



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

Name Michael Porter
Month March 2016

Date	Event	Amount	Comments / Description
16 March 2016	PACCTs Event London	£123	Rail travel – Darlington to London Kings Cross return
	Total	£123.00	

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