



Nottinghamshire

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

Employee Number	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 3.6	

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
17.08.17	Car parking	3.75	0.75	01.08.17	Home – FHQ	7.8	4.2
				01.08.17	FHQ – Arnot Hill	4.6	4.6
				02.08.17	Arnot Hill – Newark	23	23
				02.08.17	Newark – Lenton	26.5	26.5
				03.08.17	Arnot Hill – Watnall – Arnot Hill	10.4	10.4
				16.08.17	Arnot Hill – FHQ	4.6	4.6
				16.08.17	FHQ – Home	7.8	4.2
				17.08.17	Arnot Hill – Loxley H.	4.1	4.1
				19.08.17	Home – Forest – Home	6.8	6.8
				20.08.17	Home – Victoria Embankment – Home	6.6	6.6
				28.08.17	Home – Hyson G – Home	7.8	7.8
				29.08.17	Home – Trowell	10.8	7.2
Total		4003.75	0.75	Total		120.8	110

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: *31.9.17*

Total Expenses Claimed	Amount £	p
Total receipted expenses	49	50
Total mileage	110 @ 45	50
Essential user lump sum		
Less Advance No.....		
Amount Claimed	54	00.

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		49.50		

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Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 3.6								
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				
				29.08.17	Trowell – Arnot Hill	8.1	8.1				
Total				Total		8.1	8.1				
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>PA Tipping</i> Position..... <i>Management Accountant</i> Date..... <i>29/8/17</i>		For Finance Use only					
		Total Expenses Claimed		Amount £		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
		Total receipted expenses				31P/1102	E7407		3.65		
		Total mileage		8.1 @ 045p							
		Essential user lump sum									
		Less Advance No.....									
		Amount Claimed		3 65							
Signature of Claimant:..... <i>PA Tipping</i>											