



Incidental Expenses Provision/Staffing Allowance

G2

Direct payment of suppliers

Page 1 of 2

When to use this form

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for, see *Green Book* section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

ADAM AFRIMIE

Constituency

WINDSOR

Office use only

Costs

Supp/Res ID

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

4 / 2 / 08

Allowance year

2007/2008

Incidental Expenses Provision claims

Office use only

Suppliers

Amount

Allow or
A/c codeSupplier
IDExp
Cat 5

Item 1

DADS PARLIAMENTARY COMMUNICATIONS LTD.

505 : 25
£ 2138 : 50 p

Item 2

Dads

£ 1128 : 00 p

Item 3

Dads

£ 505 : 25 p

Item 4

£ : p

Item 5

£ : p

Total

£ 2138 : 50 p

Claim details continued on page 2

Claim details *continued*

Staffing Allowance claims			Office use only		
Suppliers	Amount		Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6	£	p			
Item 7	£	p			
Item 8	£	p			
Item 9	£	p			
Total		£			p

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature  MP

Date 04 / 02 / 08

Data protection

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Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

	Initials	Date		Initials	Date
Validation Claims received		/ /	Validation Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments



INVOICE

Invoice Number [REDACTED]

Adam Aityle MP
[REDACTED]

Your Reference: [REDACTED]

Invoice Date: 30-NOV-2007

Customer Code: [REDACTED]

Our Reference [REDACTED]

List of all attendees:

Delegate [REDACTED]

WESTMINSTER EXPLAINED		Quantity	Unit Price	Total
Description				
Event Booking - Delegate		1		
Discount: Multiple booking discount				-£50.00
Please select your sector: Civil Service		1	£480.00	£480.00
			Total:	£430.00
			VAT 17.5%	£75.25
			Grand Total:	£505.25



INVOICE

Invoice Number [REDACTED]

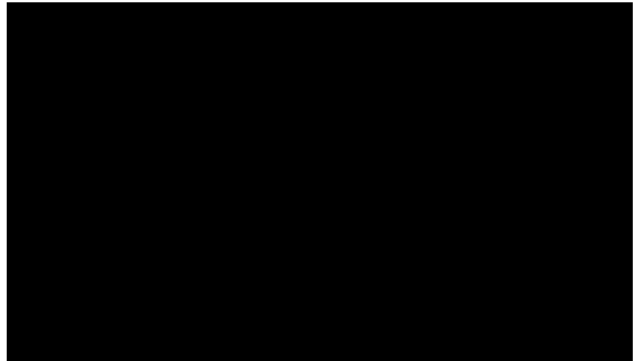
Adani Afriyie MP

Your Reference:
Customer Code: [REDACTED]

Invoice Date: 14-DEC-2007

Our Reference: [REDACTED]

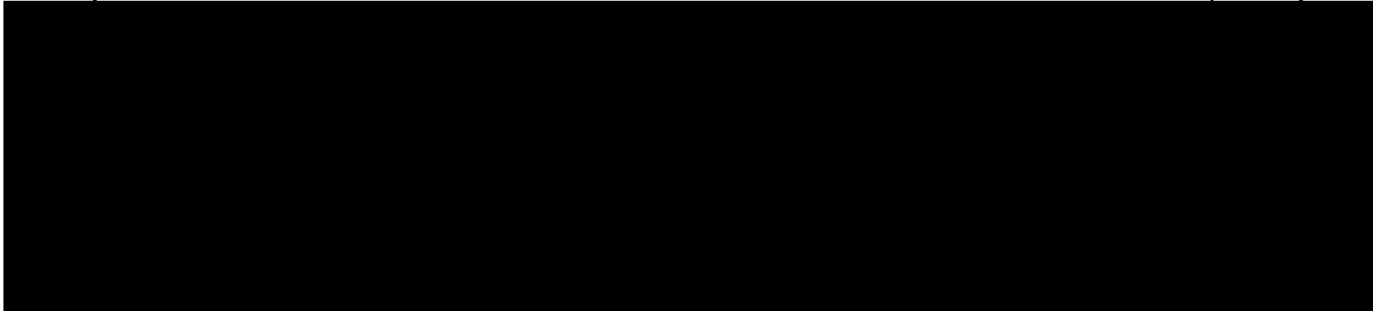
List of all at [REDACTED]



The Coming Year in Parliament 4-DEC-07

WESTMINSTER
EXPLAINED

Description	Quantity	Unit Price	Total
Event Booking - Delegate	2		
Please choose which workshop the delegate will attend in the afternoon session: Health, science and technology	2		
Please choose which workshop the delegate will attend in the morning session: Education and employment	2		
Please indicate how many places you are booking: TWO or THREE places	2	£480.00	£960.00
		Total:	£960.00
		VAT 17.5%	£168.00
		Grand Total:	£1,128.00





INVOICE

Invoice Number [REDACTED]

Adam Afriye MP

Your Reference:
Customer Code: [REDACTED]

Invoice Date: 31-DEC-2007

Our Ref: [REDACTED]

List of all attendees:

Delegate 1: [REDACTED]

Advanced Report Writing

WESTMINSTER
EXPLAINED

Description	Quantity	Unit Price	Total
Event Booking - Delegate	1		
<i>Discount: Multiple booking discount</i>			<i>-£50.00</i>
Please select your sector: Civil Service	1	£480.00	£480.00
		Total:	£430.00
		VAT 17.5%	£75.25
		Grand Total:	£505.25



Direct payment of suppliers

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Your details

Name in CAPITAL LETTERS

ADAM AFRIMIE

Constituency

WINDSOR

Office use only

Costs

Supp/Res ID

Claim details

Please ensure

- your claim totals more than £100 - this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

14 / 01 / 08

Allowance year

2007 / 2008

Incidental Expenses Provision claims

Office use only

Table with columns: Item, Suppliers, Amount. Row 1: KARLAN & BOX, £940 : 00 p. Rows 2-5 are blank.

Allow or A/c code, Supplier ID, Exp/ Cat 5

Total £940 : 00 p

Claim details *continued*

Staffing Allowance claims		Office use only		
Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6	£ : p			
Item 7	£ : p			
Item 8	£ : p			
Item 9	£ : p			
Total		£ : p		

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature



MP

Date

14 / 01 / 08

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

	Initials	Date		Initials	Date
Validation Claims received		/ /	Validation Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments

Karian and Box

INVOICE

FAO [REDACTED]
Adam Afriyie MP

DATE:
29th October 2007

INVOICE #
[REDACTED]

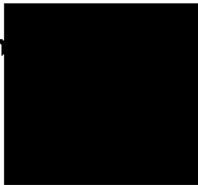
For:
Write Better Write Now Course

DESCRIPTION	AMOUNT
Write Better Write Now Course	
[REDACTED]	400.00
[REDACTED]	400.00
Subtotal	800.00
VAT @ 17.5%	140.00
TOTAL	£ 940.00

Payment terms: 30 days
VAT registration [REDACTED]



Incidental Expenses Provision/Staffing Allowance
Direct payment of suppliers



C2

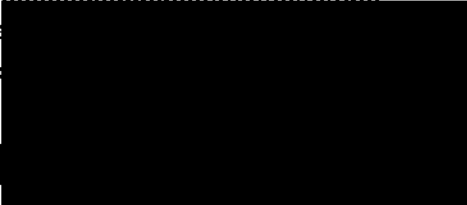
10 JUL 2007

When to use this form

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Your details

Name in CAPITAL LETTERS

ADAM VAFRIYIE

Constituency

WINDSOR

Office use only

Costs

Supp/Res ID



Claim details

Please ensure

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Date of claim

~~2007~~ 10/07/2007

Allowance year

2007/2008

Incidental Expenses Provision claims

Office use only

Suppliers

Amount

Allow or A/c code

Supplier ID

Exp/ Cat 5

Item 1

WINDSOR CONSERVATIVE ASSOCIATION £11310 : 00 p

Item 2

£ : p

Item 3

£ : p

Item 4

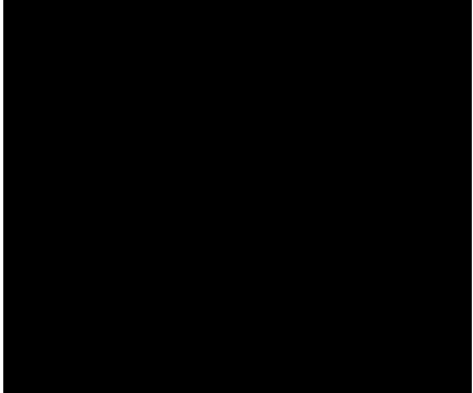
£ : p

Item 5

£ : p

Total

£11310:00 p



Claim details *continued*

Staffing Allowance claims			Office use only		
Suppliers	Amount		Allow or A/c code	Supplier ID	Expi/ Cat 5
Item 6	£ : p				
Item 7	£ : p				
Item 8	£ : p				
Item 9	£ : p				
Total		£ : p			

Authorisation and declaration

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Signature  MP

Date 04 / 07 / 2007

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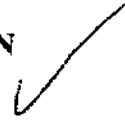
Office use only

Validation	Initials	Date	Validation	Initials	Date
Claims received		/ /	Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments

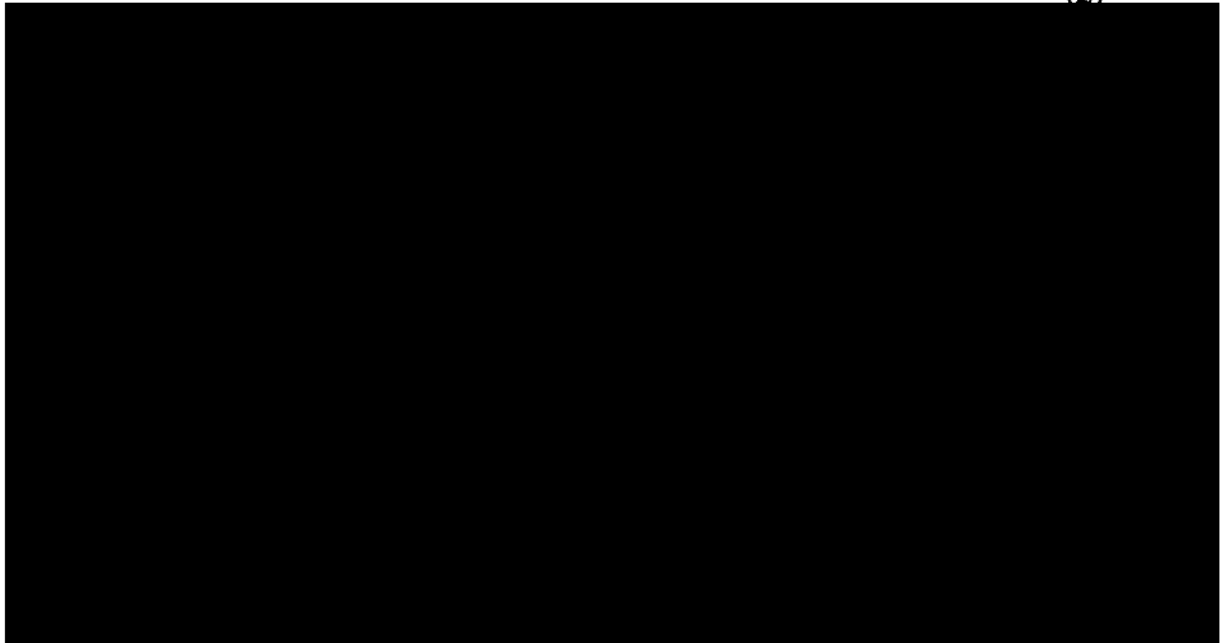
**CONTRACT BETWEEN THE MEMBER OF PARLIAMENT
ADAM AFRIYE AND
THE WINDSOR CONSERVATIVE ASSOCIATION**

1st April 2007 – 31st March 2008



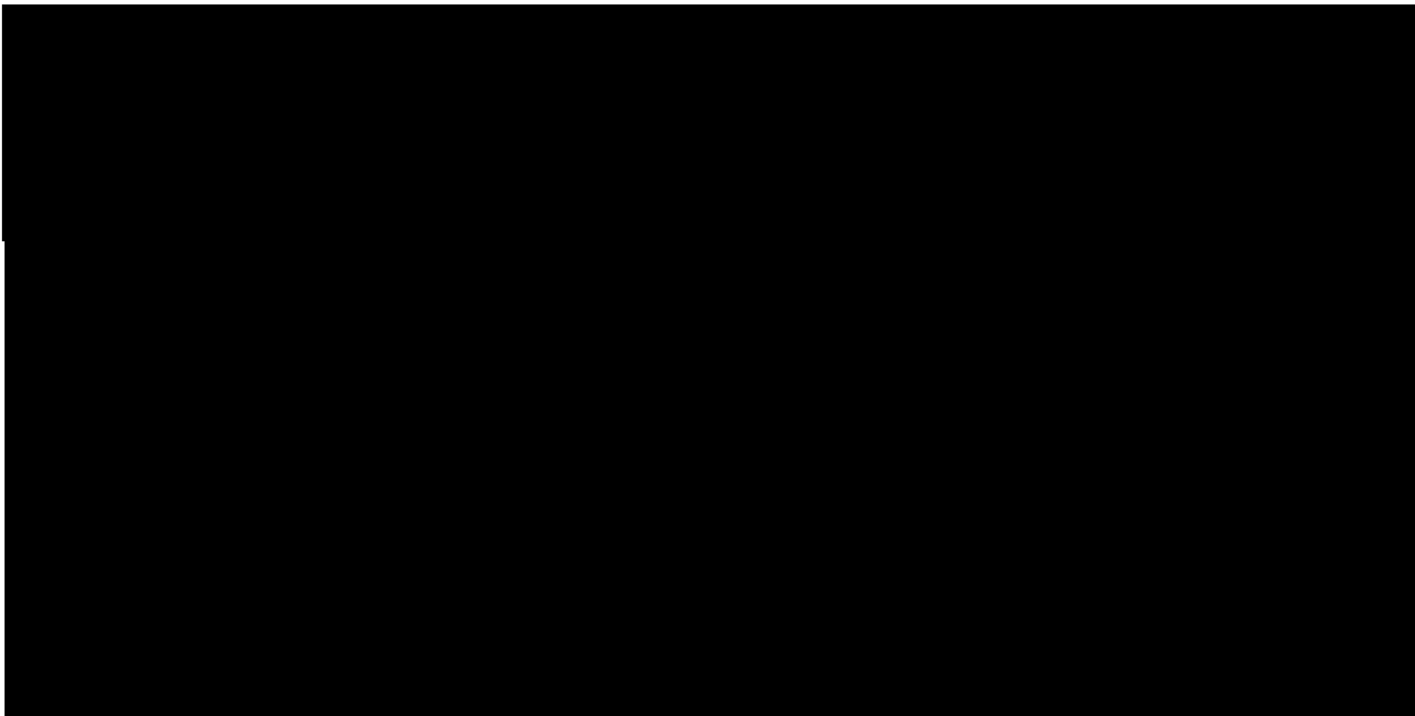
Windsor Office provides:-

Annual Cost
(£)



1st April 2007 – 31st March 2008:

£11310





07/08

G2

Direct payment of suppliers

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Your details

Name
in CAPITAL LETTERS

ADAM AFRAYE

Constituency

WINDSOR

Office use only

Costs

Supp/Res ID

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Date of claim

9/11/07/07

Allowance year

2007/2008

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	PRU	£2908 : 12 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£2908 : 12 p

Office use only

Allow or A/c code	Supplier ID	Exp/ Cat 5
[Redacted]		



Parliamentary Resources Unit

INVOICE

VAT Registration Number [REDACTED]

Service

For the provision of research services from the PRU, for the period 1 July 2007 to 31 March 2008.

Fee

Standard contract: £3,300.00 plus VAT, pro rata: £2,475.00 plus VAT

Total £2,908.12

Parliamentary Resources Unit
July 2007