



HOUSE OF COMMONS

C2

Direct Payment to Third-Parties

Administrative and Office Expenditure (AOE)

Office use only
Costs/Cats

Supp/Exp ID

M: _____

7.2. _____

Allowance 000010

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

NORMAN LAMB

NORTH NORFOLK

Cost of accommodation

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

		Supp ID	Exp type/ Cats
Hicks Properties Limited (Office rent)	£ 1312.50	87	514
Holt Methodist Church (Surgery)	£ 15.00	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	£ 15.11	87	514
DELL consumables	£ 119.60	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's Signature

Norman Lamb

Date 8/6/09

Data Protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and according to the Member's Expenditure, making payments and keeping records in accordance with rules agreed to the House of Commons and HMRC. The information will also be retained to the National Audit Office for audit purposes. The information may also be used when the House of Commons Administration or its agents for the purpose of business needs or contacts. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a public authority and therefore the information it holds will be within the scope of that Act. Under the Data Protection Act 1998, we have the right to use and receive a copy of any personal data that the House of Commons Administration holds about you. If you have concerns about the control of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please contact: Data Protection Officer (DPO) 020 7219 2032, who are on behalf of the House of Commons and Clerk of the House.

About filling 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