



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>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>
				02.11.15	Arnot Hill – County H	5	5
				03.11.15	Home – FHQ	9	4.1
				03.11.15	FHQ – Arnot Hill	4.3	4.3
				03.11.15	Arnot Hill – EMAS	6.3	6.3
				03.11.15	EMAS – Home	7.2	2.3
				06.11.15	City – Arnot Hill	4.3	4.3
				08.11.15	Home – Hucknall – Home	17.4	17.4
				09.11.15	ICCA – Arnot Hill	2.3	2.3
				09.11.15	Arnot Hill – Newark	17.2	17.2
				09.11.15	Newark – Home	21.5	16.6
				12.11.15	Home – Oxford – Home	233.8	224
				13.11.15	Arnot Hill – FHQ	4.3	4.3
<b>Total</b>				<b>Total</b>		<b>332.6</b>	<b>308.1</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..... *4/12/15*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 308.1 @ 45	138	65
Essential user lump sum		
Less Advance No.....		
Amount Claimed	138	65

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		138.65		

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**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>	<b>Base:</b> Arnot Hill House	<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>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>											
Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base				
				13.11.15	FHQ – Arnot Hill	4.3	4.3				
				16.11.15	Arnot Hill – Newark	17.2	17.2				
				16.11.15	Newark – Farndon	4.8	4.8				
				16.11.15	Farndon – Home	18.5	13.6				
				17.11.15	Home – Eastwood	13.9	9				
				17.11.15	Eastwood – Home	13.9	9				
				18.11.15	Home – City	2.8	2.8				
				18.11.15	City – Hyson Green	1.5	1.5				
				18.11.15	Hyson Green – Home	3.6	3.6				
				19.11.15	Home – City – Home	4.8	4.8				
				21.11.15	Home – Meadow Lane – Home	4	4				
				23.11.15	Arnot Hill – Mansfield	11.5	11.5				
<b>Total</b>				<b>Total</b>		<b>100.8</b>	<b>86.1</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.....Management Accountant Date.....4/2/16		For Finance Use only					
		Total Expenses Claimed		Amount £ p		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
		Total receipted expenses				31P1102	E7407		38-75		
		Total mileage 86.1 @ 45p		38 75							
		Essential user lump sum									
		Less Advance No.....									
		Amount Claimed		38 75							
Signature of Claimant:.....											



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

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<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC	<ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>		<b>Home to Base Mileage</b> 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
				23.11.15	Mansfield – Home	15.3	10.4
				23.11.15	Home to Manchester	106.1	106.1
				25.11.15	Manchester to Home	106.1	101.2
				26.11.15	City – Woodborough	6.4	6.4
				26.11.15	Woodborough – Home	6	1.1
				26.11.15	Home – Mapperley – Home	5.8	5.8
				27.11.15	Home – Leicester – Home	73.6	63.8
				28.11.15	Home – City – Home	4.6	4.6
				30.11.15	Arnot Hill – FHQ	4.3	4.3
				30.11.15	FHQ – Home	9	4.1
				30.11.15	Home – Newark – Home	39	39
<b>Total</b>				<b>Total</b>		<b>376.2</b>	<b>346.8</b>

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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 346.8 @	156 06
Essential user lump sum	
Less Advance No.....	
Amount Claimed	156 06

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		156-06		