HOUSE OF COMMONS

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Office use only
Cost/Cat5
M 7 1
Allowance

Member's Reimbursement Form

Administrative and Office Expenditure (AOE)

Member's Name (CAPITAL LETTERS): A DISMORE

Constituency (CAPITAL LETTERS): HONOR

Claim details

Month/period claimed — From 1 4 0 1 2 0 1 0 To 2 0

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)

mobile phone	£	36.10	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 ☐		£		514
511112 ☐		£		514
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Please securely attach required documentation e.g. invoices, receipts etc. in support of all items.

Total £ 36.10

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

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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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