



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

**TRAVELLING AND SUNDRY EXPENSES**

<b>Employee Number</b> 3001822	<b>Name and Initials</b> Paddy Tipping	<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> PCC	<b>Division/Dept</b> NOPCC		<b>Home to Base Mileage</b> 4.9	<b>Make: Audi</b>	<b>Model: A4</b>

**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
				01.07.14	Arnot Hill House – Leicester	34.9	34.9
				01.07.14	Leicester – Home	34.9	27.9
				02.07.14	Arnot Hill House – County Hall	5	5
				02.07.14	Home to Rhodesia and return home	59	59
				05.07.14	Home to Killisick and return home	9	9
				06.07.14	Home/Colwick/return	3	3
				07.07.14	Home to FHQ	9	4.1
				07.07.14	FHQ to Home	9	4.1
				08.07.14	ICCA to Arrow	6.6	6.6
				08.07.14	Arrow to Arnot Hill	7.1	7.1
				08.07.14	Arnot Hill to Arrow	7.1	7.1
				08.07.14	Arrow to Home	9.9	5
<b>Total</b>				<b>Total</b>			<b>172.8</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.

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	172.80	45	77 76
Essential user lump sum			
Less Advance No.....			
Amount Claimed		77	76

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9102	3107		77.76		
			<i>CRD</i>		

Signature of Claimant:..... *[Signature]*



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**POLICE & CRIME COMMISSIONER**

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Employee Number 3001822	Name and Initials Paddy Tipping	Please Delete as Appropriate • Authorised Essential • Authorised Casual • Ad Hoc User	Base: Arnot Hill House	Vehicle Details	
Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 4.9	Make: Audi Model: A4 Reg No: [REDACTED] Exact cc	

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
				15.07.14	Arnot Hill House – County Hall	2.9	2.9
				15.07.14	Arrow to Linby	1	1
				15.07.14	Linby to Home	11.1	6.2
				17.07.14	Home to FHQ	9	4.1
				17.07.14	FHQ to Arnot Hill	4.3	4.3
				17.07.14	Arnot Hill to Jubilee Campus	4.5	4.5
				19.07.14	Home/Rainworth/home	33.6	33.6
				22.07.14	Home to FHQ	9	4.1
				22.07.14	FHQ to Rufford	11.1	11.1
				22.07.14	Rufford to home	18.8	13.9
				22.07.14	Home to Phoenix Park and return home	13	13
				23.07.14	Arnot Hill – Wolverhampton	65.3	65.3
<b>Total</b>				<b>Total</b>			<b>164</b>

<p>I certify that:</p> <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> <p>Signature of Claimant: </p>	<p>Please mark (*) previously approved expenditure in excess of guidelines</p> <p>Approved by (signature) </p> <p>Position: CFO</p> <p>Date: 17.12.14</p>	For Finance Use only																													
	<table border="1"> <tr> <th>Total Expenses Claimed</th> <th>Amount</th> <th>£</th> <th>p</th> </tr> <tr> <td>Total receipted expenses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total mileage 164 @ 45</td> <td>73</td> <td></td> <td>80</td> </tr> <tr> <td>Essential user lump sum</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Less Advance No.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Amount Claimed</td> <td>73</td> <td></td> <td>80</td> </tr> </table>	Total Expenses Claimed	Amount	£	p	Total receipted expenses				Total mileage 164 @ 45	73		80	Essential user lump sum				Less Advance No.....				Amount Claimed	73		80	Cost Centre	Account Code	Job Code	Amount	VAT	Tax
	Total Expenses Claimed	Amount	£	p																											
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	Total mileage 164 @ 45	73		80																											
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Amount Claimed	73		80																												
	9102	3107		73.80																											



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Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 4.9	Make: Audi Model: A4 Reg No: <span style="background-color: black; color: black;">XXXXXXXXXX</span> Exact cc

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
				23.07.14	Wolverhampton – Home	62.1	57.2
				25.07.14	Arnot Hill – Meadows and return	9.8	9.8
				25.07.14	Arnot Hill to FHQ	9	9
				29.07.14	Home to FHQ	9	4.1
<b>Total</b>				<b>Total</b>			<b>80.1</b>

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Signature of Claimant:

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

Approved by (signature)

Position: CFO

Date: 17.12.14

Total Expenses Claimed	Amount £	p
Total receipted expenses		
Total mileage 80.1 @ 45	36	04
Essential user lump sum		
Less Advance No.....		
Amount Claimed	36	04

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9102	3107		36.04		



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Employee Number 3001822	Name and Initials Paddy Tipping	Please Delete as Appropriate • Authorised Essential • Authorised Casual • Ad Hoc User	Base: Arnot Hill House	Vehicle Details	
Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 4.9	Make: Audi Model: A4	Reg No: [REDACTED] Exact cc

**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
				11.08.14	Arnot Hill to CDP	4.1	4.1
				11.08.14	CDP to Mansfield	15.5	15.5
				12.08.14	Home to FHQ	9	4.1
				12.08.14	FHQ to Arnot Hill	4.3	4.3
				12.08.14	Arnot Hill to City	3.6	3.6
				13.08.14	Arnot Hill/Loxley/return	8.6	8.6
				14.08.14	Arnot Hill to NTU and return	6.6	6.6
				14.08.14	Home/Leicester/home	55.2	55.2
				15.08.14	Arnot Hill to Sneinton and return	8.6	8.6
				17.08.14	Home to Carribean Carnival and return	4.2	4.2
				18.08.14	Arnot Hill to Ollerton and return	34.6	34.6
				19.08.14	Arnot Hill to Leicester	37.1	37.1
<b>Total</b>				<b>Total</b>		<b>186.5</b>	

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Signature of Claimant: [Signature]

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

Approved by (signature) [Signature]  
Position: CFO  
Date: 17.12.16

Total Expenses Claimed	Amount	£	p
Total receipted expenses			
Total mileage 186.5 @ 45	83	92	
Essential user lump sum			
Less Advance No.....			
Amount Claimed	83	92	

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9102	3107		83.92		



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<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC		<b>Home to Base Mileage</b> 4.9	<b>Make: Audi Model: A4</b> <b>Reg No: [REDACTED] Exact cc</b>

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	
				19.08.14	Leicester – Home	32.7	27.8	
				20.08.14	Arnot Hill to FHQ	4.3	4.3	
				20.08.14	FHQ – Home	9	4.1	
				21.08.14	Home to FHQ	9	4.1	
				21.08.14	FHQ to Fire HQ	5.1	5.1	
				21.08.14	Fire HQ to Arnot Hill	2.5	2.5	
				21.08.14	Arnot Hill to CDP	4.1	4.1	
				22.08.14	Arnot Hill to Sturton le Steeple and return	72.4	72.4	
				23.08.14	Home to Hucknall and return	17.6	17.6	
				27.08.14	Home to FHQ	9	4.1	
				27.08.14	FHQ to Arnot Hill	4.3	4.3	
				27.08.14	Arnot Hill to Train Station	4.6	4.6	
<b>Total</b>				<b>Total</b>			<b>155</b>	

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Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 4.9	Make: Audi Model: A4 Reg No: [REDACTED] Exact cc

Sundry-Received 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
					29.08.14	Arnot Hill to Derby University	19.9	19.9
					29.08.14	Derby Uni to Home	19	14.1
					31.08.14	Home to Newstead	12.7	12.7
					31.08.14	Newstead to Carlton	10.8	10.8
					31.08.14	Carlton to home	1.3	1.3
					11.08.14	Mansfield to home	16.7	11.8
<b>Total</b>					<b>Total</b>		<b>70.6</b>	

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Rank & Collar No PCC	Division/Dept NOPCC		Home to Base Mileage 4.9	Make: Audi Model: A4 Reg No: [REDACTED] Exact cc

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	Home to Awsworth and return home	20.8	20.8
				02.09.14	Home to FHQ	9	4.1
				02.09.14	FHQ to Arnot Hill	4.3	4.3
				02.09.14	Arnot Hill to Meadows and return	15.6	15.6
				03.09.14	Arnot Hill to Broxtowe	8	8
				03.09.14	Broxtowe to home	6.1	1.2
				04.09.14	Arnot Hill to train station	4.6	4.6
				05.09.14	Arnot Hill to Mansfield	16.2	16.2
				05.09.14	Mansfield to home	20.3	15.4
				06.09.14	Home to Colwick and return home	2.6	2.6
				07.09.14	Home to BBC and return home	3.6	3.6
<b>Total</b>				<b>Total</b>			<b>96.4</b>

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<b>Rank &amp; Collar No</b> PCC	<b>Division/Dept</b> NOPCC		<b>Home to Base Mileage</b> 4.9	<b>Make: Audi Model: A4</b> <b>Reg No:</b> [REDACTED] <b>Exact cc</b>

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	
				08.09.14	Home to FHQ	9	4.1	
				08.09.14	FHQ to Arnot Hill	4.3	4.3	
				09.09.14	Home to FHQ	9	4.1	
				09.09.14	FHQ to Arnot Hill and return to FHQ	8.6	8.6	
				09.09.14	FHQ to St Anns	7.4	7.4	
				10.09.14	Home to Mansfield	16.6	11.7	
				10.09.14	Mansfield to Home	16.6	11.7	
				11.09.14	Home to Kelham Hall and return	44.4	44.4	
				13.09.14	Home to Aspley and return	5.2	5.2	
				13.09.14	Home to Bakersfield and return	0.8	0.8	
<b>Total</b>				<b>Total</b>			<b>102.3</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.	Please mark (*) previously approved expenditure in excess of guidelines Approved by (signature)..... <i>[Signature]</i> Position..... CFO Date..... 17.12.14	For Finance Use only																																															
	<table border="1"> <tr> <td>Total Expenses Claimed</td> <td>Amount</td> <td>£</td> <td>p</td> <td></td> <td></td> </tr> <tr> <td>Total receipted expenses</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total mileage 102.3 @ 45p</td> <td>46</td> <td>03</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Essential user lump sum</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Less Advance No.....</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Amount Claimed</td> <td>246</td> <td>03</td> <td></td> <td></td> <td></td> </tr> </table>	Total Expenses Claimed	Amount	£	p			Total receipted expenses						Total mileage 102.3 @ 45p	46	03				Essential user lump sum						Less Advance No.....						Amount Claimed	246	03				<table border="1"> <tr> <th>Cost Centre</th> <th>Account Code</th> <th>Job Code</th> <th>Amount</th> <th>VAT</th> <th>Tax</th> </tr> <tr> <td>9102</td> <td>3107</td> <td></td> <td>46.03</td> <td></td> <td></td> </tr> </table>	Cost Centre	Account Code	Job Code	Amount	VAT	Tax	9102	3107		46.03	
Total Expenses Claimed	Amount	£	p																																														
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9102	3107		46.03																																														
Signature of Claimant:..... <i>[Signature]</i>																																																	





Nottinghamshire

**POLICE & CRIME COMMISSIONER**

TRAVELLING AND SUNDRY EXPENSES

Employee Number 3001822	Name and Initials Paddy Tipping	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 PCC	Division/Dept NOPCC		Home to Base Mileage 4.9	Make: Audi Model: A4 Reg No: [redacted] Exact cc

Sundry-Received 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
				14.09.14	Home/Hyson Green and return	7.8	7.8
				15.09.14	Arnot Hill to County Hall	5	5
				16.09.14	Home to FHQ	9	4.1
				16.09.14	FHQ to Arnot Hill	4.3	4.3
				20.09.14	Home to Sneinton and return	2.2	2.2
				25.09.14	Home to Carrington and return	7	7
				26.09.14	Arnot Hill to County Hall	5	5
Total				Total			35.4

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.....

Total Expenses Claimed	Amount	
	£	p
Total receipted expenses		
Total mileage 35.4@ 45p	15	93
Essential user lump sum		
Less Advance No.....		
Amount Claimed	15	93

For Finance Use only

Cost Centre	Account Code	Job Code	Amount	VAT	Tax
9102	3107		15.93		

Signature of Claimant:.....