



HOUSE OF COMMONS

C2

Direct Payment to Third-Parties
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)

Cost of accommodation

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

	£	87	Supp ID	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)

_____	£	_____	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 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.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

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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