

Expenditure using an advance of foreign currency

Management Board members must complete this form following occasions when they have travelled on official business and have been in receipt of an advance of foreign currency provided through the Travel Office and paid for by the House.

Information provided will be published on the Parliament website.

Name Lt Gen AD Leakey

Please return forms to the Secretary to the Management Board. Separate forms should be used for each currency received, even if these were for the same visit.

Destination	Quebec – Canada							
Purpose of visit	Attend Parliamentary Sergeant at Arms Conference							
Visit dates	I – 5 August 2011							
Received	Currency & amount \$460		Sterling equivalent*	£				
Returned	Currency & amo	unt nil	Sterling equivalent [†]	£				
Include details of any exceptional expenditure in this table								
Date	Amount (local currency)	Notes relating			Receipt [‡]			
4								
*								

^{*} Amount charged by Travel Office, excluding commission.

[†] If the exchange rate on return is not known, use the rate used to originally exchange into the foreign currency.

[‡] You are not required to submit receipts with this form as it is not always possible to obtain a receipt for incidental expenditure. If you have retained receipts for any item and wish to submit them with the form, then indicate the relevant items by placing a Y in this column.



Expenditure using an advance of foreign currency

Management Board members must complete this form following occasions when they have travelled on official business and have been in receipt of an advance of foreign currency provided and paid for by the House through the Travel Office. Information provided will be published on the Parliament website. Please return forms to the Secretary to the Management Board. Separate forms should be used for each currency received, even if these were for the same visit.

Name	Rhodri Walt	ers						
Destination	Paris, France							
Purpose of visit English Seminar on the Westminster Parliament								
Visit dates	I July 2011							
Received	Currency & amount EUR50 Currency & amount EUR50		Sterling equivalent*					
Returned			Sterling equivalent [†]					
	Amount (local currency)	Description/notes			Receipt [‡]			
		No expenditure						

Please add additional rows if necessary.

^{*} Amount charged by Travel Office, excluding commission.

[†] If the exchange rate on return is not known, use the rate used to originally exchange into the foreign currency.

 $^{^\}dagger$ You are not required to submit receipts with this form as it is not always possible to obtain a receipt for incidental expenditure. If you have retained receipts for any item and wish to submit them with the form, then indicate the relevant items by placing a Y in this column.