Department of Resources - PRIVATE & CONFIDENTIAL

HOUSE OF COMMONS

Direct Payment to Third-Parties

Administrative and Office Expenditure (AOE)

C2

Office use only
Costc/Cat2: M
Supp/Ref ID: 7 1
Allowance 514510

Member's Name (CAPITAL LETTERS)	Constituency (CAPITAL LETTERS)
ANDREW DISMORE	HENDON

Cost of accommodation

(e.g. office rent, rates, surgery hire, repairs, alterations, security, buildings insurance and utilities)

		Supp ID	Exp type/ Cat5
	£	87	514
	£	87	514
	£	87	514
	£	87	514

Equipment & supplies

(e.g. telecommunications, purchase & lease of IT & office equipment, equipment insurance, furniture, stationery, postage and petty cash)

	£	87	514
	£	87	514
	£	87	514
	£	87	514

Travel costs

(e.g. travel incurred over and above that provided from your Travel Expenditure: may relate to staff travel or taxis for UK travel. Journey details must be provided)

	£	87	514
	£	87	514
	£	87	514
	£	87	514

Work commissioned and bought in services

(e.g. maintenance & janitorial services, translation & interpretation services, training, recruitment services and professional fees)

NB ☑ Please indicate those costs you wish to be charged to your Staffing Expenditure ✓ otherwise costs will automatically be charged to your AOE.

511112 ☐	[redacted]	£ 200	87	514
511112 ☐		£	87	514
511112 ☐		£	87	514
511112 ☐		£	87	514

Please securely attach required invoices in support of your payments.
Statements, order confirmations & proforma invoices will not be accepted.

Authorisation and declaration

✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature [redacted]

Date 25/9/09

Data Protection

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Send your completed form to:
Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA

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