



Nottinghamshire

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

Employee Number	Name and Initials Paddy Tipping	Please Delete as Appropriate <ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>	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
17.05.17	Car parking	12.50	2.50	08.05.17	Arnot Hill – Bilsthorpe	12.2	12.2
22.05.17	Car parking	3.75	4.50	08.05.17	Bilsthorpe – Home	15.9	12.3
25.05.17	Car parking	2.92	0.58	09.05.17	Arnot Hill – City	4	4
18.05.17	Car parking	4.80	1.20	09.05.17	City – Arnot Hill	4	4
				09.05.17	Arnot Hill – FHQ	4.6	4.6
				09.05.17	FHQ – Arnot Hill	4.6	4.6
				09.05.17	Arnot Hill – City	3.7	3.7
				10.05.17	Arnot Hill – Attenboro'	10.3	10.3
				10.05.17	Attenboro' – home	8.4	4.8
				13.05.17	Home – Nutall	7.3	7.3
				13.05.17	Nutall – Newark	31.1	31.1
				13.05.17	Newark – Home	23.1	23.1
<b>Total</b>		24.17	4.83	<b>Total</b>		129.2	122.0

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 £
Total receipted expenses	29.00
Total mileage 122 @ 45p	54.90
Essential user lump sum	
Less Advance No.....	
Amount Claimed	83.90

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		54.90		
31P1102	ET455		24.17	4.83	



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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
				15.05.17	Arnot Hill – FHQ	4.6	4.6
				18.05.17	Home – FHQ	7.8	4.2
				18.05.17	FHQ – Arnot Hill	4.6	4.6
				18.05.17	Arnot Hill – Bridgford	4.9	4.9
				18.05.17	Bridgford – City	2.4	2.4
				20.05.17	Home – Attenborough – Home	15.8	15.8
				21.05.17	Home – Collingham	25.5	25.5
				21.05.17	Collingham – Calverton	24	24
				21.05.17	Calverton – Home	7.4	7.4
				22.05.17	Arnot Hill – Station	4.4	4.4
				23.05.17	Home – FHQ	7.8	4.2
				23.05.17	FHQ – Arnot Hill	4.6	4.6
<b>Total</b>				<b>Total</b>		<b>113.8</b>	<b>106.6</b>

**Total**

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 106.6 @ 45 47 97  
 Essential user lump sum  
 Less Advance No.....  
 Amount Claimed 47 97

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		47.97		



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

## TRAVELLING AND SUNDRY EXPENSES

Employee Number		Name and Initials Paddy Tipping	Please Delete as Appropriate <ul style="list-style-type: none"><li>• Authorised Essential</li><li>• Authorised Casual</li><li>• Ad Hoc User</li></ul>		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						
						23.05.17	Arnot Hill – QMC	6.2	6.2						
						23.05.17	QMC – Home	3.9	0.3						
						24.05.17	Arnot Hill – Meadows	4.9	4.9						
						24.05.17	Home – St Anns – Home	4.6	4.6						
						25.05.17	Arnot Hill – St Anns	3.4	3.4						
						26.05.17	Arnot Hill – Sutton	12.2	12.2						
						26.05.17	Sutton - Home	15.3	11.7						
						30.05.17	Arnot Hill – Trowell	8.3	8.3						
						30.05.17	Trowell – Home	9	5.4						
Total							Total		67.8	57					
I certify that: <ul style="list-style-type: none"><li>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.</li><li>My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims</li><li>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.</li></ul> Signature of Claimant:						Please mark (*) previously approved expenditure in excess of guidelines					For Finance Use only				
					Approved by (signature)..... Position.....Management Accountant Date.....23/8/17					Cost Centre	Account Code	Job Code	Amount	VAT	Tax
					Total Expenses Claimed                  Amount £ p					3IPH02	E7407		25-65		
Total receipted expenses															
Total mileage 57 @ 45p                  25 65.															
Essential user lump sum															
Less Advance No.....															
Amount Claimed					25 65.										

# Nottingham Train Station

NG1 Nottingham  
Tax code GB435757819

POF 1 22/05/17 19:29  
Receipt 023176

Short-term parking tkt  
MSCP - No. 014607  
22/05/17 11:56  
22/05/17 19:29  
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

# Nottingham Train Station

NG1 Nottingham  
Tax code GB435757819

POF 1 17/05/17 17:39  
Receipt 016290

Short-term parking tkt  
MSCP - No. 007140  
16/05/17 08:06  
17/05/17 17:39  
Period 2d0h0'  
(Ust.) £15.00

Gross total £15.00

Payment  
AID:A0000000031010  
Visa Debit  
\*\*\*\*\*8055 03  
ICC APPROVED  
PIN VERIFIED  
Auth Code:140934  
Ref:8508501741  
MID:\*\*\*27761  
TID:\*\*\*0768

Net total £12.50  
Ust. 20% £2.50

812A640A - 1

83C7B37E - 1/1

0-Park Talbot Street

Talbot Street  
Nottingham  
otts.  
51 566

Receipt no. 0532/0601/00601 18/05/17 21:37

0100 Pay parking coin 6,00  
05/17 19:06 - 18/05/17 21:37  
Length of stay: 0 Dy. 2 Hr. 31 Min.  
02489341089011037136688180??

Total amount 6,00

Accepted total 10,00  
Change 4,00  
VAT 20,00 % 1,00

Thank you  
V.A.T No. GB 708 2244 52

intu NOTTINGHAM  
NG1 300 NOTTINGHAM  
CST 001 25/05/17 19:23  
Receipt 048258

Short-term parking tkt  
WZ - No. 054313  
25/05/17 17:37  
25/05/17 19:23  
Period 0d1h47'  
(VAT) £3.50

Gross total £3.50

Payment  
Cash £3.50

Net total £2.92  
VAT 20% £0.58

All amounts in GBP.  
Deliv. date=Receipt date

160389F1 - 1/1