

POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

Employee Number	er Name and Initials		Please Delete as Appropriate • Authorised Essential					Bas	e: Arn	ot Hill Ho	use Ve	ehicle Details				
Rank & Collar No Division/Dept NOPCC			 Authorised Casual Ad Hoc User Home of the control of t						ne to B	Base Milea	ige					
Sundry-Receipted	Expenses - Please	attach,	on the i	everse	, original va	t rece	ipts (no	pho	otocop	ies or dire	ect/credi	t card slips)			i	
			ount VAT						Journey Details From -				Total miles less home			
									To Reason			OF LOCAL COMMENT OF THE PARTY O		to base		
							03.10.	16	TATE AND THE SECOND CO.	Hill Hous		32.1		32.1		
							03.10.1	16		rd to Byro		35.4		35.4		
					04.		04.10.1).16 Home		to FHQ		7.7 😂		2.8		
							04.10.	16		o Shakep t Nottingh		7.4		7.4		
							04.10.16		Shake	Shakespeare Street to Arnot Hill House		3.3		3.3		
					1		11.10.1	16	Home	to Leices	ter FHQ	32.4	32.4		27.5	
					1		11.10.1	16	Leice	ster FHQ	to Home			27.5		
							18.10.			t Hill House to ester FHQ				27.5		
					-		18.10.	16		eicester FHQ to		32.4		27.5		
					1		21.10.16							2.8		
,					1		21.10.			to Arnot Hill			4.6			
Total					-	Total						227.5		198.40		
I certify that: Travelling expenses	claimed are in accorda	ance gui	ase mark delines	(*) previo	usly approved e	expenditu		ess o	of	For Financ	e Use only					
with Police Regulations or the current approved scheme for support staff and have been			Approved by (signature)				allemen -			Cost	Account	Job Code	Amount	VAT	Tax	
necessarily and reasonably incurred on Force			Approved by (signature)			ACC	Dun	taa		Centre	Code					
business.			Date							31P1102	ET407		89.28			
The costs of the cheapest practicable mode of transport has been claimed for journeys out of			tal Expens	es Claime	ed he	Amou	nt									
force area.						£ p										
My vehicle insurance policy covers business use			Total receipted expenses			00		00								
and indemnifies the Office of the Police			Total mileage 198.40 @ 0.45 Essential user lump sum			89		28								
and Crime Commissioner against third party claims			Less Advance No					-		-						
Where subsistence is claimed have actually			Amount Claimed							1						
incurred expenditure because was prevented by official duties from taking by meal in the normal way and VAT receipts for all costs are attached.					8	39	2	18.								
Signature of Claimant:														4		



POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

Employee Number Name and Initials			5	Please Delete as Appropriate						e: Arn	ot Hill Ho	use Veh	icle Details			
Rank & Collar No Division/Dept				Authorised Essential Authorised Casual						Home to Base Mileage						
PCC NOPCC				 Authorised Casual Ad Hoc User Home to Base Mileage 4.9 								ige				
Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)																
Date	Reason fo		Amou					Date	Journey Details From –		Total Miles		Total miles less home			
Date Reason for Claim Am			Amou	VAI			2410		To Reason		1 otal miles		to base			
						1 7		26.10.	16		Hill Hous	10.3		10.3		
									Themis House							
5 ,,						26.10				11.5		11.5				
								Byron House								
							27.10.				3.6		3.6			
	9									1LA						
								31.10.16		Arnot Hill to Loxley House		4.1		4.1		
								31.10.		Loxley House to Arnot		4.1		4.1		
									DE	Hill						
						_										
							_									
							-							12		
						-	-									
Total						-	_	Total					33.60)	33.6	
I certify that	 t:		Ple	ease mark	(*) previou	usly approved			ess o	f	For Financ	e Use only	33.00	,	33.0	
Travelli	ng expenses	claimed are in accord	ance gu	idelines	. , ,		01,					•				
with Police Regulations or the current approved scheme for support staff and have been			oved An	Approved by (signature)					_		Cost	Account	Job Code	Amount	VAT	Tax
necessarily and reasonably incurred on Force		orce Po	Position Nanagyment				Accounts			31P1102	Code ET407		45.40	-		
business.			Da	Date							31171102	E1407		15.12		
The costs of the cheapest practicable mode of transport has been claimed for journeys out of			e of To	Total Expenses Claimed Amour												
force area.				Total assisted assessed			£									
My vehicle insurance policy covers business use and indemnifies the Office of the Police				Total receipted expenses Total mileage 33.6 @ 0.45			15		12		-					1
and Indemnifies the Office of the Police and Crime Commissioner against third party				Essential user lump sum					T							
claims			Le	Less Advance No												
Where subsistence is claimed, I have actually incurred expenditure because I was prevented by				Amount Claimed			15	<	1-	$\overline{}$						
official duties from taking my meal in the normal way and VAT receipts for all dosts are attached.			d by rmal				1 -		10	2						
way an	d VAT receipts	or all dosts are attache	d.													
Signature of Claimant:																