



# HOUSE OF LORDS

## 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.

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 **Lt Gen AD Leakey**

Destination **Quebec – Canada**

Purpose of visit **Attend Parliamentary Sergeant at Arms Conference**

Visit dates **1 – 5 August 2011**

**Received** Currency & amount **\$460** Sterling equivalent\* **£**

**Returned** Currency & amount **nil** Sterling equivalent† **£**

*Include details of any exceptional expenditure in this table*

Date	Amount (local currency)	Notes relating	Receipt‡

\* 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.

