



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	

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
				01.10.15	Arnot Hill - Mansfield	11.9	11.9
				01.10.15	Mansfield – Bestwood	12.7	12.7
				01.10.15	Bestwood – Ollerton	17.5	17.5
				01.10.15	Ollerton - Home	20.6	15.7
				02.10.15	Arnot Hill – City	3.7	3.7
				05.10.15	Arnot Hill – FHQ	4.3	4.3
				05.10.15	FHQ – Arnot Hill	4.3	4.3
				05.10.15	Arnot Hill – Worksop – Arnot Hill	48.8	48.8
				06.10.15	Arnot Hill – Loxley Hs.	4.1	4.1
				06.10.15	Loxley Hs – FHQ	8.3	8.3
				06.10.15	FHQ – Home	9	4.1
				07.10.15	Arnot Hill – County Hall	5	5
Total				Total		140.4	

Total

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:.....

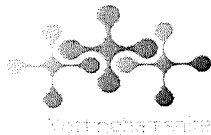
Please mark (*) previously approved expenditure in excess of guidelines

Approved by (signature)..... *[Signature]*
 Position..... *Management Accountant*
 Date..... *7/12/15*

Total Expenses Claimed	Amount	£	p
Total receipted expenses			
Total mileage <i>140.4 @ 45p</i>		<i>63</i>	<i>18</i>
Essential user lump sum			
Less Advance No.....			
Amount Claimed		<i>63</i>	<i>18</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		63.18		



POLICE & CRIME COMMISSIONER

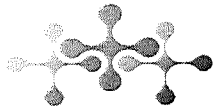
TRAVELLING AND SUNDRY EXPENSES

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	

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
				08.10.15	Home – FHQ	9	4.1
				08.10.15	FHQ – Arnot Hill	4.3	4.3
				08.10.15	Arnot Hill – Ravenshead – Arnot	11	11
				10.10.15	Home – City – Home	4.8	4.8
				15.10.15	Home – FHQ	9	4.1
				15.10.15	FHQ – Arnot Hill	4.3	4.3
				15.10.15	Arnot Hill – FHQ – Arnot Hill	8.6	8.6
				16.10.15	Home – Harrogate – Home	170.6	170.6
				18.10.15	Home – Forest – Home	6.8	6.8
				19.10.15	Arnot Hill – City	4	4
				20.10.15	Arnot Hill – Beeston	6.9	6.9
				20.10.15	Beeston – Arnot Hill	6.9	6.9
Total				Total		236.4	

<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: <i>[Signature]</i></p>	<p>Please mark (*) previously approved expenditure in excess of guidelines</p> <p>Approved by (signature) <i>[Signature]</i> Position: <i>Management Accountant</i> Date: <i>7.12.15</i></p>	For Finance Use only																																																						
	<table border="1"> <tr> <td>Total Expenses Claimed</td> <td>Amount</td> <td>£</td> <td>p</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total receipted expenses</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total mileage <i>236.4 @ 45p</i></td> <td></td> <td>106</td> <td>38</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Essential user lump sum</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Less Advance No.....</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Amount Claimed</td> <td></td> <td>106</td> <td>38</td> <td></td> <td></td> <td></td> </tr> </table>	Total Expenses Claimed	Amount	£	p				Total receipted expenses							Total mileage <i>236.4 @ 45p</i>		106	38				Essential user lump sum							Less Advance No.....							Amount Claimed		106	38				<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><i>31P1102</i></td> <td><i>ET407</i></td> <td></td> <td><i>106-38</i></td> <td></td> <td></td> </tr> </table>	Cost Centre	Account Code	Job Code	Amount	VAT	Tax	<i>31P1102</i>	<i>ET407</i>		<i>106-38</i>		
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Nottinghamshire

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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: FT10 BKZ Exact cc
Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 4.9	

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
				23.10.15	Arnot Hill – Gedling – Arnot Hill	7.2	7.2
				23.10.15	Home – City - Home	6.2	6.2
				25.10.15	Home – BBC – Home	3.8	3.8
				26.10.15	Arnot Hill – Clifton	9.4	9.4
				26.10.15	Clifton – Leicester	26.9	26.9
				26.10.15	Leicester – Chilwell	28.7	28.7
				26.10.15	Chilwell – Home	8	8
				28.10.15	Arnot Hill – Loxley Hs	4.1	4.1
				29.10.15	Home – FHQ	9	4.1
				29.10.15	FHQ – Arnot Hill	4.3	4.3
				30.10.15	Home - Matlock	28.7	23.8
				30.10.15	Matlock - Home	28.7	23.8
Total				Total		150.3	150.3

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.

Signature of Claimant:

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

Approved by (signature)
 Position: Management Accountant
 Date: 11/2/15

Total Expenses Claimed	Amount	£	p
Total receipted expenses			
Total mileage 150.3 @ 45p	67	67	64
Essential user lump sum			
Less Advance No.....			
Amount Claimed		67	64

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		67-64		