

TRAVELLING AND SUNDRY EXPENSES

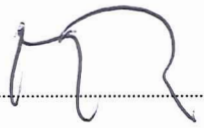
Employee Number	Name and Initials Paddy Tipping	Please Delete as Appropriate • Authorised Essential		Base: Arnot Hill House	Vehicle Details	
Rank & Collar No PCC	Division/Dept NOPCC			Home to Base Mileage 3.6 miles		

Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)

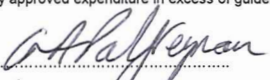
Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base
11.01.19	Car Parking	7.5	1.5	08.01.19	Arnot Hill to City return	6.0	6.0
14.01.19	Car Parking	4.17	0.83	09.01.19	Home to City return	7.4	7.4
				10.01.19	Arnot Hill to City return	6.0	6.0
				12.01.19	Home to Mansfield return	24.0	24.0
				13.01.19	Home to Newark return	23.0	23.0
				16.01.19	Home to Southwell return	47.2	47.2
				17.01.19	Arnot Hill to Mansfield Woodhouse return	27.0	27.0
				17.01.19	Arnot Hill to Stapleford return	17.4	17.4
				17.01.19	Home to City return	7.4	7.4
				24.01.19	Home to Hinckley return	82.4	78.8
				24.01.19	Home to City return	6.0	6.0
Total		11.67	2.33	Total		253.8	250.2

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) 

Date: 28/2/19

Total Expenses Claimed		Amount	For Finance Use only					
	£		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
Total receipted expenses	14.00		31P1102	ET455				
Total mileage @ 45p	112.59		31P1102	ET407				
Amount Claimed	126.59					0.00	0.00	0.00

TRAVELLING AND SUNDRY EXPENSES

Employee Number	Name and Initials Paddy Tipping	Please Delete as Appropriate • Authorised Essential		Base: Arnot Hill House	Vehicle Details Audi A4	
Rank & Collar No PCC	Division/Dept NOPCC			Home to Base Mileage 3.6 miles		

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
				27.01.19	Home to City return	6.0	6.0
				28.01.19	Arnot Hill to Bramcote return	15.6	15.6
				28.01.19	Arnot Hill to FHQ return	9.2	9.2
Total		0	0	Total		30.8	30.8

I certify that:

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- 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).....

Date.....

Total Expenses Claimed		Amount
	£	
Total receipted expenses	0.00	
Total mileage @ 45p	13.86	
Amount Claimed	13.86	

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
31P1102	ET455				
31P1102	ET407				
			0.00	0.00	0.00