



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-Received 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
				2.2.15	Arnot Hill – Forest Rd	3.4	3.4
				2.2.15	Forest Rd – County Hall	2.6	2.6
				4.2.15	Loxley – Arnot Hill	4.1	4.1
				6.2.15	Arnot Hill – Nottm	3.3	3.3
				6.2.15	Nottm – Arnot Hill	3.3	3.3
				6.2.15	Arnot Hill – Beeston	7.2	7.2
				6.2.15	Beeston – Home	5.5	0.6
				10.2.15	Home – FHQ	9	4.1
				10.2.15	FHQ – Arnot Hill	4.3	4.3
				12.2.15	Home – Leicester	35.6	30.7
				12.2.15	Leicester – Hyson Green	34.8	34.8
				12.2.15	Hyson Green – Arnot	3	3
Total				Total		101.4	101.4

I certify that: <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. 	Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature) <i>[Signature]</i> Position..... <i>Management Accountant</i> Date..... <i>27/3/15</i>	For Finance Use only					
	Total Expenses Claimed Total receipted expenses Total mileage <i>101.4 @ 45p</i> <i>45</i> <i>63</i> Essential user lump sum Less Advance No..... Amount Claimed	Amount £ p	Cost Centre	Account Code	Job Code	Amount	VAT
Signature of Claimant:..... <i>[Signature]</i>							



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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
				12.2.15	Arnot Hill – NTU	3.8	3.8
				16.2.15	Arnot Hill – Worksop	31.7	31.7
				16.2.15	Worksop – Home	34.9	30
				17.2.15	Home – FHQ	9	4.1
				17.2.15	FHQ – Arnot Hill	4.3	4.3
				17.2.15	Arnot Hill – Old Basford – Arnot Hill	6.2	6.2
				19.2.15	Arnot Hill- Aspley – return	8.2	8.2
				23.2.15	Arnot Hill – Train St	4.2	4.2
				26.2.15	Arnot Hill – FHQ	4.3	4.3
				26.2.15	FHQ – Arnot Hill	4.3	4.3
				26.2.15	Arnot Hill – Bestwood	1.3	1.3
				27.2.15	Home – Harrogate - Home	169.4	159.6
Total				Total			262

<p>I certify that:</p> <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. <p>Signature of Claimant: </p>	<p>Please mark (*) previously approved expenditure in excess of guidelines</p> <p>Approved by (signature) </p> <p>Position..... <i>Management Accountant</i></p> <p>Date..... <i>27/3/15</i></p>	For Finance Use only																																																					
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