



HOUSE OF COMMONS

C2

**Direct Payment to Third-Parties**  
Administrative and Office Expenditure (AOE)

Office use only

Costc/Cat2

M

Allowance 514510

Supp/Res ID

7 1

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

*A Diamond* *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)

	£	Supp ID	Exp type/ Cat5
		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)

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

**Work commissioned and bought in services**

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

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

511112 <input type="checkbox"/>	<i>RECYCLINK</i>	£ <i>43.70</i>	87	514
511112 <input type="checkbox"/>		£	87	514
511112 <input type="checkbox"/>		£	87	514
511112 <input type="checkbox"/>		£	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

*[Signature]*

Date *17/11/09*

**Data Protection**

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About filling in this form.  
If you have any questions about this form, please call 020 7219 1340

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

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