Department of Resources - PRIVATE & CONFIDENTIAL

HOUSE OF COMMONS

SA3

Staff Expense Claim Form

Staffing Expenditure

Office use only
Costc/Cat2 M
Supp/Res ID A

Member's Name (CAPITAL LETTERS): NORMAN LAMB

Constituency (CAPITAL LETTERS): NORTH NORFOLK

Staff name

Title: MRS First Name: SIAN Last Name: PEARCE

Employment status (tick box)

Where possible please attach receipts for all expenses claimed; receipts must be provided for items equal to or in excess of £25.00

- [x] Salaried employee
- [ ] Volunteer
- [ ] Intern
- [ ] Other*

* If 'Other' selected please provide further detail:

Address details

Not required if details remain unchanged from date of last payment.

Postcode

Bank details

Not required if details remain unchanged from date of last payment.

Account name

Account number

Bank name

Sort code - -

Expenses incurred

Description of expense	Cost £
Payment to cleaner for cleaning constituency office	32.50
Total £	32.50

(Please note any mileage expenses should be calculated using standard mileage rate of 40p per mile)

Use this form to claim out of pocket expenses incurred whilst undertaking duties for or on behalf of the Member.

Expenses claimed will be charged to the Member's Staffing Expenditure except purchases for the Member's office as these must be charged to the Administrative and Office Expenditure.

Authorisation and declaration

- ✓ I confirm the amounts claimed comply with the principles and rules contained in the Green Book
- ✓ I confirm the payments requested were incurred in the provision of staff to help me perform my parliamentary duties.

Member's Signature

Date 8/6/09

Data Protection

[illegible]

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

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