



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

Name Simon Dennis
Month April 2015

Date	Event	Amount	Comments / Description
23 – 24 April 2015	Meeting at Home Office & APACE Meeting	£138.00	Accommodation, bed and breakfast
		£121.00	Rail Ticket (includes £10 admin fee for change of date)
		£259.00	

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