



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

Name Simon Dennis
Month December 2015

Date	Event	Amount	Comments / Description
3 December 2015	APACE Meeting	£232	Rail travel – Darlington to London Kings Cross return
	Total	£232	

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