

NORTH YORKSHIRE POLICE				Month	May					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						

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)
06/05/2022	Home	13:00	Home	HQ	Northallerton	14:00	DL6 1BF	Interview	23	11	12
06/05/2022	Northallerton	16:00	DL6 1BF	HQ	Home	17:00	Home	Interview	23	11	12
09/05/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meeting	23	11	12
09/05/2022	Northallerton	10:30	DL6 1BF	Thirsk Hall	Thirsk	11:00	YO7 1PL	Meeting	10	0	10
09/05/2022	Thirsk	12:00	YO7 1PL	HQ	Northallerton	12:30	DL6 1BF	Meeting	10	0	10
09/05/2022	Northallerton	17:30	DL6 1BF	Harrogate District Chamber of Commerce	Harrogate	18:30	HG2 8QT	Meeting	35	0	35
10/05/2022	OPFCC	12:30	HG1 4ST	Giant Leap Productions	Huddersfield	14:00	HD8 9LA	Filming	36	0	36
10/05/2022	Huddersfield	16:00	HD8 9LA	Giant Leap Productions	Home	17:30	Home	Filming	46	11	35
11/05/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meetings	23	11	12
11/05/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meetings	23	11	12
12/05/2022	Home	06:00	Home	York Train Station	York	07:00	YO26 4XJ	Train to London for meeting	19	11	8
12/05/2022	York	20:00	YO26 4XJ	York Train Station	Home	21:00	Home	Train to London for meeting	19	11	8
16/05/2022	Home	13:00	Home	York City Council West Offices & Guildhall	York	14:00	YO1 6GA	Meetings & Event	19	11	8
16/05/2022	York	21:00	YO1 6GA	York Guildhall	Home	22:00	Home	Meetings & Event	19	11	8
17/05/2022	Home	14:30	Home	Giant Leap Productions	Huddersfield	15:30	HD8 9LA	Filming	46	11	35
17/05/2022	Huddersfield	17:30	HD8 9LA	Giant Leap Productions	Home	18:30	Home	Filming	46	11	35
18/05/2022	Home	07:00	Home	York Train Station	York	08:00	YO26 4XJ	Train to London for meeting	19	11	8
19/05/2022	York	17:00	YO26 4XJ	Village Hall	Linton-on-Ouse	18:00	YO30 2AX	Meeting	8	0	8
23/05/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meetings	23	11	12
23/05/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meetings	23	11	12
25/05/2022	Home	07:30	Home	Giant Leap Productions	Huddersfield	09:00	HD8 9LA	Filming	46	11	35
25/05/2022	Huddersfield	12:00	HD8 9LA	HQ	Northallerton	13:30	DL6 1BF	Meetings	72	0	72
25/05/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meetings	23	11	12
27/05/2022	Home	13:00	Home	Acer House	York	14:00	YO26 6QR	Tour & Photoshoot	19	11	8
27/05/2022	York	15:00	YO26 6QR	Acer House	Home	16:00	Home	Tour & Photoshoot	19	11	8
30/05/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12
30/05/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meetings	23	11	12
									Total Miles	487	

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

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