

NORTH YORKSHIRE POLICE						Month	March						FORM REF: 31	
BUSINESS MILEAGE CLAIM FORM						Year	2022			Cost Centre		7200		
(This form is not for re-location claims)						Car Reg								
Name	Zoe Metcalfe				Date of change of car (If applicable)									
Pin No					Engine CC	1984			This must be the actual Engine CC from your V5 Reg document					
Collar No	8493				Home post code	Home								
										A	B			
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)		Miles Travelled	Home to Work Mileage to Deduct Ref: Point 1	Miles Claimed (A minus B)		
01/03/2022	OPFCC	17:00	HG1 4ST	Ripon City Council	Ripon	18:00	HG4 1DD	Meeting		13	0	13		
02/03/2022	Home	08:30	Home	Regional Scientific Support Services	Wakefield	10:00	WF2 7UA	Meeting		39	11	28		
02/03/2022	Wakefield	12:00	WF2 7UA	OPFCC	Harrogate	14:00	HG1 4ST	Meeting		36	0	36		
07/03/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meeting		23	11	12		
07/03/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting		23	11	12		
08/03/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meeting		23	11	12		
08/03/2022	Northallerton	18:30	DL6 1BF	Leyburn Fire Station	Leyburn	19:00	DL8 5DN	Visit		19	0	19		
08/03/2022	Leyburn	21:00	DL8 5DN	Leyburn Fire Station	Home	22:00	Home	Visit		31	11	20		
09/03/2022	Home	09:00	Home	Bridge House	York	10:00	YO23 2RR	Visit		26	11	15		
09/03/2022	York	11:30	YO23 2RR	Women's Wellness Centre	York	12:00	YO31 7ES	Visit		4	0	4		
09/03/2022	York	14:00	YO31 7ES	Acomb Fire Station	York	14:30	YO26 5SH	Visit		2	0	2		
09/03/2022	York	16:30	YO26 5SH	Fulford Road Police Station	York	17:00	YO10 4BY	Meetings		2	0	2		
09/03/2022	York	18:00	YO10 4BY	Fulford Road Police Station	Home	19:00	Home	Meetings		33	11	22		
10/03/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meetings & Award Ceremony		23	11	12		
10/03/2022	Northallerton	20:00	DL6 1BF	HQ	Home	21:00	Home	Meetings & Award Ceremony		23	11	12		
16/03/2022	Home	16:00	Home	HQ	Northallerton	17:00	DL6 1BF	Meetings & Award Ceremony		23	11	12		
16/03/2022	Northallerton	19:30	DL6 1BF	HQ	Home	20:30	Home	Meetings & Award Ceremony		23	11	12		
21/03/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meetings		23	11	12		
21/03/2022	Northallerton	16:00	DL6 1BF	HQ	Home	17:00	Home	Meetings		23	11	12		
28/03/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meetings		23	11	12		
28/03/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meetings		23	11	12		
30/03/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meetings & Award Ceremony		23	11	12		
30/03/2022	Northallerton	20:00	DL6 1BF	HQ	Home	21:00	Home	Meetings & Award Ceremony		23	11	12		
											Total Miles	317		
					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 : would normally be incurred by travelling to and from your normal place of work 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. To complete your journey at your home location you must reduce your claim by your normal distance travelled to home only.