

Office copy

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HOUSE OF COMMONS

**Direct Payment to Third-Parties**

Administrative and Office Expenditure (AOE)

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

GILES MULHOLLAND	LEEDS NORTH WEST
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**Cost of accommodation**

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

	£	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)

Banner - toner cartridge	£ 60.88	87	514
BT - telephone bills	£ 245.87	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)

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

Mem:  
Sign:

Date 22/05/2009

**Data Protection**

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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:

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House of Commons, London SW1A 0AA