NORTH YORKSHIRE POLICE

BUSINESS MILEAGE CLAIM FORM

(This form is not for re-location claims)

Name	Zoe Metcalfe	**Month**	September		**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)
05/09/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12
05/09/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12
06/09/2022	OPFCC	15:00	HG1 4ST	Huntington Fire Station	Huntington	16:00	YO32 9LW	Visit/Meeting	22	0	22
06/09/2022	Huntington	18:00	YO32 9LW	Huntington Fire Station	Home	19:00	Home	Visit/Meeting	20	11	9
08/09/2022	Home	09:00	Home	Middleton Hotel, York	York	10:00	YO1 6DS	Meeting	19	11	8
08/09/2022	York	12:30	YO1 6DS	Richmond Town Council	Richmond	14:00	DL10 4QL	Meeting	47	0	47
08/09/2022	Richmond	16:00	DL10 4QL	Leyburn Councillor	Leyburn	16:30	DL8 5HN	Meeting	9	0	9
08/09/2022	Leyburn	17:30	DL8 5HN	Middleham Town Council	Middleham	18:00	DL8 4RA	Meeting	2	0	2
08/09/2022	Middleham	20:00	DL8 4RA	Middleham Town Council	Home	21:00	Home	Meeting	31	11	20
09/09/2022	Home	08:30	Home	HQ	Northallerton	09:30	DL6 1BF	Conference	23	11	12
09/09/2022	Northallerton	16:30	DL6 1BF	HQ	Home	17:30	Home	Conference	23	11	12
12/09/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meeting	23	11	12
12/09/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12
13/09/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Interviews	23	11	12
13/09/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Interviews	23	11	12
15/09/2022	Harrogate	18:30	HG1 4LE	Fire Stations	Knaresborough	19:00	HG5 0AB	Meeting	4	0	4
18/09/2022	Home	14:30	Home	York Minster	York	15:30	YO1 7HH	Service	19	11	8
18/09/2022	York	17:00	YO1 7HH	York Minster	Home	18:00	Home	Service	19	11	8
20/09/2022	Ripon	15:00	HG4 1PE	Ripon Cathedral	OPFCC	15:30	HG1 4ST	Meeting	11	0	11
21/09/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12
21/09/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12
22/09/2022	OPFCC	17:00	HG1 4ST	Fire Stations	Huntington	18:00	YO32 9LW	Meeting	20	0	20
22/09/2022	Huntington	19:00	YO32 9LW	Fire Stations	Home	20:00	Home	Meeting	20	11	9
23/09/2022	Home	17:00	Home	Riverside Stadium	Middlesbrough	18:30	TS3 6RS	Awards Ceremony	41	11	30
23/09/2022	Middlesbrough	22:00	TS3 6RS	Riverside Stadium	Home	23:00	Home	Awards Ceremony	41	11	30
24/09/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12
24/09/2022	Northallerton	16:00	DL6 1BF	Harrogate Council	Harrogate	17:00	HG1 2AE	Meeting	32	0	32
28/09/2022	Home	12:30	Home	Crown Prosecution Service	Leeds	14:00	LS1 2SZ	Visit/Meeting	33	11	22
28/09/2022	Leeds	16:00	LS1 2SZ	Crown Prosecution Service	Home	17:00	Home	Visit/Meeting	33	11	22
										Total Miles	**445**

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.