



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 Make: Audi Model: A4 Reg No: [REDACTED] Exact cc														
Rank & Collar No PCC	Division/Dept NOPCC			Home to Base Mileage 4.9															
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												
				01.06.15	Arnot Hill – Newark	23.3	23.3												
				01.06.15	Newark – Oldcotes	29.6	29.6												
				01.06.15	Oldcotes – Home	36.4	41.3												
				02.06.15	Home – FHQ	9	4.1												
				02.06.15	FHQ – Train Station	8.6	8.6												
				04.06.15	Arnot Hill – County H	5	5												
				04.06.15	County H – Arnot Hill	5	5												
				04.06.15	Arnot Hill – St Anns – Arnot Hill	6.2	6.2												
				05.06.15	Arnot Hill – Worksop	26	26												
				05.06.15	Worksop – Home	30.1	25.2												
				06.06.15	Home – Eastwood – Home	25	25												
				06.06.15	Home – Harby – Home	78	78												
Total				Total			277.3												
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.				Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature) <i>P. Tipping</i> Position..... <i>Managerial Accountant</i> Date..... <i>9/9/15</i>		For Finance Use only <table border="1"> <tr> <th>Cost Centre</th> <th>Account Code</th> <th>Job Code</th> <th>Amount</th> <th>VAT</th> <th>Tax</th> </tr> <tr> <td>31P1102</td> <td>ET407</td> <td></td> <td>124.79</td> <td></td> <td></td> </tr> </table>		Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	ET407		124.79		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax														
31P1102	ET407		124.79																
Total Expenses Claimed		Amount £ p																	
Total receipted expenses																			
Total mileage <i>277.3 @ 0.45p</i>		<i>124 79</i>																	
Essential user lump sum																			
Less Advance No.....																			
Amount Claimed																			
Signature of Claimant: <i>[Signature]</i>																			

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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		
				08.06.15	Arnot Hill – City	3.9	3.9		
				09.06.15	Home – FHQ	9	4.1		
				09.06.15	FHQ – Arnot Hill	4.3	4.3		
				10.06.15	Arnot Hill – Fire FHQ	1.9	1.9		
				10.06.15	Fire FHQ – Home	6.7	1.8		
				11.06.15	Arnot Hill – Fire FHQ – Return	3.8	3.8		
				12.06.15	Home – NTU – Home	10.8	10.8		
				14.06.15	Home – Sherwood Forest – Home	42.8	42.8		
				15.06.15	Arnot Hill – County H	5	5		
				15.06.15	County H – City	2.3	2.3		
				16.06.15	Arnot Hill – City	4.1	4.1		
				16.06.15	City – Arnot Hill	4.1	4.1		
Total				Total			88.9		
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) <i>P. Tipping</i> Position..... <i>Management Accountant</i> Date..... <i>9/9/15</i>		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
				31P1102	ET407		40.01		
		Total Expenses Claimed	Amount £ p						
		Total receipted expenses							
		Total mileage <i>88.9 @ 045p</i>	<i>40 01</i>						
		Essential user lump sum							
		Less Advance No.....							
		Amount Claimed							
Signature of Claimant: <i>[Signature]</i>									



Nottinghamshire

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Employee Number 3001822	Name and Initials Paddy Tipping	Please Delete as Appropriate		Base: Arnot Hill House	Vehicle Details	
Rank & Collar No PCC	Division/Dept NOPCC	<ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 		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
				16.06.15	Home – Newark - Home	51.4	51.4
				17.06.15	Arnot Hill - Clipstone	15	15
				17.06.15	Clipstone – Home	21.8	16.9
				18.06.15	Home – Fire HQ	5.3	0.4
				18.06.15	Home – City – Home	5	5
				19.06.15	Arnot Hill – Lambley	3.8	3.8
				19.06.15	Lambley – Home	5.6	0.7
				20.06.15	Home – Blidworth – Home	25.4	25.4
				23.06.15	Arnot Hill – Sutton	12.6	12.6
				23.06.15	Sutton – Home	15.5	10.6
				25.06.15	Arnot Hill – Sutton	13.8	13.8
				25.06.15	Sutton – Mansfield	4.6	4.6
Total				Total			160.2

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: _____

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

Approved by (signature) _____
Position..... *Management Assistant*
Date..... *9/9/15*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage <i>160.2 @ 0.45p</i>	<i>72</i>	<i>09</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed		

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>31P1102</i>	<i>ET407</i>		<i>72-09</i>		



TRAVELLING AND SUNDRY EXPENSES

[illegible]