

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 | | | | | | | | | | | | | | | |
| | | | | | 04.01.18 | Arnot Hill – FHQ | 4.6 | 4.6 | | | | | | | | | | | | | | | |
| | | | | | 04.01.18 | FHQ – Home | 7.8 | 4.2 | | | | | | | | | | | | | | | |
| | | | | | 05.01.18 | Arnot Hill – Loxley | 4.1 | 4.1 | | | | | | | | | | | | | | | |
| | | | | | 09.01.18 | Arnot Hill – Lenton | 4.1 | 0.5 | | | | | | | | | | | | | | | |
| | | | | | 11.01.18 | Arnot Hill – Newark – Arnot Hill | 37.4 | 37.4 | | | | | | | | | | | | | | | |
| | | | | | 11.01.18 | Arnot Hill – Radford – Arnot Hill | 5.6 | 5.6 | | | | | | | | | | | | | | | |
| | | | | | 12.01.18 | Arnot Hill - Beeston | 7.2 | 7.2 | | | | | | | | | | | | | | | |
| | | | | | 12.01.18 | Beeston – Arnot Hill | 7.2 | 7.2 | | | | | | | | | | | | | | | |
| | | | | | 12.01.18 | Arnot Hill – City | 4.3 | 4.3 | | | | | | | | | | | | | | | |
| | | | | | 14.01.18 | Home – Newark – Home | 40.4 | 40.4 | | | | | | | | | | | | | | | |
| | | | | | 16.01.18 | Home – FHQ | 7.8 | 4.2 | | | | | | | | | | | | | | | |
| | | | | | 16.01.18 | FHQ – Lowdham | 9 | 9 | | | | | | | | | | | | | | | |
| Total | | | | | Total | | 139.5 | 128.7 | | | | | | | | | | | | | | | |
| 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) <i>[Signature]</i> Position <i>Managerial Accountant</i> Date <i>29/3/18</i> | | | | 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>57.92</td> <td></td> <td></td> </tr> </table> | | | | Cost Centre | Account Code | Job Code | Amount | VAT | Tax | 31P1102 | ET407 | | 57.92 | | |
| Cost Centre | Account Code | Job Code | Amount | VAT | Tax | | | | | | | | | | | | | | | | | | |
| 31P1102 | ET407 | | 57.92 | | | | | | | | | | | | | | | | | | | | |
| Total Expenses Claimed | | Amount £ | | p | | | | | | | | | | | | | | | | | | | |
| Total receipted expenses | | | | | | | | | | | | | | | | | | | | | | | |
| Total mileage <i>128.7 @ 0.45</i> | | | | <i>57.92</i> | | | | | | | | | | | | | | | | | | | |
| Essential user lump sum | | | | | | | | | | | | | | | | | | | | | | | |
| Less Advance No..... | | | | | | | | | | | | | | | | | | | | | | | |
| Amount Claimed | | | | <i>57.92</i> | | | | | | | | | | | | | | | | | | | |
| Signature of Claimant: <i>[Signature]</i> | | | | | | | | | | | | | | | | | | | | | | | |



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 |
|--------------|------------------|--------|-----|--------------|----------------------------------|--------------|-------------------------------|
| | | | | 16.01.18 | Lowdham - Home | 6.3 | 2.7 |
| | | | | 17.01.18 | Home – Leicester - Home | 82.2 | 75 |
| | | | | 18.01.18 | Arnot Hill – Station | 4.4 | 4.4 |
| | | | | 20.01.18 | Home – Hyson Green – Home | 7 | 7 |
| | | | | 22.01.18 | Home – FHQ | 7.8 | 4.2 |
| | | | | 22.01.18 | FHQ – Station | 9 | 9 |
| | | | | 24.01.18 | Arnot Hill – Station | 4.4 | 4.4 |
| | | | | 26.01.18 | County Hall - City | 2.2 | 2.2 |
| | | | | 28.01.18 | Home – Sneinton – Home | 2.8 | 2.8 |
| | | | | 29.01.18 | Arnot Hill – Station | 4.4 | 4.4 |
| | | | | 30.01.18 | Home – FHQ | 7.8 | 4.2 |
| | | | | 30.01.18 | FHQ – Arnot Hill | 4.6 | 4.6 |
| Total | | | | Total | | 142.9 | 125.0 |

I certify that:

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- 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 124.9 @ 0.45 | 56 | 21 |
| Essential user lump sum | | |
| Less Advance No..... | | |
| Amount Claimed | 56 | 21 |

For Finance Use only

124.9

| Cost Centre | Account Code | Job Code | Amount | VAT | Tax |
|-------------|--------------|----------|--------|-----|-----|
| 31P1102 | E7407 | | 56.21 | | |



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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 |
|--------------|------------------|--------|-----|--------------|----------------------------------|-------------|-------------------------------|
| | | | | 30.01.18 | Arnot Hill – Bridgford | 4.9 | 4.9 |
| | | | | 30.01.18 | Bridgford - Bobbersmill | 3.8 | 3.8 |
| | | | | 31.01.18 | Arnot Hill – County H | 5.1 | 5.1 |
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| | | | | | | | |
| Total | | | | Total | | 13.8 | 13.8 |

I certify that:

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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 13.8 @ 45p | 6 | 21 |
| Essential user lump sum | | |
| Less Advance No..... | | |
| Amount Claimed | 6 | 21 |

For Finance Use only

| Cost Centre | Account Code | Job Code | Amount | VAT | Tax |
|-------------|--------------|----------|--------|-----|-----|
| 31P1102 | ET407 | | 6-21 | | |