



Nottinghamshire

POLICE & CRIME COMMISSIONER

TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001823	Name and Initials Christine Cutland	Please Delete as Appropriate • Authorised Essential • Authorised Casual • Ad Hoc User	Base: Arnot Hill House	Vehicle Details Make: Toyota Model: Auris Reg No: [REDACTED] Exact cc 1800
Rank & Collar No 3001823	Division/Dept NOPCC		Home to Base Mileage 5.6	

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
01.09.14	Car Parking	6.00	✓	01.09.14	Arnot Hill to City	4.6	4.6
03.09.14	Car Parking	6.50	✓	02.09.14	Home to FHQ	9.5	3.9
24.09.14	Car Parking	6.50	✓	02.09.14	FHQ to Arnot Hill	4.3	4.3
13/10/14	Car parking	6.00	✓	03.09.14	Home to Broxtowe	6.5	0.9
15/10/14	Car parking	3.70	✓	03.09.14	Broxtowe to Arnot Hill	8	8
03/11/14	Car Parking	3.70	✓	03.09.14	Arnot Hill to Central	3.2	3.2
19/11/14	Car Parking	10.00	✓	09.09.14	Home to FHQ	9.5	3.9
				09.09.14	FHQ to Arnot Hill	4.3	4.3
				09.09.14	Arnot Hill to Central	3.2	3.2
				10.09.14	Home to Mansfield	17	11.4
				10.09.14	Mansfield to Arnot Hill	11.8	11.8
				10.09.14	Arnot Hill to Holmes H	12	12
Total		42.4		Total			71.5

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 A Cutland*

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

Approved by (signature)..... *[Signature]*
 Position..... *CFO*
 Date..... *17.11.2014*

Total Expenses Claimed	Amount	
	£	p
Total receipted expenses	42	40
Total mileage 71.5 @ 45	32	17
Essential user lump sum		
Less Advance No.....		
Amount Claimed	74	57

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9102	3107		32-17		
9102	4105		42-40	✓	
			274.57		
			CNE		



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Employee Number 3001823	Name and Initials Christine Cutland	Please Delete as Appropriate <ul style="list-style-type: none"> • Authorised Essential • Authorised Casual • Ad Hoc User 	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			
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
				10.09.14	Holmes H to Home	16.6	11
				11.09.14	County Hall to Arnot Hill	4.9	4.9
				11.09.14	Arnot Hill to C/Hall	4.9	4.9
				15.09.14	Arnot Hill to Mansfield and return	24	24
				15.09.14	Arnot Hill to C/Hall	4.9	4.9
				15.09.14	Home/Gedling/Home	11.2	11.2
				18.09.14	Home/Browtove/Home	14.4	14.4
				22.09.14	Arnot Hill to Ranby	26.2	26.2
				22.09.14	Ranby to Home	30.8	25.2
				23.09.14	Home to FHQ	9.5	3.9
				23.09.14	FHQ to Arnot Hill	4.3	4.3
				25.09.14	Home/Carrington/Home	7.8	7.8
Total				Total		142.7	

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- 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 A. Cutland*

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

Approved by (signature): *[Signature]*
Position: *CFO*
Date: *17.12.14*

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage <i>142.7 @ 45</i>	<i>64</i>	<i>21</i>
Essential user lump sum		
Less Advance No.....		
Amount Claimed	<i>64</i>	<i>21</i>

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>9102</i>	<i>3107</i>		<i>64-21</i>		

[Signature]



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Rank & Collar No 3001823	Division/Dept NOPCC		Home to Base Mileage 5.6	Make: Toyota Model: Auris Reg No: [REDACTED] Exact cc 1800

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
				30.09.14	Home to FHQ	9.5	3.9
				30.09.14	FHQ to Arnot Hill	4.3	4.3
Total				Total			8.2

I certify that:

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- 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)..... *CAK*Position..... *CAK*Date..... *17-12-14*

Total Expenses Claimed	Amount
	£ p

Total receipted expenses

Total mileage *8.2 @ 45* *3* *69*

Essential user lump sum

Less Advance No.....

Amount Claimed

3 *69*

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
<i>9102</i>	<i>3107</i>		<i>3.69</i>		

CAK