



### TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001822	Name and Initials Paddy Tipping	Please Delete as Appropriate <ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>	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												
				01.05.15	Home – Ryton – Home	108.6	98.8												
				05.05.15	Arnot Hill – FHQ	4.3	4.3												
				05.05.15	FHQ – Arnot Hill	4.3	4.3												
				05.05.15	Arnot Hill – FHQ	4.3	4.3												
				05.05.15	FHQ – Home	9	4.1												
				06.05.15	Arnot Hill – FHQ	4.3	4.3												
				06.05.15	FHQ – Home	9	4.1												
				08.05.15	Home – FHQ – Home	18	8.2												
				09.05.15	Home – Newark – Home	47.6	47.6												
				11.05.15	Arnot Hill – County H	5	5												
				11.05.15	County H – Arnot Hill	5	5												
				11.05.15	Arnot Hill – W Bridgford	3.1	3.1												
Total				Total			193.1												
I certify that:		Please mark (*) previously approved expenditure in excess of guidelines			For Finance Use only														
<ul style="list-style-type: none"> <li>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.</li> <li>The costs of the cheapest practicable mode of transport has been claimed for journeys out of force area.</li> <li>My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims</li> <li>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.</li> </ul>		Approved by (signature) <i>[Signature]</i> Position..... <i>Management Accountant</i> Date..... <i>4/8/15</i>			<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>86</td> <td>90</td> <td></td> </tr> </table>			Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	ET407		86	90	
Cost Centre	Account Code	Job Code	Amount	VAT	Tax														
31P1102	ET407		86	90															
Total Expenses Claimed		Amount £ p																	
Total receipted expenses																			
Total mileage <i>193.1 @ 45</i>		<i>86</i>		<i>90</i>															
Essential user lump sum																			
Less Advance No.....																			
Amount Claimed																			
Signature of Claimant: <i>[Signature]</i>																			



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> Make: Audi Model: A4 Reg No: [REDACTED] Exact cc		
<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC			<b>Home to Base Mileage</b> 4.9			
<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>
				12.05.15	Arnot Hill – Netherfield	4.5	4.5
				12.05.15	Netherfield – Arnot Hill	5	5
				13.05.15	Arnot Hill – Malt Cross	3.9	3.9
				14.05.15	Arnot Hill – Sherwood	1	1
				14.05.15	Sherwood – Mansfield	12.1	12.1
				14.06.15	Mansfield – Arnot Hill	12	12
				20.05.15	Home – Balderton	21.9	17
				20.05.15	Balderton – Arnot Hill	25	25
				21.05.15	Arnot Hill – Stapleford	8.9	8.9
				21.05.15	Stapleford – Arnot Hill	8.9	8.9
				27.05.15	Home – FHQ	9	4.1
				27.05.15	FHQ – Arnot Hill	4.3	4.3
<b>Total</b>				<b>Total</b>			<b>106.7</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.

**Signature of Claimant:** [Signature]

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

Approved by (signature) [Signature]  
 Position: Management Accountant  
 Date: 24.8.15

Total Expenses Claimed	Amount	
	£	p
Total receipted expenses		
Total mileage 106.7 @ 45	48	02
Essential user lump sum		
Less Advance No.....		
Amount Claimed		

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		48-02		



### TRAVELLING AND SUNDRY EXPENSES

[illegible]