



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"> • 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																		
13.10.17	Car parking	7.08	1.42	03.10.17	Home – Huthwaite - Home	39.8	39.8																		
10.10.17	Car parking	10.00	2.00	05.10.17	Arnot Hill – City	3.5	3.5																		
11.10.17	Car parking	5.00	1.00	06.10.17	Arnot Hill – FHQ	4.6	4.6																		
12.10.17	Car parking	7.08	1.42	06.10.17	FHQ – Home	7.8	4.2																		
19.10.17	Taxi fare	24.00	6.00	09.10.17	Arnot Hill – Sherwood	1.5	1.5																		
24.10.17	Car parking	7.08	1.42	09.10.17	Sherwood – Arnot Hill	1.5	1.5																		
25.10.17	Car parking	6.67	1.33	10.10.17	Arnot Hill – City	4.6	4.6																		
				10.10.17	City – Selston	14	14																		
				10.10.17	Selston – Arnot Hill	12.8	12.8																		
				10.10.17	Arnot Hill – City	4.1	4.1																		
				11.10.17	Arnot Hill – Beeston	6.9	6.9																		
				11.10.17	Beeston – Home	5.1	1.5																		
Total		66.91	14.59	Total		106.2	99																		
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>E7455</td> <td></td> <td>66-91</td> <td>14-59</td> <td></td> </tr> <tr> <td>31P1102</td> <td>E7407</td> <td></td> <td>44-55</td> <td></td> <td></td> </tr> </table>				Cost Centre	Account Code	Job Code	Amount	VAT	Tax	31P1102	E7455		66-91	14-59		31P1102	E7407		44-55		
Cost Centre	Account Code	Job Code	Amount	VAT	Tax																				
31P1102	E7455		66-91	14-59																					
31P1102	E7407		44-55																						
Signature of Claimant:.....		<table border="1"> <tr> <td>Total Expenses Claimed</td> <td>Amount £</td> <td>p</td> </tr> <tr> <td>Total receipted expenses</td> <td>81</td> <td>50</td> </tr> <tr> <td>Total mileage 99 @ 45p</td> <td>44</td> <td>33</td> </tr> <tr> <td>Essential user lump sum</td> <td></td> <td></td> </tr> <tr> <td>Less Advance No.....</td> <td></td> <td></td> </tr> <tr> <td>Amount Claimed</td> <td>126</td> <td>05.</td> </tr> </table>		Total Expenses Claimed	Amount £	p	Total receipted expenses	81	50	Total mileage 99 @ 45p	44	33	Essential user lump sum			Less Advance No.....			Amount Claimed	126	05.				
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Amount Claimed	126	05.																							



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Employee Number	Name and Initials Paddy Tipping	Please Delete as Appropriate <ul style="list-style-type: none"> • 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
				11.10.17	Home – City - Home	5.4	5.4
				13.10.17	Home – City – Home	5.4	5.4
				14.10.17	Home – Hyson Green – Home	7.4	7.4
				16.10.17	Arnot Hill – Sherwood	2.7	2.7
				18.10.17	Arnot Hill - Redhill	1.8	1.8
				18.10.17	Redhill – Train St	5.6	5.6
				21.10.17	Home – Beeston – Home	11.2	11.2
				24.10.17	Home – FHQ	7.8	4.2
				24.10.17	FHQ – Loxley	8.3	8.3
				24.10.17	Loxley – Arnot Hill	4.1	4.1
				25.10.17	Home – City – Home	5.4	5.4
				30.10.17	Arnot Hill – County H	5.1	5.1
Total				Total		70.2	66.6

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		For Finance Use only					
	Approved by (signature).....		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
	Position.....							
	Date.....							
	Total Expenses Claimed							
Total receipted expenses		<div style="font-size: 2em; font-family: cursive;">31P1102 ET407 29-97</div>						
Total mileage <u>66.6 @ 45p</u>								
Essential user lump sum								
Less Advance No.....								
Amount Claimed		<div style="font-size: 2em; font-family: cursive;">29 97</div>						
Signature of Claimant:.....								



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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
				30.10.17	County Hall – City	2.2	2.2
				31.10.17	Home – FHQ	7.8	4.2
				31.10.17	FHQ – Train station	9	9
Total				Total		19	15.4

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:.....

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

Approved by (signature).....

Position.....

Date.....

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 15.4 @ 45p	45	6 93
Essential user lump sum		
Less Advance No.....		
Amount Claimed	6	93

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	E7407		6-93		