



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 **Simon Burton**

Destination **Bern, Switzerland**

Purpose of visit **17th Meeting of the Association of European Senates**

Visit dates **20-21 October 2016**

Received Currency & amount **CHF 160** Sterling equivalent* **137.99** at a rate of **1.15949**

Returned Currency & amount **CHF 120** Sterling equivalent† **94.14**
At a rate of [1.274760] x.xxx = £1

Include details of any exceptional expenditure in this table

Date	Amount (local currency)	Description/notes	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.