



HOUSE OF COMMONS

*File copy*

**Direct Payment to Third-Parties**

Administrative and Office Expenditure (AOE)

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

*GREG MULLOOLAND*

*Leeds North West*

**Cost of accommodation**

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

*Leases - office supplies*  
*See attached bill*

£ *150.67*

£

£

£

**Equipment & supplies**

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

£

£

£

£

**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 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.

£

£

£

£

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 *05/05/09*

**Data Protection**

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