

Draft

DRAFT REGULAR “RIGHT TO KNOW” FORM FOR CONSERVATIVE MEPS

Please return this form by [] 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 Finance Directorate. 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.

You should use the note sections to clarify any entries you feel necessary.

Please complete the form using Euros.

RIGHT TO KNOW FORM

YOUR DETAILS

Member of European Parliament	
Constituency	

1. Secretarial Assistance Allowance (article 14 PEAM)

Name	Position (indicate if full or part-time)	Please state if based in Brussels or in the UK

Family members employed as staff:

Name	Position (indicate if full or part-time)	Please state if based at Brussels or in the UK	Salary band

Notes:

Salary Bands (Use Euro equivalent)

- £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)

Equipment	€
Office rent (non-Brussels/ Strasbourg office)	€
Telephone	€
Travel within constituency	€
Other costs (list separately if items over Euro 500)	€
	Item Cost
Item 1:	€
Item 2:	€
Item 3:	€
Item 4:	€

Notes:

3. Home to Parliament travel

Air	€
Rail	€
Car mileage claimed	€
Distance Allowance Claimed	€

4. Travel Allowance (article 10 PEAM)

Amount to claim	€
-----------------	---

Notes:

5. Daily Subsistence Allowance (article 11 PEAM)

Value of days claimed	€
-----------------------	---

Further informationGeneral Expenditure Allowance (article 13 PEAM)

This allowance is intended to cover, *inter alia*, the following expenses incurred in the Member State of election:

- travel and ancillary expenses.
- office management and running costs, in particular rent and related charges (heating, lighting, insurance, cleaning),
- the cost of purchasing or renting office equipment,
- telephone and postage,
- the purchase of office supplies,
- the cost of purchasing books, periodicals and newspapers,
- the cost of using public data consultation networks,
- the expenses involved in equipping Members of Parliament with communications equipment, for example the purchase or rental of a computer, a modem or communications card, a printer, communications, word processing, file management and spreadsheet, etc. software packages and any other related equipment, and the cost of maintaining such equipment,
- the cost of a subscription to the Internet and to databases,
- the cost of purchasing, using or maintaining a telecopier.