



HOUSE OF COMMONS

SA3

**Staff Expense Claim Form**  
Staffing Expenditure

Office use only  
Costc/Cat2

Supp/Res ID

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Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

ANDREW DISMORE | HENDON

Staff name

Title [REDACTED] First Name [REDACTED] Last Name [REDACTED]

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

- Salaried employee
- Intern
- Volunteer
- Other\*

\* If 'Other' selected please provide further detail: [REDACTED]

Address details

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

[REDACTED]  
[REDACTED]  
[REDACTED]  
Postcode SW14 8JJ

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	167.40
Lunch	24.00
(Please note any mileage expenses should be calculated using standard mileage rate of 40p per mile)	
<b>Total £</b>	<b>191.40</b>

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

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.  
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).

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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