

**DPCC EXPENSES 2013/14**

Date	Ref (Date of claim)	Expense Type	Details	Purpose/No of nights	Food and Drinks	Hotel	Travel - Car	Travel - Rail	Travel - Taxi	Travel - Other	Mileage @45p per mile	Total amount claimed
01/11/2013	02/12/2013	Travel	Home - Evesham	Meeting Long Lartin Prison							51	£22.95
06/11/2013	02/12/2013	Travel	Home - Worcester Return	Meet Labour group at County hall							56	£25.20
07/11/2013	02/12/2013	Travel	Office - Home via Worcester	Meetings Worcester police station, County Hall and Cricket club							89	£40.05
08/11/2013	02/12/2013	Travel	Home - Hereford & Worcester return	Chamber of commerce meeting and Sexual Violence conference							75	£33.75
11/11/2013	02/12/2013	Travel	Home - Worsley, Manchester	Attend national conference as speaker							73	£32.85
13/11/2013	02/12/2013	Travel	Manchester - Office	Return from conference							47	£21.15
14/11/2013	02/12/2013	Travel	Office - Home via Worcester	Meeting in Worndon, Chamber of Commerce							89	£40.05
14/11/2013	02/12/2013	Travel	Home - home via Worcester	Attend sports awards, herefordshire, Worcestershire sports partnership							112	£50.40
15/11/2013	02/12/2013	Travel	Office - Office via Worcester	Meetings with Professional Standards and Chief Finance offices. Passenger Bill Longmore)							94	£47.00
18/11/2013	02/12/2013	Travel	Office - Office via Worcester	Stratergy meeting at Hawford. Passenger Bill Longmore							88	£44.00
20/11/2013	02/12/2013	Travel	Office - Office via Worcester (Hindlip)	CEO interviews. Passenger Bill Longmore							94	£47.00
21/11/2013	02/12/2013	Travel	Office - Office via Worcester (Hindlip)	CEO interviews. Passenger Bill Longmore							94	£47.00
22/11/2013	02/12/2013	Travel	Office - home via Pontesbury & Worcester (Hindlip)	Meeting re young people take over day							104	£46.80
25/11/2013	02/12/2013	Travel	Office - home via worcester & Kidderminster	Speaker at Worcester University (Domestic Abuse) & meeting with probation trust							79	£35.55
26/11/2013	02/12/2013	Travel	Office - Home via Worcester (Hindlip)	Specials attestation							85	£38.25
27/11/2013	02/12/2013	Travel	Office - Office via Hereford	Meetings at Cider museum, High town, Safeguarding & Womens Aid. Passenger Bill Longmore							121	£60.50
28/11/2013	02/12/2013	Travel	Home - home via Worcester	Meeting with DPCC Warwickshire re Alliance Strategy							76	£34.20
										TOTAL	1427	£666.70



TA2  
Rev 03/06



**WEST MERCIA**  
**CONSTABULARY**  
TOGETHER - WORKING FOR SAFETY AND JUSTICE

**POLICE STAFF**

FOR TRAVELLING AND EXPENSES FOR INCLUSION WITH SALARY



NOTE: THIS FORM MUST BE COMPLETED IN ACCORDANCE WITH ACCOUNTING INSTRUCTIONS. IT SHOULD BE COMPLETED MONTHLY ON LAST WORKING DAY OF EACH MONTH AND CONTINUE ENTRIES OVERLEAF IF MORE THAN FRONT SHEET IS REQUIRED. (THIS FORM SHOULD NOT BE USED FOR RELOCATION MILEAGE OR TRAVEL FOR TRAINING).

Date	Journey Sufficient detail to be given to enable mileage to be checked		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	<i>Unless otherwise indicated, all journeys were made from and to base.</i>							
11/4/13	Base	Malvern, Hereford & Ross return	191				Meetings with C/Supt. Alburt, CCTV and Town Council. Passenger Dill Longmops (BL).	
12/4/13	Base	Stoke Heath return.	34				Prison visit & meet with Governor. Passenger BL.	
15/4/13	BASE	Drimington, Averchurch & Dewdley return	164				Meetings Victim Support, County Terrorism Unit, Aberystwyth & TOWN COUNCIL Passenger BL.	
B/F								
	TOTALS		394					



Date	Journey		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.		194					
	c/f page 1							
1/10					YES	£6.00 (PARKING)	Visit to Victim Support	
1/10					NO	£29.96	Software for office I-PAD.	
5/10. Dase		Redditch & Pershore return.	120				Council meetings Passenger DL.	
4/10. Dase		Home via Droitwich	75				Neighbourhood Watch meeting.	
1/10	HOME	HOME via Worcester	50				3 meetings at Hindley Hall, LCOS & NW. Media & audit meetings & Parish Council meeting.	
1/10. DASE		Home via Worcester & Claverley.	86					
2/10.13.					YES	£187.00 (Rail fare)	APCC meeting, Home Office, London.	
3/10.13.					YES	£5.20 (PARKING)	" "	
3/10.13.					YES	£8.80 (Tubefare)	" "	
4/10. DASE		Home via Strensham & Worcester.	92				VCSA meeting & force NW AGM.	
TOTALS C/F overleaf			817			£236.96		

TA2

Cost Code

Sheet two



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Rev 03/06

**POLICE STAFF**  
CLAIM FOR TRAVELLING AND EXPENSES FOR INCLUSION WITH SALARY

FULL NAME & NUMBER ..... (Block Letters) ..... MONTH OF .....

DEPARTMENT/DIVISION ..... POST HELD .....

BASED AT ..... USER (state casual/essential) .....

HOME ADDRESS .....

Payment will not be made without this detail

**NOTE:** This form must be completed in accordance with Accounting Instruction N° 8 on Travelling and Expenses for Police Staff. Please complete monthly on last working day of each month and continue entries overleaf if more than front sheet is required. (This form should not be used for relocation mileage or travel for training).

Date	Journey Sufficient detail to be given to enable mileage to be checked		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.		877					
25/4/13	Home	base via Worcester & Albrighton	96			236-96 ff.	Meetings: risk manager, Probation, LC500, Parish Council - Passenger DC.	
27/4/13	Base	Worcester return	96				Hindlip Volunteers Conference Passenger DC.	
B/F								
TOTALS			1007			236-96		

Claimant

I CERTIFY that this claim is a correct record of official journeys and that expenditure on the items for which expenses are claimed has been incurred. (I attach all relevant receipts relating to this expenditure).

I FURTHER CERTIFY that I have current motor insurance, which permits the use of the vehicle for business and also indemnifies the West Mercia Police Authority as my employer against all third party claims and also hold a full current driving licence.

I ALSO CERTIFY the vehicle(s) used is maintained in a roadworthy condition and there is a valid MOT certificate where required.

Signed .....

Supervising Officer .....

I certify that the above has been checked and is reasonable and necessary.

Certifying Officer

I certify that the above has been checked, is reasonable, necessary and within budget and in accordance with Accounting Instruction N° 8.

Signed: .....

MANDATORY INFORMATION REQUIRED FOR PROCESSING	
Pay No (as shown on your payslip)	
Make & Model of Car	
CC (as shown on Vehicle Registration Document)	
If car changed since previous claim, state date	
Car Registration Number	PRINT CLEARLY

Date .....

Date .....

Date: .....

Date	Journey		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names
	From	To					
	Unless otherwise indicated, all journeys were made from and to base.		1007				
			c/f				
29/4/10	Gar	Gar via Hereford.	119			£236.96 c/f	Meeting with Hereford Association of Local Councils (Drovington)
30/4/10	Home	Home via Hereford	82				Meeting at Kindle Centre. Pto Dvs.
<del> </del>							
TOTALS C/F overleaf			1208			£ 236.96	

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**POLICE STAFF**  
CLAIM FOR TRAVELLING AND EXPENSES FOR INCLUSION WITH SALARY

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**NOTE:** This form must be completed in accordance with Accounting Instruction N° 8 on travelling. Complete monthly on last working day of each month and continue entries overleaf if more than front sheet is required. (This form should not be used for relocation mileage or travel for training).

Date	Journey Sufficient detail to be given to enable mileage to be checked		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.							
27/8/13	Office	Worcester return	94				Meeting with Deputy PCC Cobricks.	
28/8/13	Office	Hereford & Yarn	46				Meeting with Women's Aid & TFC project.	
29/8/13	Tarrop	Home	22				Meeting TFC project.	
30/8/13	Office	Home via Fradley Staffs.	70				Meet with Notts. PCC & CEO	
B/F							(Passenger Jill Langmore Telford & Fradley return)	
	TOTALS		232					

Signed



Date

31/8/13

Supervising Officer

Sandra Brice

Date

I certify that the above has been checked and is reasonable and necessary.

Certifying Officer

I certify that the above has been checked, is reasonable, necessary and within budget and in accordance with Accounting Instruction N° 8.

Signed:

Sandra Brice

Date:

2. Sept. 2013

**WEST MERCIA DPCC EXPENSES 2013/14**

Date	Ref (Date of claim)	Expense Type	Details	Purpose/No of nights	Food and Drinks	Hotel	Travel - Car	Travel - Rail	Travel - Taxi	Travel - Other	Mileage @45p per mile	Total amount claimed
02/12/2013	06/01/2014	Travel	Home - Base via Hindlip	ICT Briefing							72	£32.40
02/12/2013	06/01/2014	Travel	Home - home via Hindlip	Meeting with Worcs adult safeguarding & Stonham							63	£28.35
02/12/2013	06/01/2014	Travel	Office - Home via Coventry & Hindlip	Lecture at Univeristy & Meeting with HMIC							156	£70.20
02/12/2013	06/01/2014	Travel	Home - home via Hindlip	Local Criminal Justice board meeting							63	£28.35
02/12/2013	06/01/2014	Travel	Office - Office via Hindlip	Meetings with Community Ambassadors & people services. Passenger Bill Longmore							94	£47.00
02/12/2013	06/01/2014	Travel	Office - Home via Worcester & Edgbaston	Police and Crime Panel meeting & CMPG awards at Tally Ho							117	£52.65
02/12/2013	06/01/2014	Travel	Office - Office via Hindlip	Alliance Governance group meeting. Passenger bill Longmore							94	£23.50
02/12/2013	06/01/2014	Travel	Home - Home via hereford	Meeting with CEO							82	£20.50
02/12/2013	06/01/2014	Travel	Office - Home via Hindlip	Meetings with Community Ambassadors & Director of enabling Services, Audit Committee. Passenger Bill Longmore							85	£21.25
02/12/2013	06/01/2014	Travel	Office - Office via Hindlip and Worcester	Meetings with Domestic Violence National Centre, staff night at Assessment Centre							120	£30.00
02/12/2013	06/01/2014	Travel	Home - Home via Wellington and Malvern	Meeting with Telford Assessment Centre & Wyche innovation centre, Upper Colwall							134	£33.50
02/12/2013	06/01/2014	Travel	Home - Home via Worcester	Meeting with Safer Communities board							69	£17.25
02/12/2013	06/01/2014	Travel	Office - Office via Hindlip	Meetings with Chief Constable and Chief Supt. Passengers DB DC							94	£23.50
05/12/2013	11/12/2013	Travel	M6 Toll Charge							£4.58		
20/12/2014	13/01/2014	Travel	Train Ticket					£14.80				
				<b>TOTALS</b>				£14.80		<b>£4.58</b>	1243	£428.45

**GRAND TOTAL                    £447.83**

25p per mile

**WEST MERCIA DPCC EXPENSES 2013/14**

Date	Ref (Date of claim)	Expense Type	Details	Purpose/No of nights	Food and Drinks	Hotel	Travel - Car	Travel - Rail	Travel - Taxi	Travel - Other	Mileage @25p per mile	Total amount claimed
03/02/2014	02/03/2014	Travel	Home - Home via Hindlip	Meetings - Jennie Larkin, College of Policing, Head of Departments, Intelligence and Major Investigations			76				76	£34.20
04/02/2014	02/03/2014	Travel	Home - Home via Hindlip, County hall, Worcester	Meetings: HMIC Use of Police Time Inspection, Chief Constable & Police & Crime Panel			73				73	£32.85
05/02/2014	02/03/2014	Travel	Home - Office Hindlip Hall and the Hive, Worcester	Meetings : Estates, and community engagement event, the Hive Worcester			100				100	£45.00
07/02/2014	02/03/2014	Travel	Home - Office Telford and Shrewsbury	Meetings at Telford Council, Shelton Hospital and Shire Hall			24				24	£10.80
10/02/2014	02/03/2014	Travel	Home - Office via Worcester, Hindlip & Oswestry	Radio Interview, PCSO Lecture, Meetings with estates, and Phil Street (youth volunteers) and town council meeting. Bill Longmore passenger			131				131	£65.50
11/02/2014	02/03/2014	Travel	Office - Office via Hindlip, Hanwood	Meetings with ACC Morgan(volunteers), Chief Constable, Ron Ball & Eric Wood (Warwicks Commissioners_ and Alliance Governance group. Bill Longmore passenger			104				104	£52.00
12/02/2014	02/03/2014	Travel	Home - Home via Hereford and Bromyard	Meeting with leader Hereford Council, and Longlads Care Farm (floods extending journey)			134				134	£60.30
16/02/2014	02/03/2014	Travel	Home - Home via Hereford and Bromyard	Community street clean and visit to Longlands Care farm			97				97	£43.65
17/02/2014	02/03/2014	Travel	Home - Home via hindlip and Droitwich	Meeting with Staff Officer, and to railway station - meeting with DPP, Birmingham			72				72	£32.40
17/02/2014	13/03/2014	Travel	Train Ticket					£9.00				
18/02/2014	02/03/2014	Travel	Office - Hindlip	Love your home shop visit and meetings with safer roads partnership and chief constable			30				30	£13.50
19/02/2014	02/03/2014	Travel	Worcester - Home	Meeting with Safer roads partnership, Deputy PCC Warwickshire and audit committee			19				19	£8.55
21/02/2014	02/03/2014	Travel	Office - Office via Shrewsbury and Wellington	Radio Shropshire interview and visit to Telford Mosque			27				27	£12.15
24/02/2014	02/03/2014	Travel	Office - Office via Hanwood x2 and Hindlip	Meetings with PCC, and tranforming rehabilitation event. Bill Longmore passenger			112				112	£56.00
25/02/2014	02/03/2014	Travel	Offcie - Home via Bromsgrove	Bromsgrove community awards evening at Artix centre			83				83	£37.35
26/02/2014	02/03/2014	Travel	Home - Worcester via Hindlip, Worcester and Broadway	LCJB Meeting, meet with neighbourhood watch coordinator (St Johns), and convey to NW meeting in Broadway.			81				81	£36.45
27/02/2014	02/03/2014	Travel	Worcester - Home via Bewdley and Kidderminster	Community events at St Georges hall, youth café 54, and coop, Franche			16				16	£7.20
28/02/2014		Travel	Train Ticket					£17.00				
				<b>TOTALS</b>				£26.00			1179	£294.75

**GRAND TOTAL                    £320.75**

**WEST MERCIA DPCC EXPENSES 2013/14**

Date	Ref (Date of claim)	Expense Type	Details	Purpose/No of nights	Food and Drinks	Hotel	Travel - Car	Travel - Rail	Travel - Taxi	Travel - Other	Mileage @25p per mile	Total amount claimed
07/01/2014	06/02/2014	Travel	Home - Home via Hindlip	Meeting with DPCC Warwick, Chief Constable, LCJB Manager, and staff Officer.							63	£15.75
08/01/2014	06/02/2014	Travel	Office - Office via Racecourse Crescent, Shrewsbury	Attend Shropshire Council consultative meeting - youth services							9	£2.25
09/01/2014	06/02/2014	Travel	Home - Home via Pershore and County Hall, Worcester	Attend performance update and scrutiny group on domestic Abuse (Future Lives)							92	£23.00
10/01/2014	06/02/2014	Travel	Home - Home via Worcester, Ledbury, Hereford	Radio interview, visit to complainant, meeting with OPU commander, and T4C partners meeting at Hereford Technical College							137	£34.25
14/01/2014	06/02/2014	Travel	Home - Home via Hindlip and County Hall	Meetings with PCC Warwickshire, Chief Constable and webcast at County Hall re percept							88	£22.00
17/01/2014	06/02/2014	Travel	Office - Office via Stoke Heath	Meeting with Deputy Governor							35	£8.75
21/01/2014	11/02/2014	Travel	Train Ticket					£42.43				
22/01/2014	11/02/2014	Travel	Parking Fee					£6.67				
22/01/2014	06/02/2014	Travel	Home - Home via Stafford and Kidderminster	Railway station to attend RJ conference in Sheffield & Neighbourhood watch coordinators meeting							53	£13.25
23/01/2014	06/02/2014	Travel	Office - Office via Kidderminster, Worcester and Church Stretton	Visits and discussions with Viesta community Trust, meeting with Chief Constable, and attend LJC meeting							136	£34.00
24/01/2014	06/02/2014	Travel	Home - Office via Hindlip and Hanwood	Meetings with PCC Warwickshire, Chief Constable, Head of Criminal Justice and Bill Longmore							94	£23.50
27/01/2014	06/02/2014	Travel	Office - Office via Telford Park	Holocaust memorial event							28	£7.00
28/01/2014	11/02/2014	Travel	Train Ticket					£99.35				
28/01/2014	06/02/2014	Travel	Home - Home via Shrewsbury, Shawburch, Telford and Hindlip	Meeting with Victim and reducing reoffending group							84	£21.00
29/01/2014	06/02/2014	Travel	Office - Home via Hindlip, Worcester	Various meetings and Worcester County Council							94	£23.50
30/01/2014	11/02/2014	Travel	Parking Fee					£6.67				
31/01/2014	06/02/2014	Travel	Home - Office via Hindlip	Meetings with Nick McCoy, forensics, property board and CEO Andy Champness							85	£21.25
<b>TOTALS</b>								£155.12			998	£249.50

**GRAND TOTAL                    £404.62**

cont - 1/8/13  
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Rev 03/06



**POLICE STAFF**  
CLAIM FOR TRAVELLING AND EXPENSES FOR INCLUSION WITH SALARY

**NOTE:** This form must be completed in accordance with Accounting Instruction N° 8 on Travelling and Expenses for Police Staff. Please complete monthly on last working day of each month and continue entries overleaf if more than front sheet is required. (This form should not be used for relocation mileage or travel for training).

Date	Journey <i>Sufficient detail to be given to enable mileage to be checked</i>		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	<i>Unless otherwise indicated, all journeys were made from and to base.</i>							
2/7/13	HOME	Home via Malvern, Worcester & Minsterley	126				4 meetings - Neighbourhood Watch, Worcester addictions team, John Molyhead - publisher & Parish Council	
3/7/13	HOME	Home via Redditch, Hereford & Albrighton	142				3 meetings - Herekamps, Paul Durrkin & Local Joint Committee	
B/F			268					
TOTALS			268					

Signed *[Signature]* Date 31/7/13  
Supervising Officer *Sarah Bivley* Date 1.8.13

I certify that the above has been checked and is reasonable and necessary.  
Certifying Officer  
I certify that the above has been checked, is reasonable, necessary and within budget and in accordance with Accounting Instruction N° 8.  
Signed: *Sarah Bivley* Date: 1.8.13

Journey		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
From	To						
Unless otherwise indicated, all journeys were made from and to base.		268 c/f					
7/13	Base	Base via Pershore.	133			Performance Group & Meeting with Council. Officer Phil Merrick Passenger: Dr Longmore (DL)	
4/13	Base	Home via Highley	34			Local Joint Committee meeting.	
4/13	HOME	Home via Leicester	110			Attend rural crime conference. Passenger: DL	
4/13	Home	Base via Stoke Heath, Hanwood & Worcester.	128			Visit to prison & attend AGM Asha. Passenger DL from base to Hanwood/Worcester.	
4/13	Home	Home via Upton on Severn, Leek Watton & Malingate.	143			Council/Estates meeting, Health & Safety meeting & special attestation.	
4/13	Base	Base via Worcester	109			Meeting of Hindlip & Worcester University Passenger: DL	
17/13	Base	Hereford & <del>Base</del> via Yarsop	52			Meeting with CEO Chamber of Commerce & T&C project.	
17/13	Yarsop	base via Pontypriddas.	68			Meet business leaders re policing concerns.	
TOTALS C/F overleaf			1045				

Sheet 2 - continued (July 2013)

TA2  
Rev 03/06



WEST MERCIA  
CONSTABULARY  
TOGETHER - WORKING FOR SAFETY AND JUSTICE

**POLICE STAFF**  
CLAIM FOR TRAVELLING AND EXPENSES FOR INCLUSION WITH SALARY

FULL NAME & NUMBER \_\_\_\_\_ MONTH OF \_\_\_\_\_  
(Block Letters)

DEPARTMENT/DIVISION \_\_\_\_\_ POST HELD \_\_\_\_\_

BASED AT \_\_\_\_\_ USER (state casual/essential) \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
Payment will not be made without this detail

**NOTE:** This form must be completed in accordance with Accounting Instruction N° 8 on Travelling and Expenses for Police Staff. Please complete monthly on last working day of each month and continue entries overleaf if more than front sheet is required. (This form should not be used for relocation mileage or travel for training).

Date	Journey Sufficient detail to be given to enable mileage to be checked		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.		1095 off.					
29/7/13	Dare	Home via Worcester	101				Alcohol & Substance Misuse Board at County Hall.	
31/7/13	Dare	Dare via Hereford.	108.				Attend reception for Historic Towns Forum & T&C project, at Hereford Technical College.	
B/F			1257					
TOTALS			1257.					

Claimant

I CERTIFY that this claim is a correct record of official journeys and that expenditure on the items for which expenses are claimed has been incurred. (I attach all relevant receipts relating to this expenditure).

I FURTHER CERTIFY that I have current motor insurance, which permits the use of the vehicle for business and also indemnifies the West Mercia Police Authority as my employer against all third party claims and also hold a full current driving licence.

I ALSO CERTIFY the vehicle(s) used is maintained in a roadworthy condition and there is a valid MOT certificate where required.

Signed \_\_\_\_\_

Supervising Officer \_\_\_\_\_

I certify that the above has been checked and is reasonable and necessary.

Certifying Officer

I certify that the above has been checked, is reasonable, necessary and within budget and in accordance with Accounting Instruction N° 8.

Signed:

Date:

MANDATORY INFORMATION REQUIRED FOR  
PROCESSING

Pay No (as shown  
on your payslip)

Make & Model of Car

CC (as shown on Vehicle  
Registration Document)

If car changed since  
previous claim, state date

Car Registration Number

PRINT CLEARLY

Date \_\_\_\_\_

Date \_\_\_\_\_



**POLICE STAFF**  
CLAIM FOR TRAVELLING AND EXPENSES FOR INCLUSION WITH SALARY

FULL NAME & NUMBER DAVID BARRIE SHELDON MONTH OF JUNE 2013

SHOULD NOT BE USED FOR RECREATION MILEAGE OR TRAVEL FOR TRAINING.

Date	Journey Sufficient detail to be given to enable mileage to be checked		Duty Miles	Recall Miles	VAT Receipt Yes/No/ Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.							
3/6/13	base	base via Handwood & Worcester	104				Meetings with HMIC and local CUB. Passenger Bill Longmer (BL).	
4/6/13	base	home via Nescliffe, Hereford & Worcester	145				Meetings with Crucial Crew, Councilor Phillips, & Parish Conference at County Hall.	
B/F			249			£1-00 (PARKING)		
TOTALS			249			£1-00		

Signed

*[Signature]*

Date

1/7/13

Supervising Officer

*[Signature]*

Date

8/7/13

I certify that the above has been checked and is reasonable and necessary.

Certifying Officer

I certify that the above has been checked, is reasonable, necessary and within budget and in accordance with Accounting Instruction N° 8.

Signed:

Date:

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Date	Journey		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses / Rail or other Fares / Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.							
16/13	HOME	Stafford return (duty mileage).						
	HOME	HOME via base, Hanwood & Pershore	160				Travel to railway station to London for meeting. Office administration, collect ACC and attend Wychavon District Council (Passenger DC).	
16/13	Home	Home via Worcester.	82				Partnership exercise Worcester City Centre.	
16/13	Home	base via Worcester	83				Meetings with IAG Chair & Strategic Diversity Group. (Passenger DC).	
16/13	Home	Home via Worcester	63				Meeting at County Hall. Alcohol & substance misuse.	
16/13	Home	Home via Worcester	50				Telephone conference, kindip with Home Office.	
16/13	Home	Base return (duty mileage).	<del>152</del> 107					
	HOME	WARE, Herts.	152				Travel to Police Strategic Forum Conference.	
16/13	Ware, Herts.	Home	116				Return from conference.	
16/13	Base	Base via Shrewsbury W. Worcester & Shrewsbury.	107				Meetings - Shropshire Youth Association, Joint audit Committee (Kindip) & Town Council Passenger (DC).	
16/13	Base	Base via Worcester	94				Summit meeting Kindip	
TOTALS C/F overleaf			1,154		£1-00			



**POLICE STAFF**  
CLAIM FOR TRAVELLING AND EXPENSES FOR INCLUSION WITH SALARY

FULL NAME & NUMBER \_\_\_\_\_ (Block Letters) MONTH OF \_\_\_\_\_  
 DEPARTMENT/DIVISION \_\_\_\_\_ POST HELD \_\_\_\_\_  
 BASED AT \_\_\_\_\_ USER (state casual/essential) \_\_\_\_\_  
 HOME ADDRESS \_\_\_\_\_  
 Payment will not be made without this detail

**NOTE:** This form must be completed in accordance with Accounting Instruction N° 8 on Travelling and Expenses for Police Staff. Please complete monthly on last working day of each month and continue entries overleaf if more than front sheet is required. (This form should not be used for relocation mileage or travel for training).

Date	Journey Sufficient detail to be given to enable mileage to be checked		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.		1154 dt		£1-00 dt			
26/6/13	Base	Base via Telford.	38				Visit Donnington Wood Baptist Church. Passenger (DL).	
27/6/13	Base	Home via Hereford	161				Meetings at Technical College & Widemard enterprise. (DL passenger from Leominster return).	
B/F								
TOTALS			1,293		£1-00			

Claimant

I CERTIFY that this claim is a correct record of official journeys and that expenditure on the items for which expenses are claimed has been incurred. (I attach all relevant receipts relating to this expenditure).

I FURTHER CERTIFY that I have current motor insurance, which permits the use of the vehicle for business and also indemnifies the West Mercia Police Authority as my employer against all third party claims and also hold a full current driving licence.

I ALSO CERTIFY the vehicle(s) used is maintained in a roadworthy condition and there is a valid MOT certificate where required.

Signed \_\_\_\_\_

Supervising Officer \_\_\_\_\_

I certify that the above has been checked and is reasonable and necessary.

Certifying Officer

I certify that the above has been checked, is reasonable, necessary and within budget and in accordance with Accounting Instruction N° 8.

Signed: \_\_\_\_\_

MANDATORY INFORMATION REQUIRED FOR PROCESSING	
Pay No (as shown on your payslip)	_____
Make & Model of Car	_____
CC (as shown on Vehicle Registration Document)	_____
If car changed since previous claim, state date	_____
Car Registration Number	PRINT CLEARLY _____

Date \_\_\_\_\_

Date \_\_\_\_\_

Date: \_\_\_\_\_

**WEST MERCIA DPCC EXPENSES 2013/14**

Date	Ref (Date of claim)	Expense Type	Details	Purpose/No of nights	Food and Drinks	Hotel	Travel - Car	Travel - Rail	Travel - Taxi	Travel - Other	Mileage @25p per mile	Total amount claimed
05/03/2014	13/03/2014	Travel	M6 TOLL									
11/03/2014	13/03/2014	Travel	Train Ticket					£139.23				
										£4.40		



**POLICE STAFF**  
CLAIM FOR TRAVELLING AND EXPENSES FOR INCLUSION WITH SALARY

FULL NAME & NUMBER DAVID DAVID SHELDON MONTH OF MAY 2013  
(Block Letters)

Date	Journey <i>Sufficient detail to be given to enable mileage to be checked</i>		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	<i>Unless otherwise indicated, all journeys were made from and to base.</i>							
1/5/13	Base	Base via Worcester, Hereford & Norton Canon	163				Meetings: Community Safety Partnership, County Council & public. Passengers Bill Lynamore (BL).	
2/5/13	Base	Base via Strewsburg & Worcester.	139				Meetings: Criminal Justice forum, Victim Support & IPCC - Passengers: BL	
B/F								
TOTALS			302					

Signed [Signature] Date 6/6/13  
Supervising Officer \_\_\_\_\_ Date \_\_\_\_\_

I certify that the above has been checked and is reasonable and necessary.

Certifying Officer

I certify that the above has been checked, is reasonable, necessary and within budget and in accordance with Accounting Instruction N<sup>o</sup> 8.

Signed: [Signature] Date: 27-6-13

Date	Journey		Duty Miles eff 702	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
Unless otherwise indicated, all journeys were made from and to base.								
7/5/13	Home	Base via Worcester & Whittington	116				Meetings: Worcester University and to meet local resident. Passengers: DC FOR RETURN FROM Worcester	
7/5/13					No	Parking 2.50		
8/5/13	Base	Base via Cheltenham, Worcester & Lydbury North	221				Meetings: Darnwood Trust, Worcester Warriors, Parish Council. Passengers: (DC). Supt. Torise - Handlip to Cheltenham return.	
9/5/13	Base	Base via Bromsgrove, Worcester & Hereford.	136				Meetings: HMA Hewell, & St. John's Neighbourhood Watch Passengers DC.	
9/5/13						Expenses 30.87	Two meals (85 & 82). Hours worked: 8:30am - 10:15pm	
12/5/13	Home	Base via Worcester	96 415 011				Saker Communities Team, County Hall meeting.	
14/5/13	Home	Home via Worcester & Disbury frame	103				Meetings: Joint Steering Group, Worcester Youth Centre & Parish Council	
15/5/13	Home	Base via Worcester	73				Meeting with ACC Mages Handlip Hall.	
16/5/13	Home	Base via Bromsgrove	91				Meeting with Daleside Communities Home group	
TOTALS C/F overleaf			1,149			33.37		

Sheet 2 (continued)

Cost Code	Journey		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses / Rail or other Fares / Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.		c/f 1143			c/f 33.37		
26/5/12						Rail. 7.30 Parking 4.00. Expenses (Meal). 6.67.	Meeting: Police ICT Company Board, Home Office, London. (10 Am - 8.30pm)	
13/5/12	Base	Base via Hindlip, Bromsgrove & Dodford.	127				Meeting: Estates strategy District Council & Parish Council.	
4/5/12	Home	Home via Hindlip	50				External Audit Panel interviews.	
TOTALS C/F overleaf			1320			51.04		

**POLICE STAFF**  
CLAIM FOR TRAVELLING AND EXPENSES FOR INCLUSION WITH SALARY

FULL NAME & NUMBER DAVID DARRIE SHELDON MONTH OF October 2013  
(Block Letters)

Date	Journey Sufficient detail to be given to enable mileage to be checked		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.							
3/10/13	Home	Worcester & Hereford return	114				Business crime conference Awards ceremony.	
4/10/13	Base	Base via Worcester & Evesham.	129				Meeting with PCC's street Pastor Commissioning service. Passenger: Bill Longmire (SC)	
7/10/13	Base	Base via Worcester, Newley, Worcester & Newley. (2 TRIPs)	135				Visit to WMA3AC, Hindley meeting & Town Council Meeting	
B/F			1376					
	<b>TOTALS</b>		<b>1,754</b>					

INFORMATION REQUIRED FOR

Signed [Signature] Date 31/10/13  
Supervising Officer \_\_\_\_\_ Date \_\_\_\_\_

I certify that the above has been checked and is reasonable and necessary.

**Certifying Officer**

I certify that the above has been checked, is reasonable, necessary and within budget and in accordance with Accounting Instruction N° 8.

Signed: [Signature] Date: 1. Nov. 13

PROTECT - STAFF

Date	Journey		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.							
8/10/13	Home	Home via Hindlip & Whittington	68				Interviews - Ambassador scheme Parish Council Meeting.	
10/10/13	Base	Base via Hindlip & Curly Hall, Worcester.	109				Interviews - Ambassador scheme Domestic Abuse-meeting. Passenger: Tracy Hudson.	
11/10/13	Home	Base via Hereford.	93				Meeting at Hereford United F.C.	
14/10/13	<del>Base</del> Office	Redditch	55				Town Council Partnership meeting.	
16/10/13	Leicester	Base via Coventry, Stratford & Alveley & Hanwood.	148				Strategy day - University Office - administration. PARISH COUNCIL LTC meeting - Passenger (DL)	
17/10/13	BASE	BASE VIA Hindlip	169				Police ICT Company Conference	
	BASE	BASE VIA Ludlow & Hanwood.					Call - Meeting w/ K. S. P. Parish Council LTC meeting - Passenger (DL) Ludlow, Hanwood journey	
24/10/13	Home	Home via Worcester.	63				LCSO meeting & Rural/Business crime meeting.	
25/10/13	BASE	BASE via Kidderminster	201				Meeting at Probation Trust - Passenger (DL)	
	Home	Home via Evesham.					Patrol with Street Pastors.	
27/10/13	Home	Home via Redditch	73				Visit Redditch boxing club & Abbey Stadium.	
TOTALS C/F overleaf			979					

PROTECT - STAFF

Date	Journey		Duty Miles c/f 979	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
Unless otherwise indicated, all journeys were made from and to base.								
28/10/13	BASE	BASE VIA WINDLEJ, BIRMINGHAM & HANWOOD.	135				Interviews, Ambassador Scheme, meeting with Lord Lieutenant & Regional Acc/cc meeting. Passenger (OC).	
28/10/13	HOME	BASE via WINDLEJ.	72				Meetings with CC & Crime Prevention Officers.	
30/10/13	BASE	BASE VIA DROITWICH & HANWOOD.	121				Present to Rotary Club. Passenger: (OC)	
30/10/13	BASE	BASE VIA Church Stratton	27				Meeting Shropshire Domestic Abuse Services.	
31/10/13	HOME	RETURN ON DUNSMORE.	42				Attend I.O.M. Conference.	
<b>TOTALS</b> C/F overleaf			1376					

**POLICE STAFF**  
CLAIM FOR TRAVELLING AND EXPENSES FOR INCLUSION WITH SALARY

FULL NAME & NUMBER DAVID JARRIE SHELDON MONTH OF SEPTEMBER 2013  
(Block Letters)

Date	Journey Sufficient detail to be given to enable mileage to be checked		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses/ Rail or other Fares/ Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.							
2/9/13	DAJE	Walford return	140				Meeting at College with Staffs Health Deputy Governor. PARISH Council meeting. Passenger: Bill Lonsdale (DL).	
	DAJE	Warndon Wo. Retn.						
9/9/13	DAJE	Telford return	35			Visit to Smartwater		
10/9/13	DAJE	Hereford & Worcester return	150			Arbus Club, Cider museum. ANTHONY AWARDS.		
B/F			606			Passenger: DL		
	TOTALS		825.00					

Signed



Date

30/9/13

Supervising Officer

Date

I certify that the above has been checked and is reasonable and necessary.

Certifying Officer

I certify that the above has been checked, is reasonable, necessary and within budget and in accordance with Accounting Instruction N° 8.

Signed:



Date:

1. October 2013

Date	Journey		Duty Miles	Recall Miles	VAT Receipt Yes / No / Mixed	Expenses / Rail or other Fares / Parking	Purpose of visit and passengers names	Cost Code
	From	To						
	Unless otherwise indicated, all journeys were made from and to base.		<del>325</del>					
19/13	HOME	HOME VIA Alburydon + WITHAMON, Hindlip & WORCESTER	96				Operation Shift. Performance Group Joint Meeting Group PARISH Council Meeting	
19/13	HOME	HOME VIA BRISTOL & HINDLIP.	74				Meeting CEO Willy Ertler & Diversity Group.	
19/13	HOME	BASE VIA WORCESTER	97				Disrup P50 launch Personal School & meeting with Acc. Major.	
19/13	HOME	HOME VIA Hindlip.	49				Meeting - Chief Constable, Audit, & Nigel Lloyd.	
19/13	HOME	BASE VIA Hindlip.	86				Meeting - Hereford CCTV.	
19/13	HOME	HOME VIA Charley & Hindlip	61				Employ with conviction conference. Mobile data demonstration. OL passengers from Kidderminster PS return.	
19/13	BASE	HOME VIA Hindlip & Worcester.	89				Estate meeting Overview & Scouting Committee County Hall.	
19/13	HOME	HOME VIA Worcester	54				Business Crime Working University -	
TOTALS			606					
C/F overleaf			<del>931</del>					