Department of Resources - PRIVATE & CONFIDENTIAL

HOUSE OF COMMONS

SA3

taff Expense Claim Form

affing Expenditure

Office use only
Costc/Cat2 M
Supp/Res ID 7 2

lember's Name (CAPITAL LETTERS): ANDREW DISMORE

Constituency (CAPITAL LETTERS): HENDON

taff name

itle: MS

First Name: [redacted]

Last Name: [redacted]

mployment status *(tick box)* **Please attach receipts for all expenses claimed**

- [ ] Salaried employee
- [x] Intern
- [ ] Volunteer
- [ ] Other*

If 'Other' selected please ovide further detail:

ddress details

ot required if details remain unchanged from date of last payment.

[redacted]

Postcode [redacted]

Bank details

Not required if details remain unchanged from date of last payment.

Account name [redacted]

Account number [redacted]

Bank name [redacted]

Sort code [redacted]

Expenses incurred

Description of expense	Cost £
Travel	78.10
Lunch (food)	65.34
Total £	143.44

Please note any mileage expenses should be calculated using standard mileage rate of 40p per mile)

Use this form to claim out of pocket expenses incurred whilst undertaking duties for or on behalf of the Member.

Expenses claimed will be charged to the Member's Staffing Expenditure except purchases for the Member's office as these must be charged to the Administrative and Office Expenditure.

Authorisation and declaration

- ✓ I confirm the amounts claimed comply with the principles and rules contained in the Green Book.
- ✓ I confirm the payments requested were incurred in the provision of staff to help me perform my parliamentary duties.

Member's Signature [redacted]

Date 9/11/09

Data Protection

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bout filling in this form.
f you have any questions about this form,
lease call 020 7219 1340

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

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