



Employee Number 3001822	Name and Initials Paddy Tipping	Please Delete as Appropriate <ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 	Base: Arnot Hill House	Vehicle Details					
Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 4.9	Make: Audi Model: A4 Reg No: [REDACTED] 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		
				08.04.15	Arnot Hill – FHQ	4.3	4.3		
				08.04.15	FHQ – Home	9	4.1		
				13.04.15	Arnot Hill – FHQ	4.3	4.3		
				13.04.15	FGQ – Home	9	4.1		
				14.04.15	Home – Mansfield – Home	35.4	35.4		
				15.04.15	Arnot Hill – Keyworth	13.5	13.5		
				15.04.15	Keyworth – Home	9.2	4.3		
				16.04.15	Home – FHQ	9	4.1		
				16.04.15	FHQ – Home	9	4.1		
				20.04.15	Arnot Hill – County H	5	5		
				20.04.15	Home – Mansfield – Home	28.8	28.8		
				21.04.15	Home – FHQ	9	4.1		
Total				Total			116.1		
I certify that:		Please mark (*) previously approved expenditure in excess of guidelines		For Finance Use only					
<ul style="list-style-type: none"> 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. 		Approved by (signature)..... Position..... Date.....		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
		Total Expenses Claimed	Amount £ p						
		Total receipted expenses							
		Total mileage 116.1 @ 45p	52 24						
		Essential user lump sum							
		Less Advance No.....							
Signature of Claimant:.....		Amount Claimed							

Nottinghamshire

POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001822	Name and Initials Paddy Tipping	Please Delete as Appropriate <ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 	Base: Arnot Hill House	Vehicle Details						
Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 4.9	Make: Audi Model: A4 Reg No: [REDACTED] 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			
				21.04.15	FHQ – Arnot Hill	4.3	4.3			
				21.04.15	Arnot Hill – Train St	4.2	4.2			
				22.04.15	Arnot Hill – FHQ	4.3	4.3			
				22.04.15	FHQ – Home	9	4.1			
				23.04.15	Arnot Hill – Retford	28.2	28.2			
				23.04.15	Retford – Home	32.3	27.4			
				23.04.15	Home – Whatton	13.9	13.9			
				23.04.15	Whatton – Home	13.9	13.9			
				27.04.15	Home – Keyworth - Home	18.4	18.4			
				30.04.15	Home – Sutton -	18.6	18.6			
				30.04.15	Sutton – Home	18.6	18.6			
Total				Total			155.9			
I certify that:		Please mark (*) previously approved expenditure in excess of guidelines			For Finance Use only					
<ul style="list-style-type: none"> • 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. 		Approved by (signature)..... Position..... Date.....			Cost Centre	Account Code	Job Code	Amount	VAT	Tax
The costs of the cheapest practicable mode of transport has been claimed for journeys out of force area.		Total Expenses Claimed			£	p				
My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims		Total receipted expenses								
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.		Total mileage 155.9 @ 45p			70	15				
Signature of Claimant:.....		Essential user lump sum								
		Less Advance No.....								
		Amount Claimed								