



Nottinghamshire

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

<b>Employee Number</b>	<b>Name and Initials</b> Paddy Tipping	<b>Please Delete as Appropriate</b>		<b>Base: Arnot Hill House</b>	<b>Vehicle Details</b>			
<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC	<ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>		<b>Home to Base Mileage</b> 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
06.09.17	Car parking	3.33	0.67	02.09.17	Home – Nottm – Home	10.4	10.4
14.09.17	Car parking	7.08	1.42	05.09.17	Arnot Hill – City – Arnot Hill	8.8	8.8
29.09.17	Car parking	7.08	1.42	06.09.17	Home – Stratford – Home	139.6	132.4
11.09.17	Car parking	7.08	1.42	07.09.17	Arnot Hill – Worksop	24.5	24.5
31.08.17	Car parking	6.67	1.33	07.09.17	Worksop – Home	28.2	24.6
				08.09.17	Home – Uni of Nottm	4.3	4.3
				08.09.17	Uni of Nottm – Home	4.3	4.3
				10.09.17	Home – Colwick – Home	2.4	2.4
				12.09.17	Arnot Hill – Fire HQ	1.5	1.5
				12.09.17	Fire HQ – Arnot Hill	1.5	1.5
				12.09.17	Home – City – Home	4	4
				15.09.17	Arnot Hill – County H	5.1	5.1
<b>Total</b>		<b>31.24</b>	<b>6.26</b>	<b>Total</b>		<b>234.6</b>	<b>223.8</b>

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 £ 37 p 50

Total receipted expenses 223.8 @ 45p 100 71

Essential user lump sum

Less Advance No.....

Amount Claimed 138 21

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET407		100-71		
31P1102	ET455		31-24	6-26	



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<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC			<b>Home to Base Mileage</b> 3.6			
<b>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>							
<b>Date</b>	<b>Reason for Claim</b>	<b>Amount</b>	<b>VAT</b>	<b>Date</b>	<b>Journey Details From – To Reason</b>	<b>Total Miles</b>	<b>Total miles less home to base</b>
				15.09.17	County H to Arnot Hill	5.1	5.1
				15.09.17	Home, City, Home	4.2	4.2
				18.09.17	Arnot Hill to County H	5.1	5.1
				18.09.17	Home, Sutton in Ash, Home	33	33
				19.09.17	Home – FHQ	7.8	4.2
				19.09.17	FHQ – Lowdham	9	9
				19.09.17	Lowdham – Home	7.3	3.7
				19.09.17	Home, Bridgford, Home	5.2	5.2
				21.09.17	Home – FHQ	7.8	4.2
				21.09.17	FHQ - Ashbourne	45.3	45.3
				21.09.17	Ashbourne – Home	35.5	31.9
				22.09.17	Arnot Hill – Fire HQ	1.5	1.5
<b>Total</b>				<b>Total</b>		<b>166.8</b>	<b>152.4</b>

  

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Cost Centre	Account Code	Job Code	Amount	VAT	Tax														
31P1102	E7407		68-58.																
Total Expenses Claimed Total receipted expenses Total mileage 152.4 @ 45p Essential user lump sum Less Advance No..... Amount Claimed		Amount £ p 68 58																	

Signature of Claimant:.....





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<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC			<b>Home to Base Mileage</b> 3.6			
<b>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>							
<b>Date</b>	<b>Reason for Claim</b>	<b>Amount</b>	<b>VAT</b>	<b>Date</b>	<b>Journey Details From – To Reason</b>	<b>Total Miles</b>	<b>Total miles less home to base</b>
				22.09.17	Fire HQ – Arnot Hill	1.5	1.5
				23.09.17	Home – City – Home	3.8	3.8
				28.09.17	Home – FHQ	7.8	4.2
				28.09.17	FHQ – Arnot Hill	4.6	4.6
				28.09.17	Arnot Hill – County H	5.1	5.1
				28.09.17	Home, Tuxford, Home	62.4	62.4
				29.09.17	City – Arnot Hill	4.5	4.5
				30.09.17	Home – Wollaton	6	6
				30.09.17	Wollaton – Kirklington	18.6	18.6
				30.09.17	Kirklington - Home	17.5	17.5
<b>Total</b>				<b>Total</b>		<b>131.8</b>	<b>128.2</b>

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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 128.2 @ 45p	57	69
Essential user lump sum		
Less Advance No.....		
Amount Claimed	57	69

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	E7407		57-69		