## PROTECT STAFF

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NORTH YORKSHIRE POLICE Mo					January					FORM REF: 31	
BUSINESS MILEAGE CLAIM FORM Year					2022		Cost Centre	7200			
(This form is not for re-location claims)											
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	Collar No 8493			Home post code Home							
									А	В	
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)
10/01/2022	Home	13:00	Home	HQ	Alverton Court, Northallerton	14:00	DL6 1BF	Meeting	23	11	12
10/01/2022	Northallerton	15:30	DL6 1BF	HQ	Home	16:30	Home	Meeting	23	11	12
17/01/2022	Home	07:30	Home	HQ	Alverton Court, Northallerton	08:30	DL6 1BF	Meeting	23	11	12
17/01/2022	Northallerton	16:00	DL6 1BF	HQ	Home	17:00	Home	Meeting	23	11	12
24/01/2022	OPFCC	12:30	HG1 4ST	Stonefall Crematorium	Harrogate	13:00	HG3 1DE	Death in Service Funeral	2	0	2
24/01/2022	Harrogate	14:00	HG3 1DE	Stonefall Crematorium	OPFCC	14:30	HG1 4ST	Death in Service Funeral	2	0	2
27/01/2022	Home	12:00	Home	Fulford Road Police Station	York	13:00	YO10 4BY	Visit Force Control Room	24	11	13
27/01/2022	York	15:00	YO10 4BY	Fulford Road Police Station	Home	16:00	Home	Visit Force Control Room	24	11	13
31/01/2022	Home	08:30	Home	HQ	Alverton Court, Northallerton	09:30	DL6 1BF	Meetings	23	11	12
31/01/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meetings	23	11	12
											0
											0
											0
											0
											0
											0
											0
										Total Miles	102
1.   cr   2					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 ion 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.