



Nottinghamshire

POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

Employee Number	Name and Initials	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
				01.09.16	Arnot Hill to Loxley House	4.1	4.1
				05.09.16	Home to FHQ	7.7	2.8
				05.09.16	FHQ to Arnot Hill House	4.6	4.6
				05.09.16	Arnot Hill to County Hall	5.1	5.1
				07.09.16	Arnot Hill to Loxley House	4.1	4.1
				13.09.16	Arnot Hill House to County hall	5.1	5.1
				15.09.16	Arnot Hill House to FHQ	4.6	4.6
				15.09.16	FHQ to Loxley House	8.3	8.3
				20.09.16	Home to Leicester FHQ	32.4	27.5
				20.09.16	Leicester FHQ to Home	32.4	27.5
				21.09.16	Nottm Trent University to Loxley House	2.1	2.1
				23.09.16	Arnot Hill to Good Shepherd Church Arnold to Arnot Hill House	1.2	1.2
Total				Total		111.7	97

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

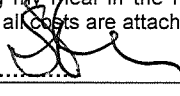
Please mark (*) previously approved expenditure in excess of guidelines

Approved by (signature) *[Signature]*
 Position..... *Management Assistant*
 Date..... *29/11/16*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 97 @ 0.45	43	65
Essential user lump sum		

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		43.65		

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.	Less Advance No.....					
	Amount Claimed					
Signature of Claimant:..... 						

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Rank & Collar No PCC	Division/Dept NOPCC			Home to Base Mileage 4.9						
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Date	Reason for Claim	Amount	VAT		Date	Journey Details From – To Reason	Total Miles	Total miles less home to base		
					29.09.16	FHQ to EMSOU	6.3	6.3		
					29.09.16	EMSOU to Forest Recreation Ground	9.9	9.9		
					29.09.16	Forest Recreation Ground to NTU Conference Centre	1.6	1.6		
					30.09.16	Arnot Hill to Loxley House	4.1	4.1		
Total					Total		21.9	21.9		
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)..... Position..... Date.....			<div style="display: flex;"> <div style="flex: 1;">Cost Centre</div> <div style="flex: 1;">Account Code</div> <div style="flex: 1;">Job Code</div> <div style="flex: 1;">Amount</div> <div style="flex: 1;">VAT</div> <div style="flex: 1;">Tax</div> </div>			
				<i>[Signature]</i> Managerial Accountant 20/11/16			<div style="display: flex;"> <div style="flex: 1;">31P1102</div> <div style="flex: 1;">ET407</div> <div style="flex: 1;"></div> <div style="flex: 1;">9.86</div> <div style="flex: 1;"></div> <div style="flex: 1;"></div> </div>			
<div style="display: flex;"> <div style="flex: 1;">Total Expenses Claimed</div> <div style="flex: 1;">Amount £</div> <div style="flex: 1;">p</div> </div>										
Total receipted expenses										
Total mileage 21.9 @ 0.45				9 86						
Essential user lump sum										
Less Advance No.....										
Amount Claimed				9 86						
Signature of Claimant:										