

Direct Payment to Third-Parties
Administrative and Office Expenditure (AOE)

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Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

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Cost of accommodation

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

Cost of accommodation	£	Supp ID	Exp type/ Cat5
		87	514
		87	514
		87	514
		87	514

Equipment & supplies

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

<i>Banner</i>	£	<i>113-05</i>	87	514
	£		87	514
	£		87	514
	£		87	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)

	£		87	514
	£		87	514
	£		87	514
	£		87	514

Work commissioned and bought in services

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

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

511112	<input type="checkbox"/>		£		87	514
511112	<input type="checkbox"/>		£		87	514
511112	<input type="checkbox"/>		£		87	514
511112	<input type="checkbox"/>		£		87	514

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

Authorisation and declaration

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

Member's Signature



Date *2/12/09*

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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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