

NORTH YORKSHIRE POLICE				Month November						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)	Miles Travelled	A	B	Miles Claimed (A minus B)
01/11/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meetings and Awards Ceremony	23		11	12
01/11/2022	Northallerton	20:00	DL6 1BF	HQ	Home	21:00	Home	Meetings and Awards Ceremony	23		11	12
07/11/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meetings	23		11	12
07/11/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meetings	23		11	12
08/11/2022	Home	11:30	Home	Masham Town Hall	Masham	12:00	HG4 4DY	Meeting	20		11	9
08/11/2022	Masham	14:00	HG4 4DY	Masham Town Hall	Home	14:30	Home	Meeting	20		11	9
08/11/2022	Home	15:00	Home	York Train Station	York	16:00	YO24 1AB	Conference in London	19		11	8
09/11/2022	York	10:30	YO24 1AB	York Train Station	Home	11:30	Home	Conference in London	19		11	8
15/11/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meetings	23		11	12
15/11/2022	Northallerton	13:00	DL6 1BF	HQ	Home	14:00	Home	Meetings	23		11	12
16/11/2022	Home	09:30	Home	County Hall	Northallerton	10:30	DL7 8AD	Meetings	23		11	12
16/11/2022	Northallerton	14:00	DL7 8AD	County Hall	Home	15:00	Home	Meetings	23		11	12
21/11/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23		11	12
21/11/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23		11	12
22/11/2022	Home	07:30	Home	York Train Station	York	08:30	YO24 1AB	Meetings in London	19		11	8
22/11/2022	York	18:30	YO24 1AB	York Train Station	Home	19:00	Home	Meetings in London	19		11	8
23/11/2022	Home	09:00	Home	West Offices	York	10:00	YO1 6GD	Meeting	19		11	8
23/11/2022	York	14:00	YO1 6GD	Fulford Road Police Station	York	14:30	YO10 4BY	Meeting	2		0	2
23/11/2022	York	15:30	YO10 4BY	Fulford Road Police Station	Home	16:30	Home	Meeting	19		11	8
24/11/2022	OPFCC	17:00	HG1 4ST	Camblesforth Hall	Selby	18:00	YO8 8HJ	Meeting	35		0	35
24/11/2022	Selby	19:00	YO8 8HJ	Camblesforth Hall	Home	20:00	Home	Meeting	38		11	27
25/11/2022	Home	16:30	Home	Sandburn Hall	Flaxton	18:00	YO60 7RG	Award Ceremony	25		11	14
25/11/2022	Flaxton	23:00	YO60 7RG	Sandburn Hall	Home	00:00	Home	Award Ceremony	25		11	14
28/11/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23		11	12
28/11/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meetings	23		11	12
29/11/2022	OPFCC	12:30	HG1 4ST	Central Methodist Church	York	13:30	YO1 8NQ	Engagement Event	23		0	23
29/11/2022	York	16:00	YO1 8NQ	Central Methodist Church	Home	17:00	Home	Engagement Event	19		11	8
30/11/2022	Home	08:00	Home	Women's Wellness Centre	York	09:00	YO31 7ES	Engagement Event	19		11	8
30/11/2022	York	12:00	YO31 7ES	West Offices	York	12:30	YO1 6GD	Meeting	1		0	1
30/11/2022	York	16:00	YO1 6GD	West Offices	Home	17:00	Home	Meeting	19		11	8
										Total Miles		350
				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		02/02/2023		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.