



Direct Payment to Third-Parties

Administrative and Office Expenditure (AOE)

Office use only
Costs/Cat2

M

Allowance 514510

Supp/Res ID

7 1

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

A DISMOND HANLOW

Cost of accommodation

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

Table with 4 columns: Description, £, Supp ID, Exp type/Cat5. Contains 4 rows of empty boxes for data entry.

Equipment & supplies

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

Table with 4 columns: Description, £, Supp ID, Exp type/Cat5. Contains 4 rows. Row 1: VIKING, as attached, £ 131.27. Row 2: phone bill 020 8262 2122, £ 178.57.

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)

Table with 4 columns: Description, £, Supp ID, Exp type/Cat5. Contains 4 rows of empty boxes for data entry.

Work commissioned and bought in services

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

NB [checked] Please indicate those costs you wish to be charged to your Staffing Expenditure otherwise costs will automatically be charged to your AOE.

Table with 4 columns: Description, £, Supp ID, Exp type/Cat5. Contains 4 rows, each starting with 511112 and a checkbox.

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

Authorisation and declaration

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

Member's Signature

[Redacted signature]

Date 23/4/09

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 HIRC. 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. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act. Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).