NORTH YORKSHIRE POLICE

BUSINESS MILEAGE CLAIM FORM

(This form is not for re-location claims)

Name	Zoe Metcalfe	**Month**	October		**FORM REF: 31**
Pin No		**Year**	2022	**Cost Centre**	7200
Collar No	8493	**Car Reg**			
		Date of change of car (If applicable)			
		Engine CC	1984	This must be the actual Engine CC from your V5 Reg document	
		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 Miles Travelled	B Home to Work Mileage to Deduct Ref: Point 1	Miles Claimed (A minus B)
03/10/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meetings	23	11	12
03/10/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12
07/10/2022	Home	10:00	Home	Colburn Fire Station	Catterick Garrison	11:00	DL9 4QQ	Visit	27	11	16
07/10/2022	Catterick Garrison	13:00	DL9 4QQ	Colburn Fire Station	Home	13:30	Home	Visit	27	11	16
11/10/2022	Home	11:00	Home	Skelton Layby	Skelton	12:00	YO30 1YY	Media Launch	19	11	8
11/10/2022	Skelton	13:30	YO30 1YY	Skelton Layby	Home	14:00	Home	Media Launch	19	11	8
13/10/2022	Home	09:00	Home	West Offices	York	10:00	YO1 6GA	Meeting	19	11	8
13/10/2022	York	15:00	YO1 6GA	West Offices	Home	16:00	Home	Meeting	19	11	8
15/10/2022	Home	11:00	Home	Richmond Market Place	Richmond	12:00	DL10 4JJ	Event	35	11	24
15/10/2022	Richmond	13:00	DL10 4JJ	Richmond Market Place	Home	14:00	Home	Event	35	11	24
17/10/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12
17/10/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12
18/10/2022	Home	07:30	Home	HQ	Northallerton	08:30	DL6 1BF	Meeting	23	11	12
18/10/2022	Northallerton	13:00	DL6 1BF	Harrogate Police Station	Harrogate	14:00	HG3 1FR	Meeting	33	0	33
19/10/2022	Home	13:00	Home	Northallerton	Northallerton	14:00	DL7 8LZ	Media Launch	23	11	12
19/10/2022	Northallerton	20:00	DL6 1BF	HQ	Home	21:00	Home	Awards Ceremony	23	11	12
21/10/2022	Home	10:00	Home	York Guildhall	York	11:00	YO1 9QL	Consultation Launch	19	11	8
21/10/2022	York	13:30	YO1 9QL	York Racecourse	York	14:00	YO23 1EX	Awards Ceremony	2	0	2
21/10/2022	York	18:00	YO23 1EX	York Racecourse	Home	19:00	Home	Awards Ceremony	19	11	8
24/10/2022	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12
24/10/2022	Northallerton	16:30	DL6 1BF	Athena House	York	17:30	YO30 4XF	Meeting	31	0	31
24/10/2022	York	18:30	YO30 4XF	Athena House	Home	19:30	Home	Meeting	17	11	6
25/10/2022	OPFCC	14:00	HG1 4ST	Ryedale House	Malton	15:30	YO17 7HH	Meeting	38	0	38
25/10/2022	Malton	17:00	YO17 7HH	Ryedale House	Home	18:00	Home	Meetings	34	11	23
29/10/2022	Home	08:30	Home	HQ	Northallerton	09:30	DL6 1BF	Conference	23	11	12
29/10/2022	Northallerton	15:00	DL6 1BF	HQ	Home	16:00	Home	Conference	23	11	12
31/10/2022	Home	07:00	Home	York Train Station	York	08:00	YO24 1AB	Event in London	19	11	8
31/10/2022	York	16:00	YO24 1AB	York Train Station	Home	17:00	Home	Event in London	19	11	8
										Total Miles	**397**

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