

from April 2015		Start/Finishing Point of Journey/Temporary Place of Duty		Times Of Duty		Form 321 R5/12	Column B	Total Claimed Column C (if negative claim zero)	Food Expenses (Less price of normal meal)	PSV Miles	Other Expenditure e.g. Parking, Taxi
Date	Reason	Start	Finish	Start Time	Finish Time	Total No Of Miles	Home to work mileage	(A-B)			
01/04/2015	governance planning day with DP Leicester out & rtn	S45 0AU	S45 0AU			102	22	80			
15/04/2015	Cordis Bright Workshop the Post Mill DE55 2EJ	DE5 3RS	S45 0AU			15	11	4			
22/04/2015	Meeting with Simon Allsopp re LLP financial governance	DE5 3RS	S45 0AU					0			
10/05/2015	Victim Services contract mgt meeting, Wirksworth	DE5 3RS	DE5 3RS	09:15	12:30	19		19			
13/05/2015	home to chesterfield stn rtn. PACCTS London	S45 0AU	S45 0AU	07:15	17:45	15	22	0			£ 10.50
18/05/2015	Police and Crime Commissioner Brd leicester HQ	DE5 3RS	S45 0AU	11:00	17:30	92	11	81			
26/06/2015	home to matlock to meet Sally Godwin with DPFP LLP (none working day)	S45 0AU	S45 0AU	11:30	14:00	10		10			
06/07/2015	Derby City CSF meeting with Andy Thomas /SG @ Stores Rd	DE5 3RS	DE5 3RS	08:30	11:00	20		20			
14/07/2015	PACCTS meeting at Guildhall London travel by train	S45 0AU	S45 0AU			15	22	0			
20/07/2015	Police and Crime Commissioner Brd leicester HQ	S45 0AU	DE5 3RS	09:00	16:00	92	11	81			
21/07/2015	insurance review at County Hall Matlock	DE5 3RS	S45 0AU	00:00	17:00	16	11	5			
23/07/2015	Regional treasurers meeting Leics HQ	DE5 3RS	S45 0AU			92	11	81			
11/08/2015	LLP Governance workshop Derby City offices, then womens centre leopold st	DE5 3RS	DE5 3RS	09:00	16:00	25		25			£ 11.00
18/08/2015	home to chesterfield stn rtn. PACCTS London	S45 0AU	S45 0AU	07:15	17:45	15	22	0			
25/08/2015	home to chesterfield stn to manchester Police HQ M40 5BP- train too delayed	S45 0AU	M40 5BP ret	07:15	17:00	111	22	89			£ 10.50
07/09/2015	strategic planning day the Derbyshire Hotel S Normanton	DE5 3RS	S45 0AU	08:30	17:00	17	11	6			
10/09/2015	RJ regional workshop Stafford Police HQ ST18 0YY	DE5 3RS	DE5 3RS	08:15	15:00	86		86			
15/09/2015	LLP Board meeting at DRFS Littleover DE23 6EJ	DE5 3RS	DE5 3RS	12:15	15:30	27		27			
21/09/2015	PCCs Brd atThemis House	DE5 3RS	DE5 3RS	09:40	16:50	23		23			
28/09/2015	Regional Treasurer meeting Leics OPCC LE19 2BX	DE5 3RS	S45 0AU	12:15	17:50	92	11	81			
05/10/2015	APACCE annual Seminar Scarman House Warwick out	S45 0AU	CV4 7AL	08:00		74	11			63	
06/10/2015	APACCE annual Seminar Scarman House Warwick rtn	CV4 7AL	S45 0AU		18:30	74	11			63	
04/11/2015	visit the Arc, Clowne S43 4YJ to meet Pam Brown	S45 0AU	S43 4YJ	08:15		16	11	5			
04/11/2015	travel to office	S43 4YJ	DE5 3RS		10:30	22		22			
09/11/2015	visit StreetGames to discuss SLA & HO PIF out	S45 0AU	M30 7NB	07:00	09:15	50	11	39			
09/11/2015	visit StreetGames rtn to office	M30 7NB	DE5 3RS	11:15	13:15	62		62			
18/11/2015	PACCTS meeting at Camdon London travel by train	S45 0AU	S45 0AU	07:15	18:15	15	22	0			£ 11.00
19/11/2015	PCC's Brd Leicester Police HQ LE19 2BX	DE5 3RS	S45 0AU	10:00	18:00	92	11	81			
08/12/2015	Regional Treasurer meeting Leics OPCC	DE5 3RS	LE19 2BX	09:00	13:30	81		81			

11/12/2015	East Mids Efficiency Brd Arnott Hill House rtn	DE5 3RS	NG5 6LU	09:00	13:30	29		29		
17/12/2016	OPCC & CEO meeting Leicester OPCC LE19 2BX	DE5 3RS	S45 0AU	13:00	17:00	92	11	81		
26/01/2016	Meet Andy Thomas @ Stores Rd Derby rtn	DE5 3RS	DE21 4BE	09:00	00:00	20		20		
03/02/2016	PCC's Brd Leicester Police HQ LE19 2BX	DE5 3RS	S45 0AU	09:00	16:50	92	11	81		
11/02/2016	meet Jo Seekings Derby City Council HQ	S45 0AU	DE21 2FS	08:30	13:30	32	11	21		£ 3.10
22/02/2016	OPCC & CEO meeting Leicester OPCC LE19 2BX	DE5 3RS	S45 0AU	13:00	17:50	92	11	81		
							Totals	927		126 £ 46.10

Travel expenses paid directly by the Office								
Details of Journeys				Travel			Subsistence	
Date	Origin	Destination	Purpose of Journey	Method Car/Train/ Taxi/ Plane	Travel Class	Fare	Tax	Non Tax
13/05/2015	Chesterfield	London	PACCTs Meeting	Train	Second	£112.00	0	0
14/07/2015	Chesterfield	London	PACCTs Meeting	Train	Second	£112.00	0	0
18/11/2015	Chesterfield	London	PACCTs Meeting	Train	Second	£112.00	0	0
<b>Totals</b>						£336.00	£0.00	£0.00

Hotel accommodation paid directly by the Office				
Date	Hotel Name	Rating (eg 2 star)	Length of stay (days)	Cost
			<b>Total</b>	£0.00

Overall total for period				
From	To	Mileage & Subsistence	Travel	Hotels
		£0.00	£0.00	£0.00

Date	Reason	Start/Finishing Point of Journey/Temporary Place of Duty		Times Of Duty		Form 321 R5/12	Column B	Total Claimed Column C (if negative claim zero)	Food Expenses (Less price of normal meal)	PSV Miles	Other Expenditure e.g. Parking, Taxi
		Start	Finish	Start Time	Finish Time	Total No Of Miles	Home to work mileage	(A-B)			
24/03/2016	Police and Crime Panel at Matlock	home	matlock	10:00	13:00	4	11	0			
24/03/2016	East Mids PCCBoard NG15 8AY	matlock	NG15 8AY	13:00	15:45	18		18			
24/03/2016	Arrow Centre to Home	NG15 8AY	home	15:45	16:30	19	11	8			
12/04/2016	Regional Treasurers meeting Leics OPCC rtn to home	DE5 3RS	LE19 2BX	12:00	17:45	93	11	82			
14/04/2016	Walk through for election count return	DE5 3RS	DE24 8JB	13:30	15:45	24		24			
20/04/2016	PCC CX Business meeting Leics OPCC	DE5 3RS	DE5 3RS	13:15	16:00	82		81			
04/05/2016	PACCTS Guildhall London. Train parking only Chesterfield	home	home			0					£11.00
06/05/2016	Election count at Derby arena	DE5 3RS	DE24 8JB	11:15	17:55	24		24			£3.50
17/05/2016	meet Joy Smith at DFRS HQ	home	DE23 6EH	08:15	10:30	38	11	27			
26/05/2016	ripley to police and crime panel then home	DE5 3RS	DE4 3AG	10:00	14:00	11		11			
15/06/2016	home to enderby to ripley- financial planning meeting	home	DE5 3RS	08:30	13:00	93	11	82			
16/06/2016	OPE meeting Derby Council House to home	DE5 3RS	home	13:15	17:00	32	11	21			£4.50
17/06/2016	meeting with Derby City CX & DoF at Council House	DE5 3RS	home	13:30	17:00	32	11	21			
24/06/2016	Derbyshire ASB forum County Hall Matlock to HQ	home	DE5 3RS	08:30	10:30	15	11	4			
29/06/2016	home to enderby to home various regional meetings all day	home	LE19 2BX	08:00	17:00	107	22	85			
21/07/2016	home to enderby RSM offices to HQ	home	LE19 1SD	08:00	16:15	93	11	82			
26/07/2016	HQ to enderby CX & Commissioner business meet to home	home	LE19 2BX	13:10	17:10	93	11	82			
27/07/2016	HQ to Derby City to meet John Tomlinson to HQ	DE5 3RS	DE1 2FS	08:15	10:25	21		21			£3.10
11/08/2016	HQ to Notts OPCC return	DE5 3RS	NG5 6LU	13:00	16:20	31		31			
24/08/2016	100 Days event home to Matlock to HQ	home	DE4 3AR	09:00	11:30	16	11	5			
08/09/2016	home to enderby to HQ meeting KH & JP	home	LE19 1SD	08:00	13:15	93	11	82			
09/09/2016	APACE London -parking at Chesterfield										£11.50
15/09/2016	Police and Crime Panel Matlock from HQ return	DE5 3RS	DE4 3AG	10:30	14:00	23		23			
20/09/2016	PCC Board at Enderby HQ to home	DE5 3RS	LE19 2BX	11:30	18:40	93	11	82			
22/09/2016	JARAC HQ to Postmill rtn	DE5 3RS	DE55 2EJ	09:45	14:30	15		15			
29/09/2016	meeting regional finance officers home to enderby to home	home	LE19 1SD	12:30	18:00	107	22	85			
06/10/2016	APACE PACCTS meeting -presenting	home	CV4 7AL	08:00		70	11	59			
07/10/2016	APACE PACCTS meeting	CV4 7AL	home		17:15	70	11	59			
12/10/2016	Meeting with Charlie Radford re capital financing to home	DE5 3RS	NG5 6LU	14:30	17:00	41	11	30			
13/10/2016	Panel Finance group at Matlock, then to home	DE5 3RS	DE4 3AG	13:30	16:00	16	11	5			
18/10/2016	Regional meetings all day home to enderby to home	home	LE19 1SD	09:00	18:45	107	22	85	2.5		
20/10/2016	HQ to Derby City OPE meeting to Home	DE5 3RS	DE1 2FS	13:30	17:00	32	11	21			£4.50
21/10/2016	Home to Notts OPCC to home	home	NG5 6LU	09:00	16:00	52	22	30			
24/10/2016	HQ to Postmill to HQ	DE5 3RS	DE55 2EJ	13:20	16:00	13		13			

26/10/2016	home to Themis house to HQ	home	NG15 0HT	08:00	12:30	28	11	17				
08/11/2016	HQ to enderby CX & Commissioner business meet to home	DE5 3RS	LE19 1SD	10:00	18:00	93	11	82				
09/11/2016	work to Droitwich - national finance directors meeting	home	WR9 8BS	18:00	20:15	87	11	76				
10/11/2016	return	WR9 8BS	home			87	11	76			£100.95	
16/11/2016	PACCTS Guildhall London. Train parking only Chesterfield										£11.50	
17/11/2016	hq to matlock to home	DE5 3RS	matlock	10:15	16:00	15	11	4				
22/11/2016	home to enderby to hq	home	LE19 1SD	08:00	13:30	93	11	82				
06/12/2016	hq to matlock to home	DE5 3RS	matlock	10:10	15:00	15	11	4				
13/12/2016	Regional meetings all day home to enderby to home	home	LE19 1SD	08:00	17:00	107	22	85				
								Totals	1724	2.5	0	£150.55

Money value of £1,120.60

Travel expenses paid directly by the Office								
Details of Journeys				Travel			Subsistence	
Date	Origin	Destination	Purpose of Journey	Method Car/Train/ Taxi/ Plane	Travel Class	Fare	Tax	Non Tax
04/05/2016	Chesterfield	London	PACCTs Meeting	Train	Second	£113.00	0	0
27/05/2016	Chesterfield	Nottingham	HMCTS & CA Witness Service Regional Witness Conference	Train	Second	£10.40	0	0
06/07/2016	Chesterfield	London	PACCTs Meeting	Train	Second	£146.50	0	0
07/07/2016	Chesterfield	London	CIPFA Police and Fire Integration Conference	Train	Second	£162.50	0	0
<b>Totals</b>						£432.40	£0.00	£0.00

Hotel accommodation paid directly by the Office				
Date	Hotel Name	Rating (eg 2 star)	Length of stay (days)	Cost

Overall total for period				
From	To	Mileage & Subsistence	Travel	Hotels
		£0.00	£0.00	£0.00

			<b>Total</b>	£0.00
--	--	--	--------------	-------

Total
£0.00



DERBYSHIRE CONSTABULARY

GENERAL EXPENSE AND MOTOR MILEAGE CLAIM

Rank , Number, 4808 BOFFY H A

SID	
-----	--

Employee Numk 90008591

Trans No	
----------	--

Division/Base/S RIPLEY

Period Ended

Yes

No

Insurance Covered for Business Use ( Mileage Claims Only)



Exact cc e.g. 1197cc not 1200cc ( Essential and Casual Onl: 1997

Type of Claim (Essential, Casual & PSV)

CASUAL

NOTES FOR GUIDANCE

- 1.) If claiming mileage you must ensure your vehicle insurance is adequate and appropriate to cover for
- 2.) Receipts must be attached for all expenditure
- 3.) Only the difference between the meal obtained and the meal usually taken will be re-imbursed and must be supported by a receipt
- 4.) Recall to Duty/Call Out should be specified in the reason column and is taxable mileage
- 5.) VAT receipts for fuel should be attached, which enables the Force to re-claim the VAT element.
- 6.) If starting a journey from home, normal home to work mileage needs to be deducted

CERTIFICATION

- 1.) All premiums in relation to my vehicle insurance are up to date and provides insurance protection for
- 2.) Any passengers were carried on official journeys for which travelling expenses would have otherwise been payable from Police Funds
- 3.) The statements in this claim are correct
- 4.) The mileage shown has been necessarily performed on police duty in accordance with Force Policy
- 5.) I am claiming the difference between the meal I obtained and my normal meal and I have been unable to obtain a meal in my normal manner

Signed .....

Date .....

If a VAT Receipt is not attached for mileage, was a receipt attached to the pre Yes

(NB If you have changed your vehicle then please attach a separate report to this form with details)

No

Expenses Approved by Supervisor .....

Date .....

Checked & Verified .....

Date .....

Mileage Summary Sheet ( to be completed by Admin/Finance Staff )

	Wage Type	Miles	Amount (£)	VAT Receipt Attached	Cost Centre	Project Code
	Essential/Casual Mileage					
N O R M A L	Food Expenses					
	PSV Mileage Not Training					
	Type of Expenditure					
	Other					
	Other					
A I N G	PSV Mileage					
	Food Expenses					
	Type of Expenditure					
	Other					
	Other					
	Total					