



HOUSE OF COMMONS

C1

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

Office use only
Costc/Cat2
M | | | | | | | | | |
Allowance 514510

Supp/Res ID
7 | 1 | | | | | | | | | |

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

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Claim details

Month/period claimed (dates)

From

D	D	M	M	2	0	Y	Y
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 To

D	D	M	M	2	0	Y	Y
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Cost of accommodation

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

			Exp type/ Cat5
<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _
<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _
<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _
<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _

Equipment & supplies

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

<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _
<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _
<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _
<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	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)

<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _
<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _
<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _
<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	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"/>	<input style="width: 95%;" type="text"/>			514 _ _ _ _
511112	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _
511112	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _
511112	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	£	<input style="width: 50%;" type="text"/>	514 _ _ _ _

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items.

Total £

Authorisation and declaration

I confirm the payments requested comply with the principles and rules contained in the Green Book.

Member's
Signature _____

Date _____

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.

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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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