

“RIGHT TO KNOW” FORM FOR CONSERVATIVE MEPS

Please return this form by 15 January 2009 at the latest.

For those sections of the form dealing with expenses, you should list all costs which you have incurred during this period irrespective of whether you have submitted a claim to the Parliament. You are, however, strongly encouraged to make sure that all your claims are as up-to-date as possible.

It is recognised that there may be expenses of which you are aware but for which you have not yet received a bill or invoice. Do not try to estimate these. You will have an opportunity to include these costs on future ‘Right to Know’ forms along with a note stating that the cost covers a particular period.

YOUR DETAILS

Member of European Parliament	
Region	

1. Secretarial Assistance Allowance (article 14 PEAM)

Name	Position (indicate if full or part-time)	Please state where based

Family members employed as staff:

Name	Position (indicate if full or part-time)	Please state where based	Salary band

Notes:

Salary Bands

- £0 - £10,000

- £10,000 - £19,999

- £20,000 - £29,999

- £30,000 – £39,999

- £40,000 +

Name of Paying Agent/ Service provider	
Address	

2. General Expenditure Allowance (article 13 PEAM)

Travel and ancillary expenses	£
Office management and running costs	£
Office equipment	£
Communications	£
Conferences, events, briefings etc.	£
Stationery, periodicals, subscriptions etc.	£
Miscellaneous / other costs (list separately if items over £250*)	£
	Item Cost
Item 1:	£
Item 2:	£
Item 3:	£
Item 4:	£

Notes: *This amount is the same as the Westminster disclosure level.

3. Home to Parliament travel (and return)

Air	£
Rail	£
Car mileage	£
Distance Allowance	£

4. Travel Allowance (article 10 PEAM)

Amount claimed	£
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Notes:

5. Daily Subsistence Allowance (article 11 PEAM)

Number of Parliamentary days	
Value of days	€

Signed

[MEP name]

Date