

Nottinghamshire

**POLICE & CRIME COMMISSIONER**

### TRAVELLING AND SUNDRY EXPENSES

|  |                                    |   |                             |  |                                  |             |                               |
|--|------------------------------------|---|-----------------------------|--|----------------------------------|-------------|-------------------------------|
| Employee Number<br>3001822   | Name and Initials<br>Paddy Tipping | Please Delete as Appropriate<br>• Authorised Essential<br>• Authorised Casual<br>• Ad Hoc User  | Base: Arnot Hill House      | Vehicle Details  |                                  |             |                               |
| Rank & Collar No<br>PCC  | Division/Dept<br>NOPCC             |   | Home to Base Mileage<br>4.9 | Make:  |                                  |             |                               |
| 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 |
|  |                                    |   |                             | 01.06.16   | Home - FHQ                       | 9           | 4.1                           |
|  |                                    |   |                             | 01.06.16   | FHQ – Arnot Hill                 | 4.3         | 4.3                           |
|  |                                    |   |                             | 01.06.16   | Home – City - Home               | 5.6         | 5.6                           |
|  |                                    |   |                             | 03.06.16   | Arnot Hill - Chilwell            | 9.5         | 9.5                           |
|  |                                    |   |                             | 03.06.16   | Chilwell - Carlton               | 8.5         | 8.5                           |
|  |                                    |   |                             | 04.06.16   | Home – City - Home               | 6.2         | 6.2                           |
|  |                                    |   |                             | 06.06.16   | Arnot Hill – County Hall         | 5.1         | 5.1                           |
|  |                                    |   |                             | 06.06.16   | County Hall - Bingham            | 8.8         | 8.8                           |
|  |                                    |   |                             | 06.6.16  | Bingham - Home                   | 10.8        | 5.9                           |
|  |                                    |   |                             | 07.06.16   | Arnot Hill – County Hall         | 5.1         | 5.1                           |
|  |                                    |   |                             | 09.06.16   | Arnot Hill – Watnall             | 5.4         | 5.4                           |
|  |                                    |   |                             | 09.06.16   | Watnall – Arnot Hill             | 5.4         | 5.4                           |
| Total  |                                    |   |                             | Total  |                                  | 83.7        | 73.9                          |
| I certify that:<br>• 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.<br>The costs of the cheapest practicable mode of transport has been claimed for journeys out of force area.<br>• My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims<br>• 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<br><br>Approved by (signature).....<br>Position.....<br>Date.....<br><br>Total Expenses Claimed<br>Amount<br>£ p<br>Total receipted expenses<br>Total mileage 73.9 @ 45p<br>Essential user lump sum<br>Less Advance No.....<br>Amount Claimed |                             | For Finance Use only<br><br>Cost Centre<br>Account Code<br>Job Code<br>Amount<br>VAT<br>Tax<br><br>31/11/2016 E740 33.26 |                                  |             |                               |
| Signature of Claimant:.....  |                                    |   |                             |  |                                  |             |                               |



Nottinghamshire

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

|                            |                                    |  |  |                             |                 |  |
|----------------------------|------------------------------------|--|--|-----------------------------|-----------------|--|
| Employee Number<br>3001822 | Name and Initials<br>Paddy Tipping | Please Delete as Appropriate   |  | Base: Arnot Hill House      | Vehicle Details |  |
| Rank & Collar No<br>PCC    | Division/Dept<br>NOPCC             | <ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul> |  | Home to Base Mileage<br>4.9 | Make:           |  |

**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 |
|--------------|------------------|--------|-----|--------------|----------------------------------|-------------|-------------------------------|
|              |                  |        |     | 09.06.16     | Arnot hill – West Bridgeford     | 5.6         | 5.6                           |
|              |                  |        |     | 10.06.16     | Arnot Hill – CDP                 | 4           | 4                             |
|              |                  |        |     | 10.06.16     | Home – City - Home               | 4.2         | 4.2                           |
|              |                  |        |     | 11.06.16     | Home – Worksop - Home            | 56.8        | 56.8                          |
|              |                  |        |     | 11.06.16     | Home – City – Home               | 6.2         | 6.2                           |
|              |                  |        |     | 12.06.16     | Home – Arnold – Home             | 7.8         | 7.8                           |
|              |                  |        |     | 13.06.16     | Station – Arnot Hill             | 2.3         | 2.3                           |
|              |                  |        |     | 14.06.16     | Home – Newark                    | 19.4        | 19.4                          |
|              |                  |        |     | 14.06.16     | Newark – Leicester               | 41.3        | 41.3                          |
|              |                  |        |     | 14.06.16     | Leicester - Home                 | 32.4        | 27.5                          |
|              |                  |        |     | 16.06.16     | Arnot Hill – Fire HQ             | 1.5         | 1.5                           |
|              |                  |        |     | 16.06.16     | Fire HQ – Arnot Hill             | 1.5         | 1.5                           |
| <b>Total</b> |                  |        |     | <b>Total</b> |                                  | <b>183</b>  | <b>178.1</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: *17/11/16*

|                                  |             |           |
|----------------------------------|-------------|-----------|
| Total Expenses Claimed           | Amount<br>£ | p         |
| Total receipted expenses         |             |           |
| Total mileage <i>178.1 @ 45p</i> | <i>80</i>   | <i>15</i> |
| Essential user lump sum          |             |           |
| Less Advance No.....             |             |           |
| Amount Claimed                   | <i>80</i>   | <i>15</i> |

For Finance Use only

| Cost Centre    | Account Code | Job Code | Amount       | VAT | Tax |
|----------------|--------------|----------|--------------|-----|-----|
| <i>31P1102</i> | <i>E7410</i> |          | <i>80-15</i> |     |     |





Nottinghamshire

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

|  |   |  |            |                                    |   |                    |                                      |
|--|---|--|------------|------------------------------------|---|--------------------|--------------------------------------|
| <b>Employee Number</b><br>3001822  | <b>Name and Initials</b><br>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><br>PCC   | <b>Division/Dept</b><br>NOPCC             |  |            | <b>Home to Base Mileage</b><br>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> |
|  |   |  |            | 18.06.16                           | Home – City – Home                      | 4.8                | 4.8                                  |
|  |   |  |            | 20.06.16                           | Arnot Hill – CDP                        | 4                  | 4                                    |
|  |   |  |            | 20.06.16                           | CDP - Huthwaite                         | 16.9               | 16.9                                 |
|  |   |  |            | 20.06.16                           | Huthwaite – Home                        | 18.7               | 13.8                                 |
|  |   |  |            | 21.06.16                           | Home – FHQ                              | 9                  | 4.1                                  |
|  |   |  |            | 21.06.16                           | FHQ – Arnot Hill                        | 4.3                | 4.3                                  |
|  |   |  |            | 21.06.16                           | Arnot Hill – County Hall                | 5.1                | 5.1                                  |
|  |   |  |            | 22.06.16                           | Home – Basford - Home                   | 11.6               | 11.6                                 |
|  |   |  |            | 22.06.16                           | Home – Uni – Home                       | 11.2               | 11.2                                 |
|  |   |  |            | 23.06.16                           | Arnot Hill – Leicester                  | 36.8               | 36.8                                 |
|  |   |  |            | 23.06.16                           | Leicester – Northants                   | 35.3               | 35.3                                 |
|  |   |  |            | 23.06.16                           | Northants – Home                        | 65.6               | 60.7                                 |
| <b>Total</b>   |   |  |            | <b>Total</b>                       |   | <b>223.3</b>       | <b>208.6</b>                         |

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- 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..... *Managerial / Accountant*

Date..... *5/7/16*

|                                  |             |           |
|----------------------------------|-------------|-----------|
| Total Expenses Claimed           | Amount<br>£ | p         |
| Total receipted expenses         |             |           |
| Total mileage <i>208.6 @ 45p</i> | <i>93</i>   | <i>87</i> |
| Essential user lump sum          |             |           |
| Less Advance No.....             |             |           |
| Amount Claimed                   | <i>93</i>   | <i>87</i> |

For Finance Use only

|                |              |          |              |     |     |
|----------------|--------------|----------|--------------|-----|-----|
| Cost Centre    | Account Code | Job Code | Amount       | VAT | Tax |
| <i>31P1102</i> | <i>ET410</i> |          | <i>93-87</i> |     |     |



Nottinghamshire

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

|                                    |   |  |  |                                    |                        |  |
|------------------------------------|---|--|--|------------------------------------|------------------------|--|
| <b>Employee Number</b><br>3001822  | <b>Name and Initials</b><br>Paddy Tipping | <b>Please Delete as Appropriate</b>  |  | <b>Base: Arnot Hill House</b>      | <b>Vehicle Details</b> |  |
| <b>Rank &amp; Collar No</b><br>PCC | <b>Division/Dept</b><br>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><br>4.9 | <b>Make</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 |
|--------------|------------------|--------|-----|--------------|----------------------------------|--------------|-------------------------------|
|              |                  |        |     | 24.06.16     | Arnot Hill – FHQ                 | 4.3          | 4.3                           |
|              |                  |        |     | 24.06.16     | FHQ – Arnot Hill                 | 4.3          | 4.3                           |
|              |                  |        |     | 27.06.16     | Arnot Hill – Byron House         | 3.7          | 3.7                           |
|              |                  |        |     | 27.06.16     | Byron House – Tuxford            | 33.4         | 33.4                          |
|              |                  |        |     | 27.06.16     | Tuxford – Mansfield              | 17           | 17                            |
|              |                  |        |     | 27.06.16     | Mansfield – Arnot Hill           | 13           | 13                            |
|              |                  |        |     | 28.06.16     | Arnot Hill – County Hall         | 5.1          | 5.1                           |
|              |                  |        |     | 29.06.16     | Arnot Hill – City                | 4            | 4                             |
|              |                  |        |     | 29.06.16     | City – Leicester                 | 30.6         | 30.6                          |
|              |                  |        |     | 29.06.16     | Leicester – Home                 | 32.4         | 27.5                          |
|              |                  |        |     | 30.06.16     | Arnot Hill - FHQ                 | 4.3          | 4.3                           |
|              |                  |        |     | 30.06.16     | FHQ – Wollaton - FHQ             | 20           | 20                            |
| <b>Total</b> |                  |        |     | <b>Total</b> |                                  | <b>172.1</b> | <b>167.2</b>                  |

I certify that:

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- 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..... *31/7/16*

|                                  |           |           |
|----------------------------------|-----------|-----------|
| Total Expenses Claimed           | Amount    |           |
|                                  | £         | p         |
| Total receipted expenses         |           |           |
| Total mileage <i>167.2 @ 45p</i> | <i>75</i> | <i>24</i> |
| Essential user lump sum          |           |           |
| Less Advance No.....             |           |           |
| Amount Claimed                   | <i>75</i> | <i>24</i> |

For Finance Use only

| Cost Centre    | Account Code | Job Code | Amount       | VAT | Tax |
|----------------|--------------|----------|--------------|-----|-----|
| <i>31P1102</i> | <i>E7470</i> |          | <i>75.24</i> |     |     |