



HOUSE OF COMMONS

File 4M

C1

**Member's Reimbursement Form**

Administrative and Office Expenditure (AOE)

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

GREG MULLHOLLAND MP LEEDS NORTH WEST

**Claim details**

Month/period claimed

From 01 05 2009 To 31 05 20

**Cost of accommodation**

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

	£
	£
	£
	£

**Equipment & supplies**

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

SAMSUNG TOWERS (x2)

£ 105.71  
£  
£  
£

**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)

£  
£  
£  
£

**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.

- £1000
- £500
- £200
- £100

£  
£  
£  
£

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00.

Total £ 105.71

**Authorisation and declaration**

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

Member's Signature

Date 4/6/09

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About filing 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