

PLEASE NOTE: When complete this form should be printed and all receipts attached before forwarding to the Payroll Department HQ

NORTH YORKSHIRE POLICE										Month		February		FORM REF: 31			
BUSINESS MILEAGE CLAIM FORM										Year		2023		Cost Centre		7200	
(This form is not for re-location claims)										Car Reg							
Name		Zoe Metcalfe			Date of change of car (If applicable)						Engine CC		1984		This must be the actual Engine CC from your V5 Reg document		
Pin No					Home post code		Home										
Collar No																	
										A		B					
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)	Miles Travelled	Home to Work Mileage to Deduct Ref: Point 1	Miles Claimed (A minus B)						
01/02/2023	Home	08:30	Home	Farm Visit	Cononley	09:30	BD20 8NH	Media Event re: Safer Streets Fund	37	11	26						
01/02/2023	Cononley	12:30	BD20 8NH	OPFCC	Harrogate	13:30	HG1 4ST	Meetings	28	0	28						
06/02/2023	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12						
06/02/2023	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12						
09/02/2023	Home	12:30	Home	West Offices, York	York	13:30	YO1 6DG	Meeting	19	11	8						
09/02/2023	York	14:30	YO1 6DG	West Offices, York	Home	15:30	Home	Meeting	19	11	8						
13/02/2023	Home	10:30	Home	Tees Valley Combined Authority Offices, Darlington	Darlington	11:30	DL2 1NJ	Meeting	38	11	27						
13/02/2023	Darlington	12:30	DL2 1NJ	HQ	Northallerton	13:30	DL6 1BF	Meetings	22	0	22						
13/02/2023	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meetings	23	11	12						
20/02/2023	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12						
20/02/2023	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meetings	23	11	12						
21/02/2023	OPFCC	17:00	HG1 4ST	Belle Vue Suite, Skipton	Skipton	18:00	BD23 1FJ	Meeting	23	0	23						
21/02/2023	Skipton	21:00	BD23 1FJ	Belle Vue Suite, Skipton	Home	22:00	Home	Meeting	33	11	22						
22/02/2023	Home	09:00	Home	Carr Gate Complex	Wakefield	10:00	WF2 0QD	Engagement Visit	34	11	23						
22/02/2023	Wakefield	13:00	WF2 0QD	NPAS HQ	Wakefield	13:15	WF1 3QS	Engagement Visit	3	0	3						
22/02/2023	Wakefield	15:00	WF1 3QS	OPFCC	Harrogate	16:00	HG1 4ST	Meeting	33	0	33						
24/02/2023	Home	12:00	Home	Skipton Academy	Skipton	13:00	BD23 1UQ	Meeting	34	11	23						
24/02/2023	Skipton	14:30	BD23 1UQ	Skipton Academy	Home	15:30	Home	Meeting	34	11	23						
27/02/2023	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12						
27/02/2023	Northallerton	18:00	DL6 1BF	HQ	Home	19:00	Home	Meeting	23	11	12						
28/02/2023	Home	08:00	Home	HQ	Northallerton	09:00	DL6 1BF	Meetings	23	11	12						
28/02/2023	Northallerton	17:00	DL6 1BF	HQ	Home	18:00	Home	Meeting	23	11	12						
										Total Miles		377					