



HOUSE OF COMMONS

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**Direct Payment to Third-Parties**

Administrative and Office Expenditure (AOE)

M

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Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

GREG MULLAND MP

LEEDS NORTH WEST

**Cost of accommodation**

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

		£	Supp ID	Exp Cat
OTLEY TOWN COUNCIL		400	87	514
(Surgery hire)			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)

Cyprus - Stationery		20.68	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**

(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"/>			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 that the amounts claimed comply with the principles and rules contained in the Green Book.

Member  
Signature

Date 10/06/2009

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About filling in this form.

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Send your completed form to:

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House of Commons, London SW1A 0AA