



Nottinghamshire

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

Employee Number	Name and Initials	Please Delete as Appropriate		Base: Arnot Hill House	Vehicle Details			
Rank & Collar No	Division/Dept	<ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 		Home to Base Mileage				
PCC	NOPCC			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
				03.10.16	Arnot Hill House to Retford DN22 9JB	32.1	32.1
				03.10.16	Retford to Byron House	35.4	35.4
				04.10.16	Home to FHQ	7.7	2.8
				04.10.16	FHQ to Shakesheare Street Nottingham	7.4	7.4
				04.10.16	Shakespeare Street to Arnot Hill House	3.3	3.3
				11.10.16	Home to Leicester FHQ	32.4	27.5
				11.10.16	Leicester FHQ to Home	32.4	27.5
				18.10.16	Arnot Hill House to Leicester FHQ	32.4	27.5
				18.10.16	Leicester FHQ to Home	32.4	27.5
				21.10.16	Home to FHQ	7.4	2.8
				21.10.16	FHQ to Arnot Hill	4.6	4.6
Total				Total		227.50	198.40

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.....

Date.....

Total Expenses Claimed	Amount	
	£	p
Total receipted expenses		
Total mileage 198.40 @ 0.45	89	28
Essential user lump sum		
Less Advance No.....		
Amount Claimed	89	28

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		89.28		

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