



**Office of the Police and Crime Commissioner for Cleveland
Expenditure incurred on behalf of the Chief Finance Officer**

Name Michael Porter
Month October 2015

Date	Event	Amount	Comments / Description
8 October 2015	APACE/PACCTS	£350	Accommodation provided as part of delegate pack
	Total	£350	

Notes on Expenses Claimed

Hotel Accommodation

- Value for money and best use of public funds – lower priced suitable accommodation. No explicit limitation on star standard of hotel accommodation.
- Subsistence (UK and foreign) Dinner Rate £30
- Exceptional expenses not falling within any of the other types – must be reasonable incurred in carrying out business of the PCC.
- All exceptional expenses must be approved by the Chief Finance Officer