



HOUSE OF COMMONS

C1

Member's Reimbursement Form

Administrative and Office Expenditure (AOE)

M

7 1

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

PETER VUFF

MID WORCESTERSHIRE

Claim details

Month/period claimed

From 01042009 To 30042009

Cost of accommodation

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

		Exp type/ Cat5
BROADBAND TELEPHONE LINE	£ 114.28	514
OFFICE PHONE	£ 190.97	514
	£	514
	£	514

Equipment & supplies

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

PEW REFILLS	£ 6.08	514
MOBILE PHONE	£ 29.94	514
ANTI-VIRUS SOFTWARE	£ 39.99	514
BLACKBERRY	£ 83.01	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)

WORCESTER - BIRMINGHAM TRAIN FOR NESTA	£ 8.50	514
	£	514
	£	514
	£	514

Work commissioned & 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"/>	£	514
511112 <input type="checkbox"/>	£	514
511112 <input type="checkbox"/>	£	514
511112 <input type="checkbox"/>	£	514

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00.

Total £ 472.27 CONT TO P.2

Authorisation and declaration

I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

CONT ON P.2

Member's Signature

Date

Data Protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and HMRC. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.
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 fall within the scope of that Act.
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the 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



Member's Reimbursement Form

Administrative and Office Expenditure (AOE)

M

7 1

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

PETER LUFF MID WORCESTERSHIRE

Claim details

Month/period claimed

From 01 06 2009 To 30 06 2009

Cost of accommodation

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

Table with columns for description, amount (£), and Exp type/Cat5. Row 1: COUNT FROM P1, £ 472.27, 514

Equipment & supplies

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

Table with columns for description, amount (£), and Exp type/Cat5. Row 1: REPLACEMENT PRINTER CARTRIDGE, £ 30.30, 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)

Table with columns for description, amount (£), and Exp type/Cat5. All rows are empty.

Work commissioned & bought in services

(e.g. maintenance & janitorial services, translation & interpretation services, training, recruitment services and professional fees)

Table with columns for code, description, amount (£), and Exp type/Cat5. Includes a note: NB [checked] 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 documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00.

Total £ 502.57

Authorisation and declaration

I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

Handwritten signature of Peter Luff

Date

3 May '09

Data Protection

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