



Nottinghamshire

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

<b>Employee Number</b> 3001822	<b>Name and Initials</b> Paddy Tipping	<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>			
<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC		<b>Home to Base Mileage</b> 4.9	<b>Make: Audi Model: A4</b>	<b>Reg No: [REDACTED] Exact cc</b>		
<b>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>							
<b>Date</b>	<b>Reason for Claim</b>	<b>Amount</b>	<b>VAT</b>	<b>Date</b>	<b>Journey Details From – To Reason</b>	<b>Total Miles</b>	<b>Total miles less home to base</b>
				2.3.15	Arnot Hill – Shire Hall	4	4
				3.3.15	Arnot Hill – County H	5	5
				4.3.15	Home – Loughborough – Home	25.8	25.8
				6.3.15	Arnot Hill – Retford	27	27
				6.3.15	Retford – Home	30.3	25.4
				8.3.15	Home – Nottm – Home	4	4
				9.3.15	Arnot Hill – Nottm	3.8	3.8
				9.3.15	Nottm – Arnot Hill	3.8	3.8
				10.3.15	Arnot Hill – Ravenshead – return	10.8	10.8
				10.3.15	Arnot Hill – Nottm	3	3
				11.3.15	Arnot Hill – Clifton	8.3	8.3
				11.3.15	Clifton – Home	5.8	0.9
<b>Total</b>				<b>Total</b>			<b>121.8</b>

  

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)..... Position..... Date.....		For Finance Use only					
	Total Expenses Claimed Amount £ p Total receipted expenses Total mileage 121.8 @ 45 54 81 Essential user lump sum Less Advance No..... Amount Claimed		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
Signature of Claimant:.....								



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<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC		<b>Home to Base Mileage</b> 4.9	<b>Make: Audi Model: A4</b>	<b>Reg No</b> [REDACTED] <b>Exact cc</b>

**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
				11.3.15	Home – Nottm – Home	6	6
				12.3.15	Arnot Hill – Train St	4.2	4.2
				13.3.15	Home – Mansfield	16.6	16.6
				13.3.15	Mansfield – Newark	22.7	22.7
				13.3.15	Newark – Home	19.5	14.6
				14.3.15	Home – Carlton – Home	2.4	2.4
				16.3.15	Arnot Hill – Bestwood-return	5.4	5.4
				16.3.15	Arnot Hill - Mansfield	11	11
				16.3.15	Mansfield – Worksop	18.5	18.5
				16.3.15	Worksop – Arnot Hill	30.2	30.2
				18.3.15	Arnot Hill – Nottingham	2.5	2.5
				19.3.15	Arnot Hill – Sherwood	2.1	2.1
<b>Total</b>				<b>Total</b>			<b>136.2</b>

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- 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: [Signature]

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

Approved by (signature) [Signature]  
Position: [Signature]  
Date: 27/3/15

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 136.2 @ 45	61	29
Essential user lump sum		
Less Advance No.....		
Amount Claimed		

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax



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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
					19.3.15	Sherwood – Arnot Hill	2.1	2.1
					19.3.15	Arnot Hill – Nottm	3.3	3.3
					20.3.15	Arnot Hill – Bobbersmill	3.9	3.9
					22.3.15	Home – Meadows - Home	5.2	5.2
					25.3.15	Train station – Retford	32.1	32.1
					25.3.15	Retford – Home	32.8	27.9
					26.3.15	Home – FHQ	9	4.1
					26.3.15	FHQ – Home	9	4.1
					26.3.15	Home – East Mids Conf Centre – Home	10.8	10.8
					28.3.15	Home – Gedling – Home	5.6	5.6
					30.3.15	Arnot Hill – Leicester	37.1	37.1
					30.3.15	Leicester – Home	32.7	27.8
<b>Total</b>					<b>Total</b>			<b>164</b>

I certify that:

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Signature of Claimant:

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

Approved by (signature).....

Position.....

Date.....

Total Expenses Claimed	Amount £                      p
Total receipted expenses	
Total mileage 164 @ 45	73 80
Essential user lump sum	
Less Advance No.....	
Amount Claimed	

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax