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Direct Payment to Third-Parties

Administrative and Office Expenditure (AOE)

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Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

GREG MULLHOLLAND MP Leeds North West

Cost of accommodation

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

	£	87	-----	5
 	 	 	 	
 	 	 	 	
 	 	 	 	
 	 	 	 	

Equipment & supplies

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

	£	87	-----	5
 	 	 	 	
 	 	 	 	
 	 	 	 	
 	 	 	 	

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	-----	5
 	 	 	 	
 	 	 	 	
 	 	 	 	
 	 	 	 	

Work commissioned and 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"/>	VAL - Yr's IT Support	£	331.20	87	-----	5
511112 <input type="checkbox"/>	VAL - IT Mce Call	£	92.00	87	-----	5
511112 <input type="checkbox"/>		£		87	-----	5
511112 <input type="checkbox"/>		£		87	-----	5

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 4/4/2009

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