



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	
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
23.02.15	Parking	6.50	✓	4.2.15	Arnot Hill – Nottm	3.7	3.7
18.02.15	Parking	1.70	✓	4.2.15	Nottm – County Hall	1.6	1.6
04.02.15	Parking	7.50	✓	4.2.15	Home – Carlton – Home	7.2	7.2
01.04.15	Parking	2.00	✓	5.2.15	Home – Fire FHQ – Home	14.2	14.2
25.03.15	Parking	3.00	✓	2.2.15	Arnot Hill – County Hall	5	5
24.02.15	Parking	6.40	✓	10.2.15	Home – FHQ	9.5	3.9
				10.2.15	FHQ – Arnot Hill	4.3	4.3
				10.2.15	Arnot Hill – County Hall	5	5
				11.2.15	Arnot Hill – Lace Mkt	4.1	4.1
				16.2.15	Arnot Hill – Nottm	6.7	6.7
				16.2.15	Nottm – Leicester	29.2	29.2
Total		27.10		Total			84.9 ✓

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. Arden*
 Position: *Managerial Accountant*
 Date: *14/4/15*

Total Expenses Claimed	Amount	£	p
Total receipted expenses	27	10	
Total mileage	84.9 @ 45p	38	20
Essential user lump sum			
Less Advance No.			
Amount Claimed	65	30	

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9102	3107				
9102	4105			19.60	✓
	4105			7.50	✓

NOTTINGHAMSHIRE POLICE
15 APR 2015
FINANCE



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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
				16.2.15	Leicester – Home	27.9
				17.2.15	Home – FHQ	9.5
				17.2.15	FHQ – Arnot Hill	4.3
				17.2.15	Arnot Hill – Basford	3.1
				18.2.15	Arnot Hill – Worksop	25.5
				18.2.15	Worksop – Home	30.1
				19.2.15	Home – Nottm – Home	5.2
				23.2.15	Arnot Hill – Nottm	2.5
				23.2.15	Nottm – Central PS	1.3
				24.2.15	Arnot Hill – Lace Mkt	4.1
				24.2.15	Lace Mkt – Arnot Hill	4.1
				25.2.15	Arnot Hill – FHQ	4.3
Total				Total		105.1 ✓

I certify that:

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- 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.A. [Signature]*

Position: *Management Accountant*

Date: *14/4/15*

Total Expenses Claimed	Amount	£	p
Total receipted expenses			
Total mileage 105.1 @ 45p	47		29
Essential user lump sum			
Less Advance No.			
Amount Claimed			

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9102	3107				





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				26.2.15	Home – FHQ – Home	9.5	3.9																		
Total				Total			12.1 ✓																		
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