



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
01.06.17	Car parking	3.75	4.00 0.75		07.06.17	Arnot Hill – FHQ	4.6	4.6
02.06.17	Car parking	6.67	1.33		07.06.17	FHQ – Home	7.8	4.2
12.06.17	Car parking	3.75	0.75		07.06.17	Home – City – Home	3.8	3.8
27.06.17	Car parking	3.75	0.75		09.06.17	Home – Bestwood – Home	10.6	3.4
23.06.17	Car parking	3.75	0.75		12.06.17	Arnot Hill – Station	4.4	4.4
28.06.17	Car parking	1.60	0.40		13.06.17	Arnot Hill – Uni	6.1	6.1
30.06.17	Car parking	10.00	2.00		13.06.17	Uni – Home	4.3	0.7
					15.06.17	Home – FHQ – Home	15.6	7.2
					16.06.17	Home – FHQ – Home	15.6	7.2
					17.06.17	Home – City – Home	7	7
					18.06.17	Home – Southwell – Home	23.6	23.6
					19.06.17	Carlton – FHQ	8.2	8.2
Total		33.27	6.73		Total		111.6	80.4

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.

Signature of Claimant: *[Signature]*

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

Approved by (signature) *[Signature]*
 Position: *Management Accountant*
 Date: *23/8/17*

Total Expenses Claimed	Amount £
Total receipted expenses	40.00
Total mileage <i>80.4 @ 45p</i>	36.18
Essential user lump sum	
Less Advance No.....	
Amount Claimed	76.18

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET455		33.27	6.73	
31P1102	ET407		36.18		



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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
				19.06.17	FHQ – Lowdham	9	9
				19.06.17	Lowdham – Home	6.3	2.7
				20.06.17	Home – FHQ	7.8	4.2
				20.06.17	FHQ – Bobbersmill	7.6	7.6
				20.06.17	Bobbersmill – Arnot H.	3.4	3.4
				20.06.17	Arnot Hill – Meadows	4.7	4.7
				22.06.17	Arnot Hill – Mansfield	13.7	13.7
				22.06.17	Mansfield – Newstead	8.6	8.6
				22.06.17	Newstead – Arnot H.	9.4	9.4
				23.06.17	Arnot Hill – Loxley H.	4.1	4.1
				23.06.17	Loxley – FHQ	8.3	8.3
				23.06.17	FHQ – Home	7.8	4.2
Total				Total		90.7	79.9

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.....		For Finance Use only							
	Total Expenses Claimed		Amount £ p		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
	Total receipted expenses				31 P1102	ET407		35-96		
	Total mileage 79.9 @ 45p		35 96							
	Essential user lump sum									
Less Advance No.....										
Amount Claimed		35 96								
Signature of Claimant:.....										



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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
				24.06.17	Home – Beeston - Home	11.4	11.4
				25.06.17	Home – Gunthorpe – Home	15.8	15.8
				25.06.17	Home – City – Home	3.8	3.8
				27.06.17	Home – FHQ	7.8	4.2
				27.06.17	FHQ – Carrington	6.4	6.4
				27.06.17	Carrington – Station	4.1	4.1
				28.06.17	Arnot Hill - Mansfield	8.9	8.9
				28.06.17	Mansfield – Sutton	4.6	4.6
				28.06.17	Sutton – Home	15.5	11.9
				29.06.17	Home – Retford	30.9	27.3
				29.06.17	Retford – Watnall	27.7	27.7
				29.06.17	Watnall – Arnot Hill	5.6	5.6
Total				Total		142.5	131.7

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.....		For Finance Use only <table border="1"> <tr> <th>Cost Centre</th> <th>Account Code</th> <th>Job Code</th> <th>Amount</th> <th>VAT</th> <th>Tax</th> </tr> <tr> <td>31P1102</td> <td>E7407</td> <td></td> <td>59.27</td> <td></td> <td></td> </tr> </table>						Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	E7407		59.27		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax																
31P1102	E7407		59.27																		
Total Expenses Claimed		Amount £ p																			
Total receipted expenses																					
Total mileage		131.7 @ 45p		59 27																	
Essential user lump sum																					
Less Advance No.....																					
Amount Claimed		59 27																			

Signature of Claimant:.....



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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
					29.06.17	Arnot Hill – County H.	5.1	5.1
					29.06.17	County H. – Hyson G.	3.1	3.1
Total					Total		8.2	8.2

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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 82 @ 45	3	69
Essential user lump sum		
Less Advance No.....		
Amount Claimed	3	69.

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P102	E7407		3.69		

Nottingham Train Station

NG1 Nottingham
Tax code GB435757819

POF 8 12/06/17 17:56
Receipt 052342

Short-term parking tkt
MSCP - No. 039270
12/06/17 10:02
12/06/17 17:56
Period 0d18h0'
(Ust.) £4.50

Gross total £4.50

Payment
Cash £4.50

Net total £3.75
Ust. 20% £0.75

All amounts in GBP.
Deliv. date=Receipt date

19945348 - 1/1

Nottingham Train Station

NG1 Nottingham
Tax code GB435757819

POF 1 02/06/17 20:12
Receipt 038125

Short-term parking tkt
MSCP - No. 026215
02/06/17 06:25
02/06/17 20:12
Period 1d0h0'
(Ust.) £8.00

Gross total £8.00

Payment
Cash £8.00

Net total £8.00
Ust. 20% £1.63

All amounts in GBP.
Deliv. date=Receipt date

88355985 - 1/1

Nottingham Train Station

NG1 Nottingham
Tax code GB435757819

POF 1 01/06/17 19:41
Receipt 036560

Short-term parking tkt
MSCP - No. 025615
01/06/17 12:53
01/06/17 19:41
Period 0d18h0'
(Ust.) £4.50

Gross total £4.50

Payment
Cash £4.50

Net total £4.50
Ust. 20% £3.75
£0.75

All amounts in GBP.
Deliv. date=Receipt date

8396282E - 1/1

Nottingham Train Station

NG1 Nottingham
Tax code GB435757819

POF 7 23/06/17 12:22
Receipt 068207

Short-term parking tkt
MSCP - No. 053272
23/06/17 10:09
23/06/17 12:22
Period 0d18h0'
(Ust.) £4.50

Gross total £4.50

Payment
Cash £4.50

Net total £4.50
Ust. 20% £3.75
£0.75

All amounts in GBP.
Deliv. date=Receipt date

8880820F - 1/1

Nottingham Train Station

NG1 Nottingham
Tax code GB435757819

POF 7 27/06/17 20:57
Receipt 074763

Short-term parking tkt
MSCP - No. 058948
27/06/17 13:40
27/06/17 20:57
Period 0d18h0'
(Ust.) £4.50

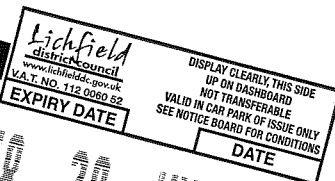
Gross total £4.50

Payment
Cash £4.50

Net total £4.50
Ust. 20% £3.75
£0.75

All amounts in GBP.
Deliv. date=Receipt date

82CC21C1 - 1/1



Nottingham Stoney Street
Stoney Street
UK-NG11LS Nottingham
Tax code GB239 0546 59

POF 3 30/06/17 17:21
Receipt 097110

Short-term parking tkt
STST - No. 027420
30/06/17 15:04
30/06/17 17:21
Period 0d3h0'
(VAT) £12.00

Gross total £12.00

Payment
VISA 12.00
XXXXXXXXXXXXX055 09/17
MID:XXX682 AUTH:171225
REF:V1YKVtiU92

Net total £10.00
VAT 20% £2.00

All amounts in GBP.
Deliv. date=Receipt date

242083F0 - 1/1