



Nottinghamshire

**POLICE & CRIME COMMISSIONER****TRAVELLING AND SUNDRY EXPENSES**

<b>Employee Number</b> 3001823	<b>Name and Initials</b> Christine Cutland	<b>Please Delete as Appropriate</b> • Authorised Essential • Authorised Casual • Ad Hoc User		<b>Base: Arnot Hill House</b>	<b>Vehicle Details</b>  Make: Toyota Model: Auris Reg No: [REDACTED] Exact cc 1800		
<b>Rank &amp; Collar No</b> 3001823	<b>Division/Dept</b> NOPCC			<b>Home to Base Mileage</b> 5.6			
<b>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>							
<b>Date</b>	<b>Reason for Claim</b>	<b>Amount</b>	<b>VAT</b>	<b>Date</b>	<b>Journey Details From – To Reason</b>	<b>Total Miles</b>	<b>Total miles less home to base</b>
				01.10.14	Arnot Hill to Newark	23.3	23.3
				01.10.14	Newark to Arnot Hill	23.3	23.3
				02.10.14	Home to FHQ	9.5	3.9
				02.10.14	FHQ to City	7.8	7.8
				06.10.14	Arnot Hill – County H	5	5
				06.10.14	County H – Arnot Hill	5	5
				09.10.14	Home/City/Home	5.8	5.8
				13.10.14	Arnot Hill – Loxley	4.3	4.3
				14.10.14	Home – FHQ	9.5	3.9
				14.10.14	FHQ – Arnot Hill	4.3	4.3
				15.10.14	Arnot Hill – Nottm	4.1	4.1
				15.10.14	Home/NTU/Home	5.8	5.8
<b>Total</b>				<b>Total</b>			96.5

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: *Christine Cutland*

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

Approved by (signature) *G. Walker*  
 Position *Management Accountant*  
 Date *10/2/15*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 96.5 @ 45	43	42
Essential user lump sum		
Less Advance No.....		
Amount Claimed	43	43

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9102	3107				



Nottinghamshire

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<b>Employee Number</b> 3001823	<b>Name and Initials</b> Christine Cutland	<b>Please Delete as Appropriate</b> <ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>	<b>Base: Arnot Hill House</b>	<b>Vehicle Details</b>			
<b>Rank &amp; Collar No</b> 3001823	<b>Division/Dept</b> NOPCC		<b>Home to Base Mileage</b> 5.6	<b>Make: Toyota</b>	<b>Model: Auris</b>	<b>Reg No: [REDACTED]</b> <b>Exact cc 1800</b>	
<b>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>							
<b>Date</b>	<b>Reason for Claim</b>	<b>Amount</b>	<b>VAT</b>	<b>Date</b>	<b>Journey Details From – To Reason</b>	<b>Total Miles</b>	<b>Total miles less home to base</b>
				16.10.14	Home/Shire Hall/Home	4	4
				27.10.14	Arnot Hill – City	4.1	4.1
				27.10.14	City – Arnot Hill	4.1	4.1
				30.10.14	Home – FHQ	9.5	3.9
				30.10.14	FHQ – Home	9.5	3.9
<b>Total</b>				<b>Total</b>			20

  

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			Cost Centre	Account Code	Job Code	Amount	VAT	Tax
			9102	3107				
	Total Expenses Claimed      Amount £      p							
	Total receipted expenses Total mileage <i>20 @ 45</i> 9      00 Essential user lump sum Less Advance No..... Amount Claimed      9      00							
Signature of Claimant <i>[Signature]</i>								



### TRAVELLING AND SUNDRY EXPENSES

<b>Employee Number</b> 3001823	<b>Name and Initials</b> Christine Cutland	<b>Please Delete as Appropriate</b>	<b>Base:</b> Arnot Hill House	<b>Vehicle Details</b>  Make: Toyota    Model: Auris Reg No: [REDACTED]    Exact cc 1800							
<b>Rank &amp; Collar No</b> 3001823	<b>Division/Dept</b> NOPCC		Home to Base Mileage 5.6								
<b>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>											
Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base				
				03.11.14	Arnot Hill – Loxley Hs	4.3	4.3				
				03.11.14	Loxley Hs – Arnot Hill	4.3	4.3				
				03.11.14	Arnot Hill – MASH	9.9	9.9				
				03.11.14	MASH – City	10.8	10.8				
				04.11.14	Nottm – Arnot Hill	3.8	3.8				
				05.11.14	Arnot Hill – FHQ	4.3	4.3				
				05.11.14	FHQ – Arnot Hill	4.3	4.3				
				10.11.14	Arnot Hill – County H	5	5				
				11.11.14	Arnot Hill – County H	5	5				
				11.11.14	County H – Nottm	1.5	1.5				
				12.11.14	Arnot Hill – Newark	25.7	25.7				
				12.11.14	Newark – Arnot Hill	25.7	25.7				
<b>Total</b>				<b>Total</b>			104.6				
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)..... Position..... Date.....		For Finance Use only					
				Approved by (signature)..... Position..... Date.....		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
				Total Expenses Claimed Amount £ p Total receipted expenses Total mileage @ 45 47 07 Essential user lump sum Less Advance No..... Amount Claimed 47 07		9102	3107				
Signature of Claimant:.....											





Nottinghamshire

**POLICE & CRIME COMMISSIONER****TRAVELLING AND SUNDRY EXPENSES**

<b>Employee Number</b> 3001823	<b>Name and Initials</b> Christine Cutland	<b>Please Delete as Appropriate</b> <ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>	<b>Base: Arnot Hill House</b>		<b>Vehicle Details</b>	
<b>Rank &amp; Collar No</b> 3001823	<b>Division/Dept</b> NOPCC		<b>Home to Base Mileage</b> 5.6		<b>Make: Toyota Model: Auris</b> <b>Reg No:</b> [REDACTED] <b>Exact cc 1800</b>	
<b>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>						
<b>Date</b>	<b>Reason for Claim</b>	<b>Amount</b>	<b>VAT</b>	<b>Date</b>	<b>Journey Details From – To Reason</b>	<b>Total Miles</b>
						<b>Total miles less home to base</b>
				12.11.14	Arnot Hill – Broxtowe Borough Council	8.1
				12.11.14	Broxtowe – Home	6.9
				13.11.14	Home/Arnot Hill/Home	11.2
				14.11.14	Home/Arnot Hill/Home	11.2
				18.11.14	Home – Derby	18.6
				18.11.14	Derby – Arnot Hill	18.9
				19.11.14	City – Arnot Hill	4.4
				19.11.14	Arnot Hill – Shire Hall	3.8
				20.11.14	Home/Bobbersmill/Home	8.2
				21.11.14	Home/Fire HQ/Home	12.4
				22.11.14	Home/High School/Home	6
				25.11.14	Home/FHQ	9.5
<b>Total</b>				<b>Total</b>		102.4

  

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			Cost Centre	Account Code	Job Code	Amount	VAT	Tax
			9102	3107				
	Total Expenses Claimed Amount £ p							
	Total receipted expenses Total mileage 102.4 @ 45 Essential user lump sum Less Advance No..... Amount Claimed		46 08     46 08					
Signature of Claimant: <i>[Signature]</i>								



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<b>Rank &amp; Collar No</b> 3001823	<b>Division/Dept</b> NOPCC			<b>Home to Base Mileage</b> 5.6	<b>Make: Toyota Model: Auris</b> <b>Reg No: [REDACTED] Exact cc 1800</b>		
<b>Sundry-Receipted Expenses – Please attach, on the reverse, original vat receipts (no photocopies or direct/credit card slips)</b>							
<b>Date</b>	<b>Reason for Claim</b>	<b>Amount</b>	<b>VAT</b>	<b>Date</b>	<b>Journey Details From – To Reason</b>	<b>Total Miles</b>	<b>Total miles less home to base</b>
17.12.14	Car Park	6.00	1.00	25.11.14	FHQ to Arnot Hill	4.3	4.3
20.1.15	Car Park	1.70					
<b>Total</b>		7.70		<b>Total</b>		4.3	

  

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	Total Expenses Claimed		Amount £ p		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
	Total receipted expenses				9102	3107				
	Total mileage 4.3 @ 45		1 97							
	Essential user lump sum									
Less Advance No.....										
Amount Claimed		9 67								
Signature of Claimant:.....										



### TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001823	Name and Initials Christine Cutland	Please Delete as Appropriate <ul style="list-style-type: none"> <li>• Authorised Essential</li> <li>• Authorised Casual</li> <li>• Ad Hoc User</li> </ul>	Base: Arnot Hill House	Vehicle Details					
Rank & Collar No 3001823	Division/Dept NOPCC		Home to Base Mileage 5.6	Make: Toyota Model: Auris Reg No. [REDACTED] Exact cc 1800					
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Date	Reason for Claim	Amount	VAT	Date	Journey Details From – To Reason	Total Miles	Total miles less home to base		
				01.12.14	Arnot Hill to Broxtowe Borough Council	8	8		
				01.12.14	Broxtowe to Home	6.5	0.9		
				02.12.14	Home to FHQ	9.5	3.9		
				02.12.14	FHQ to Arnot Hill	4.3	4.3		
				02.12.14	Arnot Hill to City	3.5	3.5		
				02.12.14	Home/Sneinton/Home	3.6	3.6		
				03.12.14	Arnot Hill to County H	5	5		
				04.12.14	Home/City/Home	4.8	4.8		
				05.12.14	Home/City/Home	4.4	4.4		
				06.12.14	Home/City/Home	4	4		
				09.12.14	City to County Hall	1.7	1.7		
				17.12.14	Arnot Hill to City	3.1	3.1		
Total				Total			47.2		
I certify that: <ul style="list-style-type: none"> <li>• 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.</li> <li>• My vehicle insurance policy covers business use and indemnifies the Office of the Police and Crime Commissioner against third party claims</li> <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>				Please mark (*) previously approved expenditure in excess of guidelines  Approved by (signature)..... Position..... Date.....		For Finance Use only			
		Total Expenses Claimed Amount £ p		Cost Centre	Account Code	Job Code	Amount	VAT	Tax
		Total receipted expenses Total mileage 47.2 @ 45 21 24 Essential user lump sum Less Advance No.....		9102	3107				
		Amount Claimed							
		21 24							
Signature of Claimant:.....									