



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

Name Simon Dennis
Month October 2015

| Date | Event | Amount | Comments / Description |
|----------------|---|----------------|--|
| 9 October 2015 | APACE/PACCTS Joint Conference, Warwick University | £350.00 | Delegate fee (includes accommodation) own vehicle used - no travel claimed. |
| | | | |
| | Total | £460.00 | |

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