

## TRAVELLING AND SUNDRY EXPENSES

Employee Number		Name and Initials P Tipping P		Please Delete as Appropriate  Authorised Essential					Vehicle Details				
							Base: A	e: Arnot Hill House					
		Division/Dept NOPCC		Hor		Home t	e to Base Mileage 3.7						
Sundry-Rece	ipted Exper	nses – Please attach	, on the reverse, original va	(no photocopies o	o photocopies or direct/credit card slips)								
Date	Reason for Claim			Total Amount including VAT		Date	Jour	Journey Details From - To Reason		Total Miles	Total Miles less home to base		
01.07.19	Car Parking				13.00		01/07/2019 Ba		Base-City-Base		7.4	7.4	
02.07.19	Car Parking			9.00		01/07/2019 Ho		Home-City-Home		7.4	7.4		
09.07.19	Car Parking			9.00		04/07/2019 Ho		Home-Daventry-Home		121.3	113.9		
11.07.19	Car Parking			9.00		06/07/2019 H		Home-Sutton-in-Ashfield-Home		32.1	24.7		
16.07.19	Car Parking			9.00		08/07/2019 B		Base-City-Bilsthorpe		20.0	20.0		
18.07.19	Car Parking			5.00		12/07/2019 Base-Ci		se-City-Home		7.4	3.7		
24.07.19	Car Parking			9.00		13/07/2019 Ho		Home-Calverton-Colwick-Home		20.8	20.8		
							14/07/20	19 Hom	ne-Carlton-Home		4.5	4.5	
							18/07/20	19 Base	e-Ravenshead-Base-City		17.9	17.9	
							19/07/20	19 Base	e-Mansfield-Base		23.8	23.8	
5							25/07/20	19 Base	e-Calverton-City-Base		23.1	23.1	
			1				26/07/20	19 Base	e-FHQ-Base		9.3	9.3	
							27/07/20	19 Hom	ne-City-Home		6.0	6.0	
					-		29/07/20	19 Base	e-Mansfield-Base		23.1	23.1	
					×	1							
Total					63.00		Total			324.10	305.60		
I certify that:  Please mark (*) previously approved expenditu										penditure in exce	ess of guidelines	¥ × ×	
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.  Approved by (state of the cheapest practicable mode of transport has been claimed for journeys out of force area.									Approved by (signature)	Valy	eyror		
My vehicle in	My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims									Date			
<ul> <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>									Total Expenses Claimed		Amount £		
Total receipted expenses											63.00		
Signature of Claimant: Total mileage @ 45p									Total mileage @ 45p		137.52		
									Amount Claimed		200.52		