

TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001822	Name and Initials P Tipping	Please Delete as Appropriate • Authorised Essential	Base: Arnot Hill House	Vehicle Details ████████
Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 3.7	

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
09/05/2019	Car Parking	18.00	07/05/2019	Arnot Hill House to FHQ and return	9.2	9.2
16/05/2019	Car Parking	4.00	07/05/2019	Arnot Hill House to Plumtree and return	23.0	23.0
17/05/2019	Car Parking	2.00	10/05/2019	Arnot Hill House to Hucknall and return	10.2	10.2
21/05/2019	Car Parking	18.00	12/05/2019	Home to Newark and return	39.5	39.5
			14/06/2019	Arnot Hill House to West Bridgford and return	5.4	5.4
			14/06/2019	Arnot Hill House to Mansfield and return	24.0	24.0
			16/05/2019	Arnot Hill House to Mansfield and return	24.0	24.0
			17/05/2019	Arnot Hill House to Mansfield and return	24.0	24.0
			21/05/2019	Arnot Hill House to FHQ and Nottingham Train Station	9.0	9.0
			24/05/2019	Arnot Hill House to East Midlands Conference Centre to Bramcote and return	17.0	17.0
			29/05/2019	Arnot Hill House to County Hall	5.1	5.1
			31/05/2019	Arnot Hill House to Leicester	36.8	36.8
<b>Total</b>		<b>42.00</b>	<b>Total</b>		<b>227.20</b>	<b>227.20</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: *[Handwritten Signature]*

Please mark (\*) previously approved expenditure in excess of guidelines

Approved by (signature): *[Handwritten Signature]*

Date: *23/7/19*

<b>Total Expenses Claimed</b>	<b>Amount</b>	<b>£</b>
Total receipted expenses	42.00	
Total mileage @ 45p	102.24	
<b>Amount Claimed</b>	<b>144.24</b>	