

NORTH YORKSHIRE POLICE					Month	December				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						
										A	B	
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)	
01/12/2022	Home	09:00	Home	Malton Fire Station	Malton	10:00	YO17 7EF	Site Visit	35	11	24	
01/12/2022	Malton	11:00	YO17 7EF	HQ	Northallerton	12:00	DL6 1BF	Meeting	35	0	35	
01/12/2022	Northallerton	17:30	DL6 1BF	HQ	Home	18:30	Home	Meetings	23	11	12	
05/12/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12	
05/12/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12	
06/12/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meetings	23	11	12	
06/12/2022	Northallerton	16:00	DL6 1BF	HQ	Home	17:00	Home	Meeting	23	11	12	
12/12/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12	
12/12/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12	
13/12/2022	Home	10:00	Home	Imphal Barracks	York	11:00	YO10 4HD	Meetings	19	11	8	
13/12/2022	York	16:00	YO10 4BY	Fulford Road Police Station	Home	17:00	Home	Meetings	19	11	8	
14/12/2022	Home	09:00	Home	West Offices	York	10:00	YO1 6GD	Meetings	19	11	8	
14/12/2022	York	12:00	YO1 6GD	OPFCC	Harrogate	13:00	HG1 4ST	Meetings	21	0	21	
15/12/2022	Home	07:30	Home	Skipton Town Hall	Skipton	09:00	BD23 1AH	Meeting	32	11	21	
15/12/2022	Skipton	13:00	BD23 1AH	OPFCC	Harrogate	14:00	HG1 4ST	Media Launch	22	0	22	
										Total Miles	231	
					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 : 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.