

## Voluntary Publication of Parliamentary Expenses

|                      |                                |
|----------------------|--------------------------------|
| <b>Member:</b>       | Jo Swinson                     |
| <b>Constituency:</b> | East Dunbartonshire            |
| <b>Period:</b>       | 1 December 09 – 31 December 09 |

| Allowance and Breakdown  | Totals           |
|--|------------------|
| <b>Personal Additional Accommodation Expenditure (PAAE)</b>  |                  |
| Rent   | 1250.00          |
| Utilities  | 35.00            |
| Council Tax/Rates  | 82.00            |
| Telephone and telecommunications   | 11.78            |
| <b>Total</b>   | <b>1,378.78</b>  |
| <b>Staffing Expenditure</b>  |                  |
| <b>Total</b>   | <b>8,238.45</b>  |
| <b>Travel Expenditure</b>  |                  |
| Car travel   | 56.00            |
| Train travel   | 399.00           |
| Staff train travel   | 103.70           |
| Train tickets refunded*  | CR 185.00        |
| <b>Total</b>   | <b>373.70</b>    |
| <b>Communications Expenditure</b>  |                  |
| Printing 5000 contact cards**  | 309.35           |
| <b>Total</b>   | <b>309.35</b>    |
| <b>Administration and Office Expenditure</b>   |                  |
| Employer's Liability Insurance   | 288.75           |
| Legal fees for drawing up office lease documents   | 519.20           |
| Surgeries: Hire of Torrance Community Centre   | 7.30             |
| Surgeries: Hire of Kessington Hall   | 7.30             |
| Hire of room for staff training day  | 30.00            |
| Special delivery   | 15.31            |
| Overprinting of headed paper (1,750 sheets)  | 74.75            |
| Constituency office rent (December)  | 391.67           |
| Electricity  | 253.82           |
| Petty cash (None spent as awaiting new debit cards - balance remains in account and petty cash tins) | 50.00            |
| <b>Total</b>   | <b>1,638.10</b>  |
| <b>Centrally Provided Stationery</b>   |                  |
| House of Commons 1 <sup>st</sup> class franked plastic mailers                                       | 292.59           |
| House of Commons 1 <sup>st</sup> class franked envelopes   | 318.72           |
| <b>Total</b>   | <b>611.31</b>    |
| <b>Monthly Total</b>   | <b>12,549.69</b> |

\*Train tickets are purchased as far in advance as possible in order to minimise the cost, however occasionally they are cancelled and refunded due to Parliamentary business, which is often announced at short notice.

\*\*Cards ordered for summer tour in August but not invoiced until 1<sup>st</sup> December.