

<b>NORTH YORKSHIRE POLICE</b>			Month	December	FORM REF: 31	
<b>BUSINESS MILEAGE CLAIM FORM</b>			Year	2021		
<b>(This form is not for re-location claims)</b>			Car Reg			
Name	Zoe Metcalfe		Date of change of car (If applicable)		Cost Centre	7200
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 Travelled	Home to Work Mileage to Deduct Ref: Point 1	Miles Claimed (A minus B)
09/12/2021	Home	17:00	Home	The Principle Hotel, York	York	18:00	YO24 1AA	Meeting	19	11	9
09/12/2021	York	20:00	YO24 1AA	The Principle Hotel, York	Home	21:00	Home	Meeting	19	11	9
14/12/2021	Home	07:30	Home	HQ	Alverton Court, Northallerton	08:30	DL6 1BF	Meeting	23	11	12
14/12/2021	Northallerton	12:30	DL6 1BF	HQ	Home	13:30	Home	Meeting	23	11	12
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
									<b>Total Miles</b>		<b>42</b>

**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 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. Your 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.