



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 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 Walters**

Destination **Brussels, Belgium**

Purpose of visit **EU Speakers Conference**

Visit dates **3-5 April 2011**

Received Currency & amount **100 EUR** Sterling equivalent* **£91.98**

Returned Currency & amount **30** Sterling equivalent† **£24.85**

Date	Amount (local currency)	Description/notes	Receipt‡

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.

‡ 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.



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 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 CARL WOODALL

Destination CANADA

Purpose of visit TO VISIT THE CANADIAN SENATE

Visit dates 9-13 APRIL 2011

Received Currency & amount 580 CAD Sterling equivalent* £ 387.67

Returned Currency & amount 465 Sterling equivalent† £ 279.53

Date	Amount (local currency)	Description/notes	Receipt‡
10.4.11	10	Breakfast	Y
10.4.11	30	Entrance to National Gallery	
13.4.11	40	Taxi to airport	Y

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.

‡ 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.



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 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 Walters**

Destination **Panama City**

Purpose of visit **ASGP meeting**

Visit dates **15-20 April 2011**

Received Currency & amount **USD400** Sterling equivalent* **£259.22**

Returned Currency & amount **USD110** Sterling equivalent† **£63.43**

Date	Amount (local currency)	Description/notes	Receipt‡

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.

‡ 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.



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 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 Walters**

Destination **Madrid, Spain**

Purpose of visit **XIII Meeting of the Association of European Sentaes**

Visit dates **16-18 June 2011**

Received Currency & amount **EUR150** Sterling equivalent* **£138.53**

Returned Currency & amount **EUR120** Sterling equivalent† **£100.40**

Date	Amount (local currency)	Description/notes	Receipt‡

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.

‡ 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.