BASE MILEAGE 3.2 miles	Model A4
PCC	Police & Crime Commissioners Office	• AD HOC USER		Reg [redacted] Exact co. 2000

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			

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (if Applic)
29/1/13	MELTON MOWBRAY / CHALL		18.9	18.9
30/1/13	CHALL / HUCKNALL / PS / CHALL		17.4	17.4
5/2/13	HOME / FHQ		7.8	4.6
5/2/13	CHALL / PLEASLEY LANDMARK		19.4	19.4
5/2/13	PLEASLEY LANDMARK /		18.8	15.1
7/2/13	CHALL / ASHFIELD - SUTTON PS		19.2	19.2
7/2/13	SUTTON PS / HOME		19.2	16
9/2/13	HOME / MANSFIELD WHOUSE PS		16.1	12.9
9/2/13	MANS WOODHOUSE PS / HOME		16.1	12.9
12/2/13	CHALL / WSOP / CHALL		57.6	57.6
14/2/13	CHALL / BEESTON FIRE STATION		5.0	5.0
14/2/13	BEESTON FIRE STATION / CHALL		5.0	5.0
15/2/13	CHALL / SNB EDWINSTOWE		20.0	20.0
			TOTAL	224.0

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 [signature] Date 3/5/13

Checked & Authorised (signature) [signature]

Rank/Post CFO Date 25/5/13

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

Approved By (signature).....

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

TOTAL EXPENSES CLAIMED	AMOUNT £	p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 224 @ 45 p	100	80
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No.....		
AMOUNT CLAIMED	100	80

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	p	VAT	TAX
9100	3107		100	80		
			100	80		

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER	NAME AND INITIALS	PLEASE DELETE AS APPROPRIATE:	BASE:	VEHICLE DETAILS
3001822	Paddy Tipping	AUTHORISED ESSENTIAL	County Hall	Make Audi
RANK & COLLAR NO POST	DIVISION/DEPT	AUTHORISED CASUAL	HOME TO BASE MILEAGE	Model A4
PCC	Police & Crime Commissioners Office	AD HOC USER	3.2 miles	Reg no [redacted] Exact cc 2000

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				

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (if Applic)
15/2/13	SNB EDWINSTOWE / CHALL		20.0	20.0
15/2/13	CHALL / MANS TURNER HALL		18.3	18.3
15/2/13	MANS TURNER HALL / HOME		18.3	15.1
19/2/13	CHALL (FHQ) / HOME		17.2	14
25/2/13	CHALL / CLIFTON / CHALL		4.0	4.0
26/2/13	HOME (FHQ)		7.8	4.6
27/2/13	CHALL / HUTHWAITE		18.3	18.3
27/2/13	HUTHWAITE / SELSTON		6.0	6.0
27/2/13	SELSTON / HOME		15.9	12.7
28/2/13	CHALL / FHQ		9.4	9.4
28/2/13	FHQ / MAN WOODHOUSE		9.6	9.6
1/3/13	HOME / MANSFIELD		14.1	10.9
2/3/13	MANSFIELD / HOME		14.1	10.9
			TOTAL	153.80

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 [signature] Date 3/5/13

Checked & Authorised (signature) [signature]

Rank/Post CFO Date 26/5/13

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

Approved By (signature).....

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

TOTAL EXPENSES CLAIMED	AMOUNT £	p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 153.8 @ 45p	69	21
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No.....		
AMOUNT CLAIMED	69	21

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	p	VAT	TAX
9100	3107		69	21		
			69	21		

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER	NAME AND INITIALS	PLEASE DELETE AS APPROPRIATE:	BASE:	VEHICLE DETAILS
3001822	Paddy Tipping	• AUTHORISED ESSENTIAL	County Hall	Make Audi
RANK & COLLAR NO POST	DIVISION / DEPT	• AUTHORISED CASUAL	HOME TO BASE MILEAGE	Model A4
PCC	Police & Crime Commissioners Office	• AD HOC USER	3.2 miles	Reg [redacted] Exact cc 2000

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			

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (if Applic)
4/3/13	CHALL / CENTRAL PS / HOME		4.4	1.2
5/3/13	HOME / FHQ		7.8	4.6
5/3/13	FHQ / SUTTON IN ASHFIELD		9.4	9.4
5/3/13	SUTTON IN ASH / FHQ		9.4	9.4
5/3/13	FHQ / HOME		7.8	4.6
11/3/13	CHALL / LEICS POLICE HQ (EMSOU)		13.3	13.3
11/3/13	EMSOU HQ / CHALL		13.3	13.3
11/3/13	CHALL / STAPLEFORD / HOME		15.7	12.5
12/3/13	FHQ / BROXTOWE BC		12.0	12.0
12/3/13	BROXTOWE BC / CHALL		6.4	6.4
14/3/13	CHALL / BILBOROUGH		6.0	6.0
14/3/13	BILBOROUGH / HOME PLEASEPONT		13.0	13.0
14/3/13	HOME PLEASEPONT / BOBBERS MILL		7.1	7.1
			TOTAL	112.80

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 ..... Date 31/5/13

Checked & Authorised (signature) .....

Rank/Post CFO Date 20/5/13

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

Approved By (signature) .....

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

TOTAL EXPENSES CLAIMED	AMOUNT £	AMOUNT p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 112.8 @ 45 p	50	76
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No.....		
AMOUNT CLAIMED	50	76

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	Amount p	VAT	TAX
9100	3107		50	76		
			50	76		

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER	NAME AND INITIALS	PLEASE DELETE AS APPROPRIATE:	BASE:	VEHICLE DETAILS
3001822	Paddy Tipping	• AUTHORISED ESSENTIAL	County HQ	Make Audi
RANK & COLLAR NO POST	DIVISION/DEPT	• AUTHORISED CASUAL	HOME TO BASE MILEAGE	Model A4
PCC	Police & Crime Commissioners Office	• AD HOC USER	3.2 Miles	Reg [redacted] Exact on 2012

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				

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (if Applic)
15/3/13	HOME / COTGRAVE		7.4	4.2
15/3/13	COTGRAVE / HOME		7.4	4.2
18/3/13	CHALL / RCAN, NEWSTEAD		11.2	11.2
18/3/13	RCAN NEWSTEAD / Uni of NOTTM		11.9	11.9
18/3/13	Uni of NOTTM / FHQ		9.6	9.6
21/3/13	HOME / FHQ / CHALL		17.2	14
21/3/13	CHALL / NEWARK		20.2	20.2
22/3/13	HOME / FIRE & RESCUE HQ		4.8	1.6
22/3/13	FIRE & RESCUE HQ / CALVERTON		5.4	5.4
22/3/13	CALVERTON / FHQ		4.2	4.2
25/3/13	CHALL / NW Mtg - MANSFIELD		16.1	16.1
25/3/13	NW Mtg - MANSFIELD / HOME		15.3	12.1
26/3/13	HOME / FHQ		7.8	4.6
			TOTAL	119.30

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 [signature] Date 3/5/13

Checked & Authorised (signature) [signature]

Rank/Post CFO Date 20/5/13

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

Approved By (signature).....

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

TOTAL EXPENSES CLAIMED	AMOUNT £	AMOUNT p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 119.3 @ 45p	53	69
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No.....		
AMOUNT CLAIMED	53	69

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	Amount p	VAT	TAX
9100	3107		53	69		
			53	69		

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER	NAME AND INITIALS	PLEASE DELETE AS APPROPRIATE:	BASE:	VEHICLE DETAILS
3001822	Paddy Tipping	• AUTHORISED ESSENTIAL	County Hall	Make: Audi
RANK & COLLAR NO POST	DIVISION / DEPT	• AUTHORISED CASUAL	HOME TO BASE MILEAGE 3.2 miles	Model: A4
PCC	Police & Crime Commissioners Office	• AD HOC USER		Reg no: [redacted] Exact cc: 2000

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				

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (if Applic)
26/3/13	FHQ / RETFORD TOWN HALL		25.4	25.4
26/3/13	RETFORD TOWN HALL / FHQ		43.1	43.1
19/3/13	EVERTON NEBF / HOME		31.5	28.3
19/3/13	OLLERTON / HOME		20.0	16.8
13/3/13	HOME / ATTENBOROUGH / HOME		7.5	1.1
28/3/13	HOME / MANSFIELD		14.4	11.2
28/3/13	MANSFIELD / LANGWITH	Rykneld (arm)	10.2	10.2
28/3/13	LANGWITH / BASSETLAW DC		10.0	10.0
28/3/13	BASSETLAW DC / HOME		27.7	24.5
			TOTAL	170.60

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 ..... Date 31/5/13

Checked & Authorised (signature) .....

Rank/Post CFO Date 20/5/13

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

Approved By (signature) .....

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

TOTAL EXPENSES CLAIMED	AMOUNT £	AMOUNT p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 170.6 @ 45p	76	77
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No.....		
AMOUNT CLAIMED	76	77

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	Amount p	VAT	TAX
9100	3107		76	77		
			76	77		

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER	NAME AND INITIALS	PLEASE DELETE AS APPROPRIATE:	BASE:	VEHICLE DETAILS
3001822	Paddy Tipping	• AUTHORISED ESSENTIAL • AUTHORISED CASUAL • AD HOC USER	County Hall	Make: Audi Model: A4 Reg: [redacted] Exact cc: 2000
RANK & COLLAR NO POST	DIVISION / DEPT		HOME TO BASE MILEAGE	
PCC	Police & Crime Commissioner		3.2 Miles	

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				

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (if Applic)
2.4.13	COUNTY HALL TO DERBY HQ		16.5	16.5
2.4.13	DERBY HQ TO SHIRE HALL		15.8	15.8
3.4.13	HOME TO RAVENSHEAD HOME		20.8	17.6
15.4.13	CH TO FHQ		8.8	8.8
15.4.13	FHQ TO BOLWELL RIVERSIDE		8.3	8.3
16.4.13	CH TO MANSFIELD		16.1	16.1
16.4.13	MANSFIELD TO NOTTS FC		15.8	15.8
18.4.13	CH TO CITY		1.6	1.6
18.4.13	CITY TO WORKSOP		29.9	29.9
18.4.13	WORKSOP TO MANSFIELD		14.8	14.8
18.4.13	MANSFIELD TO HOME		16.1	12.9
19.4.13	HOME TO FHQ TO HOME		15.0	8.6
			TOTAL	166.7

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: [signature] Date: 7/5/13

Checked & Authorised (signature): [signature]

Rank/Post: CFO Date: 20/5/13

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

Approved By (signature).....

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

TOTAL EXPENSES CLAIMED	AMOUNT £	AMOUNT p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 166.70 @ 0.45p	75	02
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No.....		
AMOUNT CLAIMED	75	02

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	Amount p	VAT	TAX
9100	3107		75	02		
			75	02		

NOTTINGHAMSHIRE POLICE TRAVELLING AND SUNDRY EXPENSES

EMPLOYEE NUMBER	NAME AND INITIALS	PLEASE DELETE AS APPROPRIATE:	BASE:	VEHICLE DETAILS
3001822	PADDY TIPPING	○ AUTHORISED ESSENTIAL ○ AUTHORISED CASUAL ○ AD HOC USER	COUNTY HALL	Make AUDI Model A4 Reg [redacted] Excl cc 2000
RANK & COLLAR NO POST	DIVISION / DEPT		HOME TO BASE MILEAGE	
PCC	POLICE & CRIME COMMISSIONER		3.2	

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			

MILEAGE

DATE	JOURNEY DETAILS FROM - TO & REASON	COST CENTRE IF DIFFERENT FROM BASE	Total Journey Miles	Journey miles less home to base (if Applic)
30/4/13	CH TO MAIN NOTTS CRC		5.4	5.4
1/5/13	CH TO NEWARK PS		19.9	19.9
1/5/13	NEWARK PS TO FHQ		19.8	19.8
1/5/13	FHQ TO HOME		9.0	5.3
			TOTAL	50.4 ✓

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 [signature] Date 7/5/13

Checked & Authorised (signature) [signature]

Rank/Post CFO Date 20/5/13

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

Approved By (signature).....

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

TOTAL EXPENSES CLAIMED	AMOUNT £	p
TOTAL RECEIPTED EXPENSES		
TOTAL MILEAGE 50.4 @ 0.45p	22	68
ESSENTIAL USER LUMP SUM		
LESS ADVANCE No.....		
AMOUNT CLAIMED	22	68

FOR FINANCE USE ONLY

Cost Centre	Account Code	Job Code	Amount £	p	VAT	TAX
9100	3107		22	68		
			22	68		