**NORTH YORKSHIRE POLICE**

**BUSINESS MILEAGE CLAIM FORM**

**(This form is not for re-location claims)**

| | | | | | |
|---|---|---|---|---|---|
| **Name** | Jo Coles | **Month** | November | | **FORM REF: 31** |
| **Pin No** | | **Year** | 2025 | **Cost Centre** | |
| **Collar No** | | **Car Reg** | | | |
| | | **Date of change of car (If applicable)** | | | |
| | | **Engine CC** | | This must be the actual Engine CC from your V5 Reg document | |
| | | **Home post code** | | | |

| **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)** |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 04/11/2025 | West Offices | 08:00 | YO1 6GA | Crowne Plaza Hotel | Nottingham | 10:00 | NG1 5RH | Event | 93 | 0 | 93 |
| 04/11/2025 | Nottingham | 16:00 | NG1 5RH | Crowne Plaza Hotel | West Offices | 18:00 | YO1 6GA | Event | 93 | 0 | 93 |
| 07/11/2025 | West Offices | 10:00 | YO1 6GA | Library, Police Station, Fire Station | Whitby | 11:20 | YO21 1EY | Event | 47 | 0 | 47 |
| 07/11/2025 | Whitby | 15:30 | YO21 1EY | Library, Police Station, Fire Station | West Offices | 16:50 | YO1 6GA | Event | 47 | 0 | 47 |
| 13/11/2025 | Home | 17:30 | HOME | Ripon Cathedral | Ripon | 18:30 | HG4 1QT | Live Podcast (Law and Order) | 26 | 0 | 26 |
| 13/11/2025 | Ripon | 21:30 | HG4 1QT | Ripon Cathedral | Home | 22:30 | HOME | Live Podcast (Law and Order) | 26 | 0 | 26 |
| 14/11/2025 | Home | 17:20 | HOME | Sandburn Hall | Flaxton | 18:00 | YO60 7RB | Awards | 10 | 0 | 10 |
| 11/11/2025 | Flaxton | 00:00 | YO60 7RB | Sandburn Hall | Home | 00:40 | HOME | Awards | 10 | 0 | 10 |
| 21/11/2025 | Home | 13:15 | HOME | Harrogate Library | Harrogate | 14:00 | HG1 1EG | Event | 22 | 0 | 22 |
| 21/11/2025 | Harrogate | 15:00 | HG1 1EG | Harrogate Library | Home | 15:45 | HOME | Event | 22 | 0 | 22 |
| 27/11/2025 | Home | 11:50 | HOME | Acomb Front Street | York | 12:00 | YO24 4LZ | Meeting | 2 | 0 | 2 |
| 27/11/2025 | York | 13:00 | YO24 4LZ | Acomb Front Street | Home | 13:10 | HOME | Meeting | 2 | 0 | 2 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | **Total Miles** | **400** |