



Nottinghamshire

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

Employee Number	Name and Initials Paddy Tipping	Please Delete as Appropriate		Base: Arnot Hill House	Vehicle Details		
Rank & Collar No PCC	Division/Dept NOPCC	<ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 		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
07.11.17	Car parking	7.08	1.42	06.11.17	Arnot Hill – City	4.8	4.8
08.11.17	Car parking	7.08	1.42	06.11.17	City – Arnot Hill	4.8	4.8
14.11.17	Car parking	11.25	2.25	07.11.17	Train Station – FHQ	8.5	8.5
				07.11.17	FHQ – Home	7.8	4.2
				10.11.17	Arnot Hill – Calverton	4.1	4.1
				10.11.17	Calverton – Home	7.8	4.2
				11.11.17	Home – Sherwood – Home	6.2	6.2
				12.11.17	Home – Hucknall – Home	17.2	17.2
				12.11.17	Home – City – Home	5.4	5.4
				13.11.17	Arnot Hill – Mansfield	11.5	11.5
				13.11.17	Mansfield – Leicester	46.5	46.5
				13.11.17	Leicester – Harworth	70.2	70.2
Total		25.41	5.09	Total		194.8	187.6

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	30	50
Total mileage 187.6 @ 45p	84	42
Essential user lump sum		
Less Advance No.....		
Amount Claimed	114	92

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET455		25.41	5.09	
31P1102	ET407		84.42		

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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		
					21.11.17	Arnot Hill - FHQ	4.4	4.4		
					21.11.17	FHQ – Home	7.8	4.2		
					21.11.17	Home – Meadows – Home	5.6	5.6		
					22.11.17	Arnot Hill – Fire HQ	1.5	1.5		
					22.11.17	Fire HQ – Home	5.3	1.7		
					22.11.17	Home, Clifton, Home	13	13		
					23.11.17	Arnot Hill – Newstead	9.4	9.4		
					23.11.17	Newstead – Arnot Hill	9.4	9.4		
					24.11.17	Home – Clifton	6.3	2.7		
					24.11.17	Clifton – Arnot Hill	8.9	8.9		
					24.11.17	Arnot Hill – Hucknall	5.8	5.8		
					24.11.17	Hucknall – Home	9	5.4		
Total					Total		86.4	72		
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..... Total Expenses Claimed Amount £ p Total receipted expenses Total mileage 72 @ 45p Essential user lump sum Less Advance No..... Amount Claimed				For Finance Use only Cost Centre Account Code Job Code Amount VAT Tax 31P1102 ET407 32-40		
Signature of Claimant:.....				32 40						



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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
				13.11.17	Harworth – Newark	29.6	29.6
				14.11.17	Newark – Arnot Hill	21.7	21.7
				15.11.17	Arnot Hill – Train St	4.4	4.4
				16.11.17	Train St – FHQ	8.5	8.5
				17.11.17	Mapperley – Arnot Hill	2.2	2.2
				17.11.17	Arnot Hill - Sutton	12.7	12.7
				17.11.17	Sutton – Home	15.8	12.2
				18.11.17	Home – Sherwood – Home	5.8	5.8
				20.11.17	Arnot Hill – Lowdham	7.3	7.3
				20.11.17	Lowdham – Arnot Hill	7.3	7.3
				21.11.17	Home – FHQ	7.8	4.2
				21.11.17	FHQ – Arnot Hill	4.4	4.4
Total				Total		127.5	120.3

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)..... 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>ET407</td> <td></td> <td>54-14</td> <td></td> <td></td> </tr> </table>						Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	ET407		54-14		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax																
31P1102	ET407		54-14																		
Total Expenses Claimed Total receipted expenses Total mileage 120.3 @ 45p Essential user lump sum Less Advance No..... Amount Claimed		Amount £ p 54 14 54 14																			

Signature of Claimant:.....

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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			
					25.11.17	Home – City – Home	6	6			
					25.11.17	Home – City – Home	8.8	8.8			
					27.11.17	Arnot Hill – County H	5.1	5.1			
					27.11.17	County H – City	1.5	1.5			
					28.11.17	Arnot Hill – County H	5.1	5.1			
					28.11.17	County H – Arnot Hill	5.1	5.1			
					28.11.17	Arnot Hill – Sneinton	3.5	3.5			
					29.11.17	Home, City, Home	5.2	5.2			
					30.11.17	City – Arnot Hill	3.9	3.9			
					30.11.17	Arnot Hill - Perlethorpe	18.8	18.8			
					30.11.17	Perlethopre- Home	22.5	18.9			
Total					Total		85.5	81.8			
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)..... Position..... Date.....		For Finance Use only					
						Cost Centre	Account Code	Job Code	Amount	VAT	Tax
						31/11/2017	ET407		36-86		
						Total Expenses Claimed	Amount £ p				
						Total receipted expenses					
						Total mileage 81.9 @ 45p	36 86				
						Essential user lump sum					
						Less Advance No.....					
						Amount Claimed	36 86				
Signature of Claimant:.....											