

<b>NORTH YORKSHIRE POLICE</b>			Month	January	FORM REF: 31
			Year	2022	
<b>BUSINESS MILEAGE CLAIM FORM</b>			Cost Centre	7200	
<b>(This form is not for re-location claims)</b>			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 Travelled	Home to Work Mileage to Deduct Ref: Point 1	Miles Claimed (A minus B)
10/01/2022	Home	13:00	Home	HQ	Alverton Court, Northallerton	14:00	DL6 1BF	Meeting	23	11	12
10/01/2022	Northallerton	15:30	DL6 1BF	HQ	Home	16:30	Home	Meeting	23	11	12
17/01/2022	Home	07:30	Home	HQ	Alverton Court, Northallerton	08:30	DL6 1BF	Meeting	23	11	12
17/01/2022	Northallerton	16:00	DL6 1BF	HQ	Home	17:00	Home	Meeting	23	11	12
24/01/2022	OPFCC	12:30	HG1 4ST	Stonefall Crematorium	Harrogate	13:00	HG3 1DE	Death in Service Funeral	2	0	2
24/01/2022	Harrogate	14:00	HG3 1DE	Stonefall Crematorium	OPFCC	14:30	HG1 4ST	Death in Service Funeral	2	0	2
27/01/2022	Home	12:00	Home	Fulford Road Police Station	York	13:00	YO10 4BY	Visit Force Control Room	24	11	13
27/01/2022	York	15:00	YO10 4BY	Fulford Road Police Station	Home	16:00	Home	Visit Force Control Room	24	11	13
31/01/2022	Home	08:30	Home	HQ	Alverton Court, Northallerton	09:30	DL6 1BF	Meetings	23	11	12
31/01/2022	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meetings	23	11	12
											0
											0
											0
											0
											0
											0
											0
											0
									<b>Total Miles</b>		<b>102</b>

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.