



Nottinghamshire

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

<b>Employee Number</b> 3001823	<b>Name and Initials</b> Christine Cutland	<b>Please Delete as Appropriate</b> <ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>	<b>Base: Arnot Hill House</b>	<b>Vehicle Details</b> Make: Toyota Model: Auris Reg No: [REDACTED] Exact cc 1800
<b>Rank &amp; Collar No</b> 3001823	<b>Division/Dept</b> NOPCC		<b>Home to Base Mileage</b> 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
					01.04.15	Arnot Hill – City	4	4
					01.04.15	City to County Hall	2	2
					01.04.15	Home – West Notts – Home	35.2	35.2
					07.04.15	Arnot Hill – City	3.7	3.7
					07.04.15	City - Arnot Hill	3.7	3.7
					07.04.15	Arnot Hill - FHQ	4.3	4.3
					07.04.15	FHQ – Home	9.5	3.9
					08.04.15	Arnot Hill – City	3.2	3.2
					16.04.15	Arnot Hill – FHQ	4.3	4.3
					16.04.15	FHQ – Home	9.5	3.9
					20.04.15	Arnot Hill – County Hill	5	5
					21.04.15	Home – FHQ	9.5	3.9
<b>Total</b>					<b>Total</b>			<b>77.1</b>

Total

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).....

Position.....

Date.....

Total Expenses Claimed

Amount

£

p

Total receipted expenses

Total mileage 77.1 @ 45

34

6970

Essential user lump sum

Less Advance No.....

Amount Claimed

For Finance Use only

Cost  
CentreAccount  
Code

Job Code

Amount

VAT

Tax

31P1102

ET407

3470

OK to pay  
6/17/15  
17/6/15

Nottinghamshire

**POLICE & CRIME COMMISSIONER**

### TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001823	Name and Initials Christine Cutland	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: 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		
				21.04.15	FHQ – Arnot Hill	4.3	4.3		
				21.04.15	Arnot Hill – FHQ	4.3	4.3		
				21.04.15	FHQ – Home	9.5	3.9		
				27.04.15	Home – Gedling Borough office – Home	11.2	11.2		
				29.04.15	Home – Papplewick – Home	16	4.8		
				30.04.15	Arnot Hill – FHQ	4.3	4.3		
				30.04.15	FHQ – Home	9.5	3.9		
Total				Total			32.4 36.7		
I certify that: <ul style="list-style-type: none"> <li>• 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.</li> <li>• My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims</li> <li>• 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.</li> </ul>				Please mark (*) previously approved expenditure in excess of guidelines  Approved by (signature)..... Position..... Date.....		For Finance Use only			
Total Expenses Claimed		Amount £                      p		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
Total receipted expenses				31P1102	ET407			16-52	
Total mileage 32.4 @ 45		144 58							
Essential user lump sum		16 52							
Less Advance No.....									
Amount Claimed				<div style="text-align: center; color: orange; font-weight: bold; font-size: 1.2em;">             OK to pay           </div>					
Signature of Claimant: Christine Cutland									

OK to pay  
GAP 23/6/15