HOUSE OF COMMONS

Direct Payment to Third-Parties

Administrative and Office Expenditure (AOE)

C2

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

Member's Name (CAPITAL LETTERS): A DISMORE

Constituency (CAPITAL LETTERS): 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)

Viking	£ 132.42	87 _ _ _ _ _	514 _ _ _
Viking	£ 18.75	87 _ _ _ _ _	514 _ _ _
Viking	£ 29.38	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 ☐		£	87 _ _ _ _ _	514 _ _ _
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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 14/1/10

Data Protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and HMRC. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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About filling in this form.
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Send your completed form to:
Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA

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