



HOUSE OF COMMONS

C1

**Member's Reimbursement Form**  
Administrative and Office Expenditure (AOE)

Office use only  
Costc/Cat2

M: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Supp/Res ID

7 1 [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Allowance 514510

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

A D & MARR ITHAM

Claim details

Month/period claimed

From [ ] [ ] [ ] [ ] 2 0 To [ ] [ ] [ ] [ ] 2 0

Cost of accommodation

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

	£	Exp type/ Cat5
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Equipment & supplies

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

Computer ( [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] )	£ 449.99	514 _ _ _
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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)

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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 _ _ _
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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

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Date 17/11/09

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