



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
				01.02.18	Arnot Hill – Station	4.4	4.4
				05.02.18	Home – Worksop	28.2	24.6
				05.02.18	Worksop – Arnot Hill	24.4	24.4
				12.02.18	Arnot Hill – Forest Recreation Ground	2.4	2.4
				12.02.18	Forest – Arnot Hill	2.4	2.4
				13.02.18	Arnot Hill - Lowdham	7.3	7.3
				13.02.18	Lowdham – County H	11	11
				16.02.18	Home – FHQ	7.8	4.2
				16.02.18	FHQ – Fire HQ	5.3	5.3
				16.02.18	Fire HQ – Arnot Hill	1.5	1.5
				18.02.18	Home – Bobbersmill – Home	8	8
				20.02.18	Home – FHQ	7.8	4.2
<b>Total</b>				<b>Total</b>		<b>110.5</b>	<b>99.7</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 £	p
Total receipted expenses		
Total mileage 99.7 @ 45p	44	87
Essential user lump sum		
Less Advance No.....		
Amount Claimed	44	87

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P102	E7407		44.87		



### 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
				20.02.18	FHQ – Arnot Hill	4.6	4.6
				22.02.18	Arnot Hill – City	3.4	3.4
				22.02.18	City – Arnot Hill	3.4	3.4
Total				Total		11.4	11.4
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.</li> <li>• 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>				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	
		Total receipted expenses				Account Code	
		Total mileage				Job Code	
		Essential user lump sum				Amount	
		Less Advance No.....				VAT	
		Amount Claimed				Tax	
Signature of Claimant:.....				31P1D2 ET4D7 5-13			