

RESTRICTED (when complete)

**DERBYSHIRE POLICE AUTHORITY
GENERAL EXPENSES CLAIM**

SUPPLIER ID

NOTES FOR GUIDANCE

1. If claiming mileage at PSV rate you must ensure your car insurance is adequate and appropriate to cover for business use.
2. Only fares and food expenses should be claimed on this form, not postages etc.
3. Officers entitled to claim mileage payments should use mileage claim form (Form 322).
4. When retained on duty food expenses will be reimbursed if accompanied by a receipt up to the current Force limits (not subject to the difference).
5. Claims must be submitted to Supervisory Officers for authorisation for payment immediately after the end of each month.
6. Receipts must be attached, and only amounts up to current Force limits will be reimbursed.
7. Food expenses claimed when member of staff is on duty less than five hours and less than five miles from base are taxable.
8. Only the difference between the meal obtained and the meal usually taken will be reimbursed.

CERTIFICATION

I CERTIFY THAT:

1. The statements in this claim are correct.
2. I have appropriate car insurance.
3. The journeys set out on this claim were necessary to enable me to perform my duties and to the best of my knowledge were so arranged that a minimum of expense was incurred and/or
4. I have been unable to obtain a meal in my usual way and have incurred additional expenditure to obtain food.
5. I am claiming the difference between the meal I obtained and my normal meal.

SIGNED:

DATED:

TO BE COMPLETED BY EMPLOYEE												
RANK												
COLLAR NO	EMP NO	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> </tr> </table>										
Name and Initials												
Division/Dept												
Base/Station												
EXPENSES APPROVED BY SUPERVISOR												
CALCULATIONS CHECKED		CREDITOR REF										
AUTHORISED FOR PAYMENT		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> </tr> </table>										
VAT Receipt for Fuel Attached Yes <input type="checkbox"/> No <input type="checkbox"/> OR Receipt Attached to Previous Claim Yes <input type="checkbox"/> No <input type="checkbox"/>												

Total from Box C

No of Miles

Total Non Taxable Expenses and Fares, including PSV mileage and out of pocket expenses.

£	p
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Total Taxable Expenses from column D

£	p
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ACCOUNT CODE	COST CENTRE	PROJECT	ATTRIBUTE VALUE 1	ATTRIBUTE VALUE 2	ATTRIBUTE VALUE 3		AMOUNT
						VAT TOTAL	
						INVOICE TOTAL	
TRANSACTION NUMBERS		REGISTRATION		POSTING			

DETAILS OF EXPENSES

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