NORTH YORKSHIRE POLICE

BUSINESS MILEAGE CLAIM FORM

(This form is not for re-location claims)

Name	Zoe Metcalfe	**Month**	June		**FORM REF: 31**
Pin No		**Year**	2022	**Cost Centre** 7200	
Collar No	8493	**Car Reg**			
		Date of change of car (If applicable)			
		Engine CC	1984	This must be the actual Engine CC from your V5 Reg document	
		Home post code	Home		

Date	Journey Start Location	Start Time 00:00	Post Code	Places visited	Journey Finish Location	Finish Time 00:00	Post Code	Reason/s for Journey eg: Meeting (Drop Down fields)	A Miles Travelled	B Home to Work Mileage to Deduct Ref: Point 1	Miles Claimed (A minus B)
08/06/2022	Home	07:00	Home	Giant Leap Productions	Huddersfield	08:00	HD8 9LA	Filming	46	11	35
08/06/2022	Huddersfield	15:00	HD8 9LA	Giant Leap Productions	Home	16:00	Home	Filming	46	11	35
09/06/2022	Home	08:30	Home	Huntington	Huntington	09:30	YO32 9QN	Consultation Event	19	11	8
09/06/2022	Huntington	14:00	YO32 9QN	Huntington	Home	15:00	Home	Consultation Event	19	11	8
10/06/2022	Home	12:00	Home	Scarborough	Scarborough	14:00	YO11 2PA	Consultation Event	54	11	43
10/06/2022	Scarborough	16:00	YO11 2PA	Scarborough	Home	18:00	Home	Consultation Event	54	11	43
13/06/2022	OPFCC	12:30	HG1 4ST	Knaresborough Fire Station	Knaresborough	13:00	HG5 0AB	Filming	4	0	4
16/06/2022	Home	17:00	Home	Tunstall Grange	Tunstall, Richmond	18:00	DL10 7RF	Event	27	11	16
16/06/2022	Richmond	22:00	DL10 7RF	Tunstall Grange	Home	23:00	Home	Event	27	11	16
17/06/2022	Home	13:00	Home	York	York	14:00	YO1 9NG	Consultation Event	19	11	8
17/06/2022	York	16:00	YO1 9NG	York	Home	17:00	Home	Consultation Event	19	11	8
18/06/2022	Home	05:00	Home	Cumberland Lodge	Bishops Gate	09:00	TW20 0XU	Conference	220	11	209
19/06/2022	Bishops Gate	16:00	TW20 0XU	Cumberland Lodge	Home	20:00	Home	Conference	220	11	209
22/06/2022	Home	10:00	Home	Selby	Selby	11:00	YO8 4EA	Consultation Event	35	11	24
22/06/2022	Selby	13:00	YO8 4EA	Selby	Home	14:00	Home	Consultation Event	35	11	24
27/06/2022	Home	08:30	Home	HQ	Northallerton	09:30	DL6 1BF	Meetings & Event	23	11	12
27/06/2022	Northallerton	20:00	DL6 1BF	HQ	Home	21:00	Home	Meetings & Event	23	11	12
30/06/2022	OPFCC	16:00	HG1 4ST	Civic Centre	Selby	17:00	YO8 9FT	Meeting	31	0	31
30/06/2022	Selby	20:00	YO8 9FT	Civic Centre	Home	21:00	Home	Meeting	35	11	24
										Total Miles	**769**

I CERTIFY THAT:
1. I have checked (If not line manager check with claimant they have produced these documents for checking) that the claimant has a current full licence to drive the vehicle used, has a valid MOT certificate (Where required) and valid insurance that covers NYP for business use which indemnifies NYP against third party claims.
2. That the journeys claimed were necessary to enable the claimant to perform their duties and were so arranged that a minimum of expense was incurred, consideration was given to time and travel management so as to avoid driver related fatigue and stress.

Name of Claimant	Zoe Metcalfe	Name of Authoriser (Line Manager)	
Collar No	8493	Collar No	
Date	09/11/2022	Date	

Point 1 t would normally be incurred by travelling to and from your normal place of work
ation and return to your home location you must reduce your claim by your normal home to work mileage.
your journey at your normal place of work you must reduce your claim by your normal distance travelled to work only.
en complete your journey at your home location you must reduce your claim by your normal distance travelled to home only.