

NORTH YORKSHIRE POLICE		Month	February	Cost Centre	7200	FORM REF: 31
BUSINESS MILEAGE CLAIM FORM		Year	2022			
(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	B	Miles Claimed (A minus B)
									Miles Travelled	Home to Work Mileage to Deduct Ref: Point 1	
09/02/2022	Home	08:30	Home	Skipton Fire Station	Skipton	09:30	BD23 1RU	Meeting	32	11	21
09/02/2022	Skipton	12:30	BD23 1RU	Ings Community Primary & Nursery School	Skipton	13:00	BD23 1TE	Meeting	2	0	2
09/02/2022	Skipton	15:00	BD23 1TE	OPFCC	Harrogate	16:00	HG1 4ST	Meeting	22	0	22
10/02/2022	Home	10:30	Home	York Race Course	York	12:00	YO23 1EX	Meeting	31	11	20
10/02/2022	York	14:00	YO23 1EX	HQ	Northallerton	15:30	DL6 1BF	Award Ceremony	33	0	33
10/02/2022	Northallerton	20:00	DL6 1BF	HQ	Home	21:00	Home	Award Ceremony	23	11	12
11/02/2022	Home	13:00	Home	Fulford Road Police Station	York	14:00	YO10 4BY	Visit	19	11	8
11/02/2022	York	16:00	YO10 4BY	Fulford Road Police Station	Home	17:00	Home	Visit	19	11	8
14/02/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12
14/02/2022	Northallerton	15:00	DL6 1BF	HQ	Home	16:00	Home	Meetings	23	11	12
17/02/2022	Home	10:00	Home	HQ	Northallerton	11:00	DL6 1BF	Meetings & Award Ceremony	23	11	12
17/02/2022	Northallerton	20:00	DL6 1BF	HQ	Home	21:00	Home	Meetings & Award Ceremony	23	11	12
21/02/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12
21/02/2022	Northallerton	16:00	DL6 1BF	HQ	Home	17:00	Home	Meetings	23	11	12
26/02/2022	Home	09:30	Home	York St John University	York	10:00	YO31 7EX	Conference	19	11	8
26/02/2022	York	17:00	YO31 7EX	York St John University	Home	17:30	Home	Conference	19	11	8
28/02/2022	Home	09:00	Home	HQ	Northallerton	10:00	DL6 1BF	Meetings	23	11	12
28/02/2022	Northallerton	18:00	DL6 1BF	HQ	Home	19:00	Home	Meetings	23	11	12
										Total Miles	238

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. 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.