

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	

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

Date	Reason for Claim	Total Amount including VAT £	Date	Journey Details From – To Reason	Total Miles	Total Miles less home to base
10.3.19	Car parking	13.00	3.3.19	Home to Wollaton and return	10.6	10.6
12.3.19	Car parking	18.00	4.3.19	Arnot Hill to City	3.7	3.7
13.3.19	Car parking	6.00	7.3.19	Arnot Hill to City	3.7	3.7
20.3.19	Car parking	14.00	8.3.19	Arnot Hill to Ravenshead to Home	15.1	11.4
21.3.19	Taxi	5.50	10.3.19	Home to City and return	4.0	4.0
21.3.19	Taxi	4.95	13.3.19	City to FHQ	8.4	8.4
27.3.19	Car parking	9.00	13.3.19	FHQ to Arnot Hill House	4.6	4.6
			14.3.19	Arnot Hill to Basford	2.7	2.7
			15.3.19	Arnot Hill to Worksop and return	49.0	49.0
			16.3.19	Home to City and return	6.3	6.3
			21.3.19	Arnot Hill to Basford and return	5.6	5.6
			22.3.19	Arnot Hill to Newark and return	21.7	21.7
			25.3.19	Arnot Hill to Leicester and return	36.8	36.8
			26.3.19	Arnot Hill to FHQ and return	9.2	9.2
			27.3.19	Home to Worksop and return	57.6	57.6
			28.3.19	Home to Burton on Trent and return	77.2	70.0
			28.3.19	Home to University Park and return	11.2	11.2
Total		70.45	Total		327.40	316.50

<p>I certify that:</p> <ul style="list-style-type: none"> • 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. <p>Signature of Claimant:.....</p>	<p>Please mark (*) previously approved expenditure in excess of guidelines</p> <p>Approved by (signature).....</p> <p>Date.....</p>												
	<table border="1"> <thead> <tr> <th>Total Expenses Claimed</th> <th>Amount</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Total receipted expenses</td> <td>70.45</td> <td></td> </tr> <tr> <td>Total mileage @ 45p</td> <td>142.43</td> <td></td> </tr> <tr> <td>Amount Claimed</td> <td>212.88</td> <td></td> </tr> </tbody> </table>	Total Expenses Claimed	Amount	£	Total receipted expenses	70.45		Total mileage @ 45p	142.43		Amount Claimed	212.88	
	Total Expenses Claimed	Amount	£										
	Total receipted expenses	70.45											
	Total mileage @ 45p	142.43											
Amount Claimed	212.88												