



HOUSE OF COMMONS

Member's Reimbursement Form

Administrative and Office Expenditure (AOE)

C1

Office use only

Coste/Cat2

M

Allowance 514510

Supp/Res ID

71

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

A Dismore *London*

Claim details

Month/period claimed

From *8/12/2009* To *20*

Cost of accommodation

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

	£	Exp type/ Cat5
		514
		514
		514
		514

Equipment & supplies

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

<i>paper</i>	£ <i>54.34</i>	514
	£	514
	£	514
	£	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)

	£	514
	£	514
	£	514
	£	514

Work commissioned & 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 <input type="checkbox"/>	£	514
511112 <input type="checkbox"/>	£	514
511112 <input type="checkbox"/>	£	514
511112 <input type="checkbox"/>	£	514

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00.

Total £

Authorisation and declaration

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

Member's Signature

[Redacted Signature]

Date *8/12/09*

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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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