



**OPCC Volunteer Expenses Claim Form**

<b>Name</b>	
<b>BCH ID Number</b>	

**Details of Claim**

Date (dd/mm/yy)	Time Out (hh:mm)	Place of Departure	Place of Visit	Time Return (hh:mm)	No. of Miles	Value of Miles @ 45p per mile	Fares or Parking fees
						£	£
						£	£
						£	£
						£	£
						£	£
<i>Use continuation sheet if necessary</i> For office use only; <b>COSTCODE: H992 65410</b>					<b>Total No. of miles</b>	<b>Total Value of Miles</b>	<b>Total Fares or Parking fees</b>
						£	£
<b>Allowable Expenses</b> - The Commissioner's policy is aligned to that of Hertfordshire Constabulary – full details are available on request. Volunteers will be reimbursed for all travel expenses incurred in carrying out duties on behalf of the Police and Crime Commissioner. Travel by public transport (at standard class fare), use of private motor vehicles (currently at 45p per mile) and taxi fares where appropriate (and by prior agreement and with receipts) will be reimbursed. Parking fees (but not fines) will also be reimbursed.							

<b>Declaration</b> – I declare that I have necessarily incurred the above expenditure in the performance of my duties on behalf of the Police and Crime Commissioner for Hertfordshire and that I have actually paid the fares and charges shown.			
<b>Signature &amp; Date</b>		<b>Line Manager Signature &amp; Date</b>	

Please send completed Claim Forms to: The Police and Crime Commissioner for Hertfordshire, Hertfordshire Police HQ, Stanborough Road  
Welwyn Garden City, AL8 6XF or by email to: pccadmin@herts-pcc.gov.uk

