

PLEASE NOTE: When complete this form should be printed and all receipts attached before forwarding to the Payroll Department HQ

NORTH YORKSHIRE POLICE				Month	January	Cost Centre 7200				FORM REF: 31		
BUSINESS MILEAGE CLAIM FORM				Year	2023							
(This form is not for re-location claims)				Car Reg								
Name				Zoe Metcalfe								
Pin No				Date of change of car (If applicable)								
Collar No				Engine CC	1984	This must be the actual Engine CC from your V5 Reg document						
				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)	
09/01/2023	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12	
09/01/2023	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12	
19/01/2023	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12	
19/01/2023	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12	
23/01/2023	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12	
23/01/2023	Northallerton	16:00	DL6 1BF	HQ	Home	17:00	Home	Meeting	23	11	12	
24/01/2023	Home	11:00	Home	Beverley	Beverley	09:00	HU17 8DD	Meeting	52	11	41	
24/01/2023	Beverley	13:30	HU17 8DD	Humberside Force Control Room	Melton	14:00	HU14 3BQ	Meeting	14	0	14	
24/01/2023	Melton	16:00	HU14 3BQ	Humberside Force Control Room	Home	17:30	Home	Meetings	65	11	54	
25/01/2023	Home	06:30	Home	York Train Station	York	07:30	YO24 1AB	Meeting in Manchester	19	11	8	
25/01/2023	York	18:00	YO24 1AB	York Train Station	Home	19:00	Home	Meeting in Manchester	19	11	8	
30/01/2023	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12	
30/01/2023	Northallerton	16:00	DL6 1BF	Bentham Methodist Church	Bentham	18:00	LA2 7BL	Meeting	56	0	56	
30/01/2023	Bentham	19:00	LA2 7BL	Bentham Methodist Church	Home	20:30	Home	Meeting	58	11	47	
31/01/2023	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12	
31/01/2023	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12	
										Total Miles	336	