

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"><li>• Authorised Essential</li><li>• Authorised Casual</li><li>• Ad Hoc User</li></ul>		Base: Arnot Hill House										
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							
					05.01.16	Arnot Hill – Worksop	26.8	26.8							
					05.01.16	Worksop – Arnot Hill	26.8	26.8							
					08.01.16	Home – Castle Donington	14.8	9.9							
					08.01.16	Castle Donington – Arnot Hill	17.3	17.3							
					08.01.16	Arnot Hill – County Hall	5	5							
					11.01.16	Arnot Hill – FHQ	4.3	4.3							
					11.01.16	FHQ – Arnot Hill	4.3	4.3							
					12.01.16	Home – County Hall – Home	6.2	6.2							
					13.01.16	Arnot Hill – City	3.7	3.7							
					14.01.16	Home – Pleasley - Home	30.2	30.2							
					15.01.16	Arnot Hill – Nottingham	6.3	6.3							
					15.01.16	Nottingham – Home	7.2	2.3							
Total					Total		152.9	143.1							
I certify that: <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>					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					1431 @ 45p.		64 40.								
Essential user lump sum															
Less Advance No.....															
Amount Claimed					64 40.										
Signature of Claimant:.....															

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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													
					18.01.16	Arnot Hill – FHQ	4.3	4.3													
					18.01.16	FHQ – Arnot Hill	4.3	4.3													
					18.01.16	Arnot Hill – City – Arnot Hill	7.2	7.2													
					21.01.16	Arnot Hill – Retford	25.4	25.4													
					21.01.16	Retford – Home	29.1	24.2													
					21.01.16	Home – Stapleford – Home	16	16													
					22.01.16	Arnot Hill – Loxley	4.1	4.1													
					26.01.16	Home – FHQ	9	4.1													
					26.01.16	FHQ – Arnot Hill	4.3	4.3													
					27.01.16	Station – Mansfield	16.8	16.8													
					27.01.16	Mansfield – Home	16.2	11.3													
					28.01.16	Arnot Hill – Matlock	26.5	26.5													
Total					Total		163.2	148.5													
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  <table border="1"> <tr> <td>Cost Centre</td> <td>Account Code</td> <td>Job Code</td> <td>Amount</td> <td>VAT</td> <td>Tax</td> </tr> <tr> <td>31P1102</td> <td>E7407</td> <td></td> <td>66-83</td> <td></td> <td></td> </tr> </table>			Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	E7407		66-83		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax																
31P1102	E7407		66-83																		
Total Expenses Claimed		Amount £ p																			
Total receipted expenses																					
Total mileage 1485 @ 45p.		66 83																			
Essential user lump sum																					
Less Advance No.....																					
Amount Claimed		66 83.																			
Signature of Claimant:.....																					

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### TRAVELLING AND SUNDRY EXPENSES

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