

NORTH YORKSHIRE POLICE		Month	July	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		

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	
08/07/2022	Home	12:00	Home	Huntington	Huntington	12:45	YO32 9QN	Consultation Event	19	11	8
08/07/2022	Huntington	14:00	YO32 9QN	Old School, Wigginton	Wigginton	14:30	YO32 2PU	Meeting	3	0	3
08/07/2022	Wigginton	15:30	YO32 2PU	Old School, Wigginton	Home	16:30	Home	Meeting	16	11	5
09/07/2022	Home	09:00	Home	Malton Market Place	Malton	10:00	YO17 7LX	Consultation Event	34	11	23
09/07/2022	Malton	14:00	YO17 7LX	Malton Market Place	Home	15:00	Home	Consultation Event	34	11	23
11/07/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12
11/07/2022	Northallerton	17:00	DL6 1BF	Huntington Fire Station	Huntington	18:00	YO32 9LW	Meeting	32	0	32
11/07/2022	Huntington	20:00	YO32 9LW	Huntington Fire Station	Home	21:00	Home	Meeting	20	11	9
25/07/2022	Home	10:30	Home	Toft Green, York	York	11:15	YO1 6JT	Event	19	11	8
25/07/2022	York	14:00	YO1 6JT	Toft Green, York	Home	15:00	Home	Event	19	11	8
29/07/2022	Home	12:30	Home	Scarborough Fire Station	Scarborough	14:00	YO12 7EY	Meeting	59	11	48
29/07/2022	Scarborough	16:00	YO12 7EY	Scarborough Fire Station	Home	17:30	Home	Meeting	59	11	48
									Total Miles		227

		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 t would normally be incurred by travelling to and from your normal place of work station and return to your home location you must reduce your claim by your normal home to work mileage. your journey at your normal place of work you must reduce your claim by your normal distance travelled to work only. en complete your journey at your home location you must reduce your claim by your normal distance travelled to home only.