

Nottinghamshire

POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001822	Name and Initials Paddy Tipping	Please Delete as Appropriate • 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
				01.03.16	Arnot Hill – Newstead	9.4	9.4
				01.03.16	Newstead – Arnot Hill	9.4	9.4
				01.03.16	Arnot Hill – Mansfield	11.9	11.9
				01.03.16	Mansfield – Home	15.2	10.3
				01.03.16	Home – Hucknall – Home	19.4	19.4
				02.03.16	Arnot Hill – Loxley	4.1	4.1
				03.03.16	Home – Birmingham	50.3	45.4
				03.03.16	Birmingham – Arnot Hill	54.7	54.7
				03.03.16	Arnot Hill – City	4.1	4.1
				04.03.16	Home – Hucknall	9.2	4.3
				04.03.16	Hucknall – Arnot Hill	5.7	5.7
				05.03.16	Home – City	2.4	2.4
Total				Total		198.8	181.1
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..... Total Expenses Claimed Amount £ p Total receipted expenses Total mileage 181.1 @ 0.45p 81 50 Essential user lump sum Less Advance No..... Amount Claimed		For Finance Use only 195.8 Cost Centre Account Code Job Code Amount VAT Tax 318/102 E7407 81-50			
Signature of Claimant:.....							



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Rank & Collar No PCC	Division/Dept NOPCC			Home to Base Mileage 4.9	Make: Audi Model: A4 Reg No: FT10 BKZ 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
				05.03.16	City - Home	2.4	2.4
				05.03.16	Home – Newark – Home	38.4	38.4
				07.03.16	Arnot Hill – NTU – Arnot Hill	7.6	7.6
				07.03.16	Home – Beeston – Home	12.4	12.4
				08.03.16	Home – FHQ	9	4.1
				08.03.16	FHQ – Mansfield	8.4	8.4
				08.03.16	Mansfield – Arnot Hill	12.2	12.2
				09.03.16	Home – Carlton – Home	2.6	2.6
				10.03.16	Arnot Hill – Lenton	4.6	4.6
				10.03.16	Lenton – Radford	2.9	2.9
				10.03.16	Radford – Loxley	3.7	3.7
				10.03.16	Loxley – Arnot Hill	4.1	4.1
Total				Total		108.3	103.4

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		For Finance Use only					
	Approved by (signature) <i>[Signature]</i>		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
	Position..... <i>Management Accountant</i>		31P102	ET607		46.53		
	Date..... <i>29/3/16</i>							
	Total Expenses Claimed							
Total receipted expenses								
Total mileage <i>103.4 @ 0.45p</i>		<i>46 53</i>						
Essential user lump sum								
Less Advance No.....								
Amount Claimed		<i>46 53</i>						
Signature of Claimant:..... <i>[Signature]</i>								



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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
				11.03.16	Arnot Hill – Mansfield – Arnot Hill	23.2	23.2
				11.03.16	Arnot Hill – Sherwood	2.4	2.4
				12.03.16	Home – City – Home	4	4
				14.03.16	Arnot Hill – Rushcliffe – Arnot Hill	10.8	10.8
				14.03.16	Arnot Hill – CDP	4	4
				15.03.16	County Hall – Worksop	32.1	32.1
				15.03.16	Worksop - Clumber	5	5
				15.03.16	Clumber - Home	26.5	21.6
				17.03.16	Homer – Worksop	28.2	23.3
				17.03.16	Worksop – Arnot Hill	24.4	24.4
				17.03.16	Arnot Hill – St Anns – Arnot Hill	6	6
				18.03.16	City – Arnot Hill	4.1	4.1
Total				Total		170.7	160.9

I certify that: <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. Signature of Claimant:.....	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 160.9 @ 0.45p Essential user lump sum Less Advance No..... Amount Claimed	Approved by (signature)..... Position..... Date.....	Cost Centre	Account Code	Job Code	Amount	VAT	Tax
			31P1102	ET407		72-41		



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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		
				18.03.16	Home – City - Home	6.2	6.2		
				19.03.16	Home – St Anns – Home	6.4	6.4		
				20.03.16	Home – City – Home	5.8	5.8		
				21.03.16	Arnot Hill – City – Arnot Hill	8	8		
				21.03.16	Arnot Hill – FHQ	4.3	4.3		
				21.03.16	FHQ – Huthwaite	10.2	10.2		
				21.03.16	Huthwaite – Uni of Nottingham	16	16		
				22.03.16	Arnot Hill – Mansfield	6	6		
				22.03.16	Mansfield – Arnot Hill	6	6		
				22.03.16	Home – City – Home	4	4		
				23.03.16	Arnot Hill – Sneinton	4.4	4.4		
				24.03.16	Home – Arrow	10.7	5.8		
Total				Total		88	83.1		
I certify that:		Please mark (*) previously approved expenditure in excess of guidelines		For Finance Use only					
<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. 		Approved by (signature) <i>[Signature]</i> Position <i>Management Accountant</i> Date <i>29/3/16</i>		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
				31P1102	ET407		37.40		
		Total Expenses Claimed Amount £ p Total receipted expenses Total mileage <i>83.1 @ 0.45p</i> 37 40 Essential user lump sum Less Advance No..... Amount Claimed 37 40.							
Signature of Claimant: <i>[Signature]</i>									

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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				
				24.03.16	Arrow – Arnot Hill	7.5	7.5				
				24.03.16	Arnot Hill – Loxley	4.1	4.1				
				31.03.16	Arnot Hill – City	3	3				
				31.03.16	City – Arnot Hill	3	3				
Total				Total		17.6	17.6				
I certify that: <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. 				Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature) <i>P. Tipping</i> Position..... <i>Managerial Accountant</i> Date..... <i>29/3/16</i>		For Finance Use only					
		Total Expenses Claimed		Amount £	p	Cost Centre	Account Code	Job Code	Amount	VAT	Tax
		Total receipted expenses									
		Total mileage		17.6 @ 0.45p	7	92					
		Essential user lump sum									
		Less Advance No.....									
		Amount Claimed		7	92.						
Signature of Claimant: <i>P. Tipping</i>											