



# Communications Allowance

## Member's reimbursement form

- 4 MAR 2008

When to use this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

For details of costs you can claim for please refer to booklet on Communications Allowance.  
 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

### Your details

Name in CAPITAL LETTERS

GISELA SMART

Constituency

Derbyshire EDWARDS

#### Office use only

Costs

Supp/Res ID

### Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above

Period of claim

from 01/02/08 to 29/02/08

Allowance year

08/08

Description of service or goods

Amount

Shops

£ 168 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 168 : 00 p

Office use only

Allow. / Exp. Type (cat5)

### Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

I

MP

Date

29/2/08



**Communications Allowance**  
**Member's reimbursement form**

05 FEB 2008

**When to use this form**

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

**About filling in this form**

For details of costs you can claim for please refer to booklet on Communications Allowance.  
 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

**Your details**

Name in CAPITAL LETTERS

GISEL STUART

Constituency

BIRMINGHAM EDGEMONTON



Office use only

Costs



Supp/Res ID



**Claim details**

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.



Period of claim

from 01/01/07 to 31/07/07

Allowance year

07/07

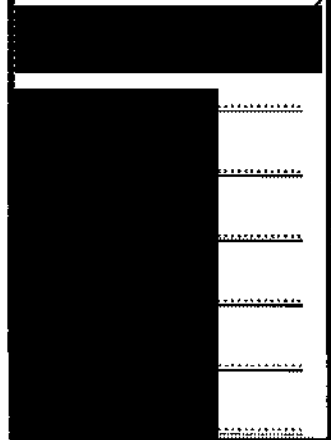
Description of service or goods

Amount

<u>Stamps</u>	£ <u>192.00</u> p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow. / Exp. Type (cat5)



Total

£ 192.00 p

**Authorisation and declaration**

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature



MP

Date

21/2/08



**Communications Allowance**  
**Member's reimbursement form**

**Comms1**  
page 1 of 2

**VALIDATION**  
08 JAN 2008  
**RECEIVED**

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**About filling in this form**

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

**Your details**

**Name**  
in CAPITAL LETTERS

GISELA STUART

**Constituency**

BIRMINGHAM EDGEBASTON

Office use only

Costs

Supp/Res ID

**Claim details**

You can only claim for

- costs you have actually paid.

Please ensure

- you attach all receipts or invoices for items of £250 and above.

Period of claim

from 1 / 12 / 07 to 31 / 12 / 07

Allowance year

07 / 07

Description of service or goods

Amount

<u>Shayal Postage</u>	£ <u>216 : 00</u> p
<u>Public Transport - supp duties</u>	£ <u>433 : 79</u> p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 649 : 79

649.79

**Authorisation and declaration**

- I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

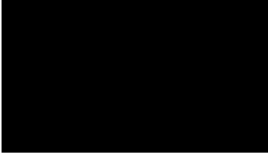
Date

31 01 / 08

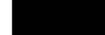
**Invoice**

Page. 1

Gisela Stuart MP



**Invoice No.**

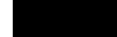


**Invoice/Tax Date**

14/11/2007

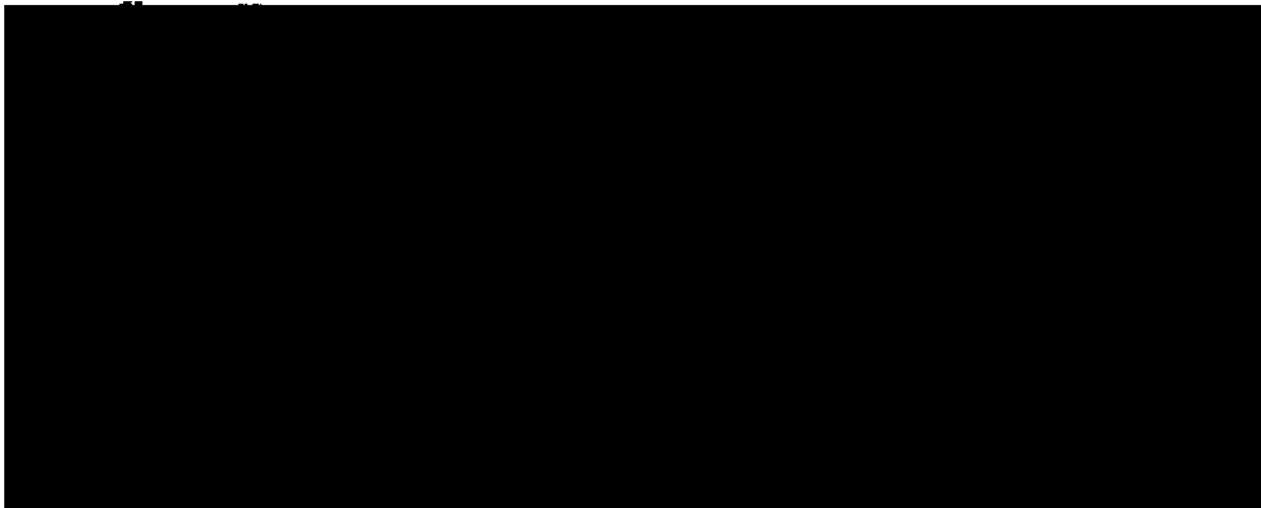
**Cust. Order No.**

**Account Ref.**



**Quantity Details**

	<b>Disc%</b>	<b>Disc Amount</b>	<b>Net</b>	<b>VAT Rate</b>	<b>VAT</b>
1.00 Leaflets - 2008 Surgery Details 2pp DL Colour 5K	0.00	0.00	405.00	0.00	0.00
1.00 Delivery Scale A	0.00	0.00	24.50	17.50	4.29



**Total Net Amount**

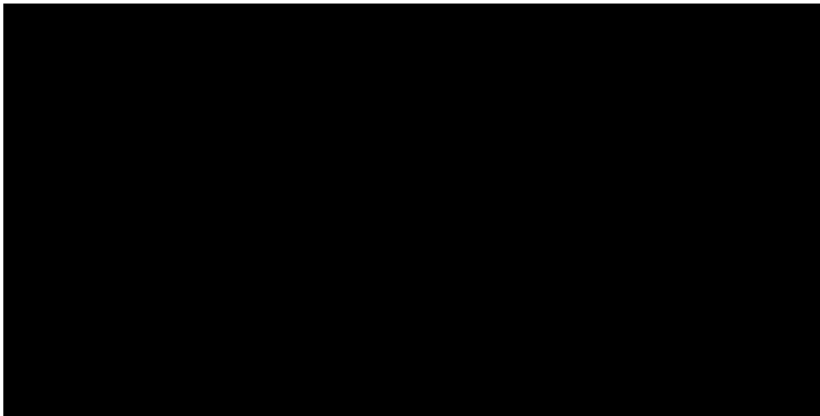
429.50

**Total VAT Amount**

4.29

**Invoice Total**

433.79





# Communications Allowance Member's reimbursement form

When to use  
this form

- Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in  
this form

- For details of costs you can claim for please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

### Your details

Name  
in CAPITAL LETTERS

GUSON STUART ✓

Constituency

Donington East

Office use or

Cost

### Claim details

You can only claim for

- costs you have actually paid.

Please ensure

- you attach all receipts or invoices for items of £250 and above.

Period of claim

from 01/11/07 to 30/11/07

Allowance year

Description of service or goods

Amount

Print costs

£ 76.38 p ✓

Print telephone

£ 76.38 p

Office use only

Allow. / Exp. Type (cat5)

### Authorisation and declaration

- I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

01/12/07



# Communications Allowance Direct payment of suppliers

12 NOV 2007

### 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 please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

Gisela Stuart

Constituency

Birmingham Edgbaston

Office use only

Costs

£

[Redacted]

## Claim details

You can only request  
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 01/10/07 to 31/10/07

Allowance year

07/08

Suppliers

Amount

1279.58

Marek Drogosz & Co.

£ ~~1089.00~~ p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type  
(Cat 5)

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

## 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

[Redacted Signature]

MP

Date

2/11/07

Invoice



morse design & print limited

Gisela Stuart MP

Deliver Address:

Gisela Stuart MP

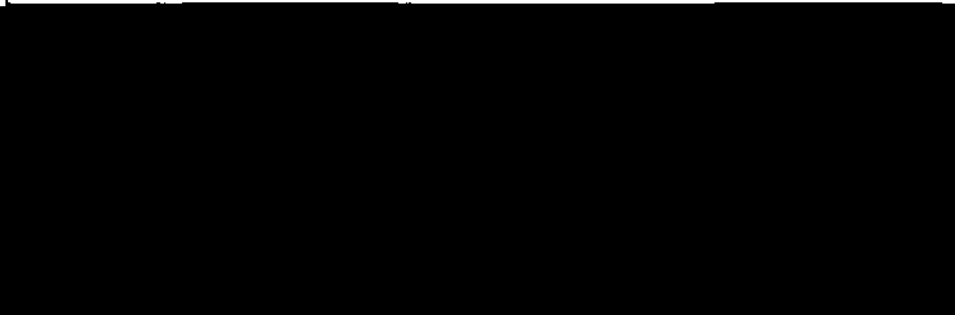
Invoice No: 00019036

Date: 4/10/07

Page: 1

16 NOV 2007

Description	Amount	Vat
Gisela Stuart Letterheads      Size A4      Qty 40000	£1,089.00	S



NET:	£1,089.00	S
VAT:	£190.58	
<b>Total Amount:</b>	<b>£1,279.58</b>	
Paid Today:	£0.00	
Balance Due:	<b>£1,279.58</b>	





Member's reimbursement form

When to use this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

For details of costs you can claim for please refer to booklet on Communications Allowance.  
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

Gueda Street

Constituency

Birmingham Edgbaston

Office use only

Costc

Supp/Res ID

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.

Period of claim

from 07/09/07 to 07/10/07

Allowance year

06/07

Description of service or goods

Amount

Stamps

£ 1680 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 1680 : 00 p

Office use only

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date



Royal Mail

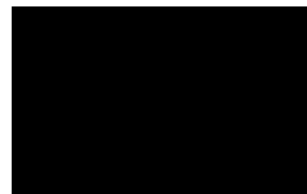
Despatch Note



Despatch to



Invoice to



Customer Code  
Your Reference



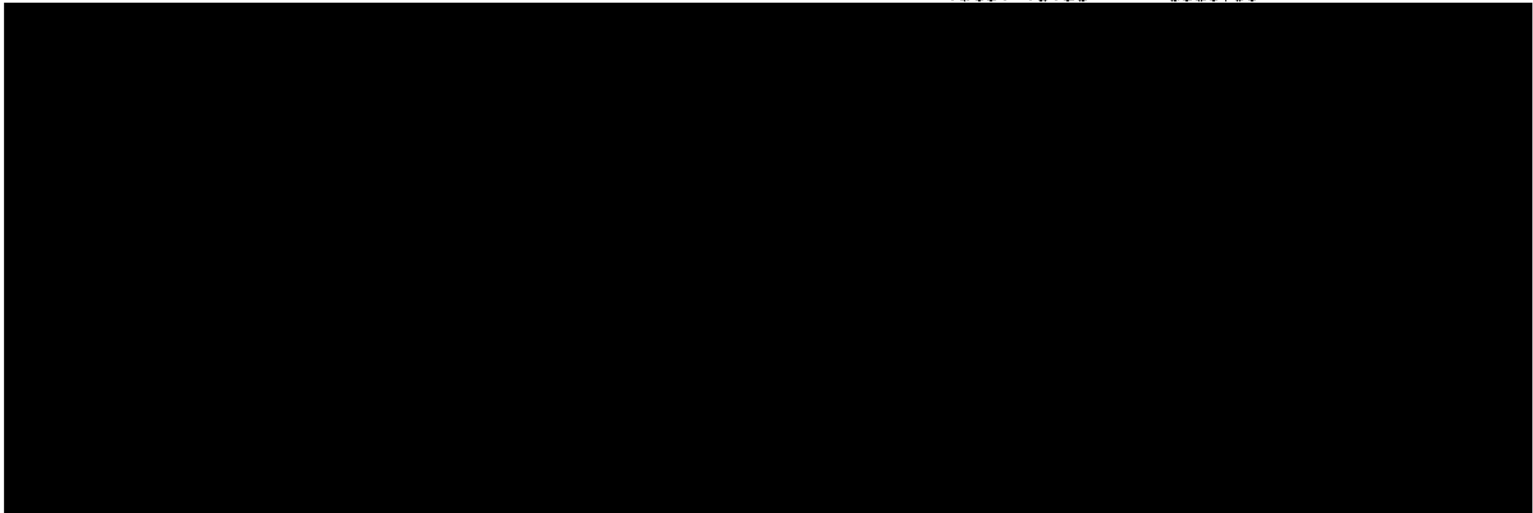
Despatch Number



Despatch Date 1/10/07

Stock code	Description	Quantity	Bin
SDN2	20 X 100 SELF ADHESIVE STAMPS	70	

Total Value 1680.00





Communications Allowance

Member's reimbursement form

[Redacted]

When to use this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

For details of costs you can claim for please refer to booklet on Communications Allowance. If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

Gisela Stuart

Constituency

Donnybrook, Edgbaston

Office use only

Cost: M \_\_\_\_\_ Supp/Res ID 71 \_\_\_\_\_

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 07 / 09 / 07 to 30 / 09 / 07 Allowance year 07 / 08

Description of service or goods

Amount

Stamps	£ 1680 : 00 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow. / Exp. Type (cat5)

[Redacted]	_____
[Redacted]	_____
[Redacted]	_____
[Redacted]	_____
[Redacted]	_____
[Redacted]	_____
[Redacted]	_____
[Redacted]	_____

Total

£ 1680 : 00 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

4/10/07 ✓



Despatch Note



Despatch Date 1/10/07

Customer Code  
Your Reference



Despatch Number



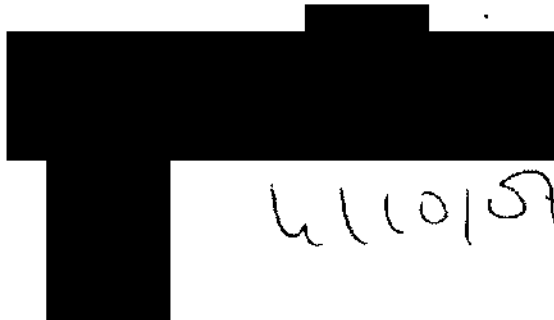
Quantity	Description	Unit Price	Total
SDN2	2C X 100 SELF ADHESIVE STAMPS	70	

Total Value

1680.00



Royal Mail is a trading name of Royal Mail Group plc. Registered in England.



6110157



Direct payment of suppliers

Comms1

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 please refer to booklet on Communications Allowance.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

GIBSON STUART

Constituency

BRISTOL SOUTH WEST

Office use only

Costs

1

Claim details

You can only request Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance
you attach all supplier invoices.

14 SEP 2007

14.9.07

Period of claim

from 07/09/07 to 30/09/07

Allowance year

07/07

Suppliers

Amount

Table with columns for Suppliers and Amount. Entry: Shop, £ 192.00 p

Office use only

Allow. / Supp ID / Exp.Type (Cat 5)

Table with columns for Allow., Supp ID, Exp.Type (Cat 5). Contains a large blacked-out area.

Authorisation and declaration

- I confirm that the payments requested are in respect of costs incurred wholly, in respect of my Parliamentary duties.

Signature

[Redacted signature area]

MP

Date

10/9/07



FINANCE & ADMINISTRATION HOUSE OF COMMONS

# Communications Allowance Direct payment of suppliers

11 SEP 2007

Comms2

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 please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name in CAPITAL LETTERS

GIBBY STUART ✓

Constituency

DUMFRIES AND GALLOWAY

Office use only

Costs

## Claim details

You can only request  
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 01/09/07 to 30/09/07

Allowance year

07/08

Suppliers

Amount

Bloomfield

£ 2975.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

## Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

10/9/07

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

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**Send your completed  
form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

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<b>Office use only</b>	
	Initials / Date
Validation completed	<input type="text"/>
<b>Comments</b>          	

# Bloomfield Limited

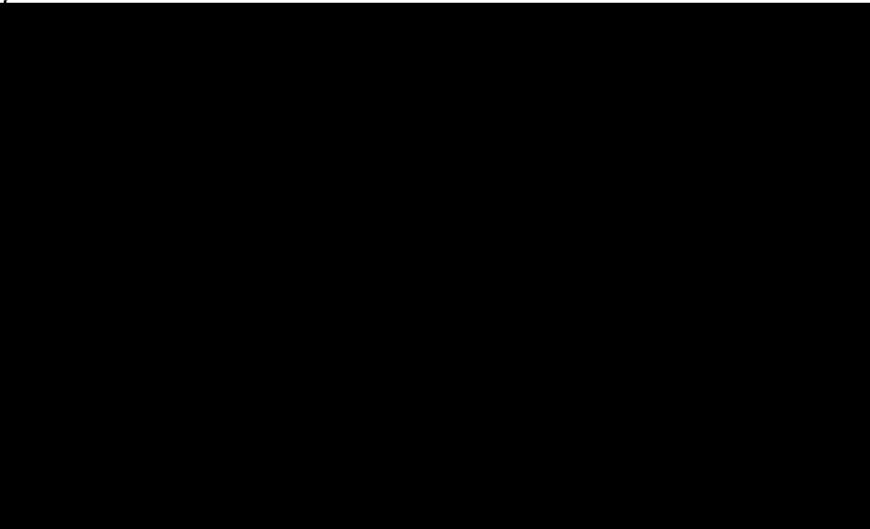


VAT No [REDACTED]

Gisela Stuart MP  
[REDACTED]

INVOICE NO.	[REDACTED] ✓
DATE/TAX POINT	31/08/2007 ✓
YOUR ORDER NO.	[REDACTED]
ACCOUNT NO.	[REDACTED]

DETAILS	NETT PRICE	VAT
40,000 A4 8pp Parlimentary Reports Newsletters	2,975.00	0.00
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]



Total Net Amount	2,975.00
Carriage Net	0.00
Total VAT Amount	0.00
Invoice Total	2,975.00

✓



Communications Allowance  
Member's reimbursement form

VALIDATION  
07 AUG 2007  
RECEIVED

Comms1  
page 1 of 2

When to use this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

For details of costs you can claim for please refer to booklet on Communications Allowance.  
 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

GUSLA STUART

Constituency

BIRMINGHAM EDGEMOND

Office use only  
Cost: [redacted] Supp/Res ID: [redacted]

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.

13 AUG 2007

Period of claim

from 02/07/07 to 31/07/07

Allowance year

07/08

Description of service or goods

Amount

Stamp

£ 192 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 192 : 00 p

Office use only

Allow. / Exp. Type (cont'd)

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[redacted signature]

MP

Date

4/8/07



# Direct payment of suppliers

11 JUL 2007

COMMS 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

CUSHEL STUART

Constituency

102 MILLWATER RD EDG BARTON

**Office use only**

Cost:



Supp/Res ID

7 1

## 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

10 / 07 / 07

Allowance year

07 / 08

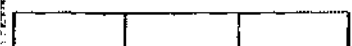
### Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	Mace	£ 1298 : 38 p
Item 2	Mace	£ 392 : 45 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total **£ 1298 : 38 p**  
1690 83

**Office use only**

Allow or Supplier Exp/



Claim details *continued*

**Staffing Allowance claims**

	Suppliers	Amount
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
<b>Total</b>		£ : p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5

**Authorisation and declaration**

I confirm that the payments requested are in respect of costs incurred wholly, or in part, in the performance of my Parliamentary duties.

Signature \_\_\_\_\_ MP

Date 10 / 07 / 07

**Data protection**

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Under the Data Protection Act 1996, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1996, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

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

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

*Please use margin for comments*

# Invoice



morse design & print limited

Gisela Stuart MP

**Deliver Address:**

Gisela Stuart MP

Invoice No: [REDACTED]

Date: 2/7/07

Order No: [REDACTED]

Page: 1

Description	Amount	Vat
Letterheads    Size A4    Qty 50,000 (Material Supplied)	£1,105.00	S
[REDACTED]		
[REDACTED]		
NET:	£1,105.00	S
VAT:	£193.38	
Total Amount:	£1,298.38	
Paid Today:	£0.00	
Balance Due:	£1,298.38	



Invoice



morse design & print limited

Gisela Stuart MP

**Deliver Address:**

Gisela Stuart MP

Invoice No: [REDACTED]

Date: 22/6/07

Order No:

Page: 1

Description	Amount	Vat
Letterheads - Overprint      Size A4      Qty 5000	£334.00	S
[REDACTED]		

[REDACTED]

NET:	£334.00	S
VAT:	£58.45	
<b>Total Amount:</b>	<b>£392.45</b>	
Paid Today:	£0.00	
<b>Balance Due:</b>	<b>£392.45</b>	



[REDACTED]



Communications Allowance

Member's reimbursement form

05 JUL 2007

When to use this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

For details of costs you can claim for please refer to booklet on Communications Allowance. If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

GISELA STUART

Constituency

BIRMINGHAM EDGBASTON

Office use only

Costc

Supp/Res ID

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.

Period of claim

from 01/05/07 to 30/06/07

Allowance year

07/07

Checked with MP - both to be used solely for mass communication. EC.

Description of service or goods

Amount

Prints and cartridges £ 375 : 60 p

Stamps £ 240 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow / Exp Type (ca5)

514

514

514

514

514

Total

£ 615 : 60 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

30/6/07



Invoice No  
[Redacted]

Invoice Date  
26/06/07

Our Ref  
[Redacted]

Your Ref  
[Redacted]

Order Date  
25/06/07

Delivery Date  
26/06/07

Account No  
[Redacted]

Product Code	Description	Unit Cost	Qty	VAT%	Price GB
DI 0033S0515	Lexmark E352dn	226.17	1	17.50	226.17
DI 0E352H11E	Lexmark E35X 9K RP Toner Cartridge	89.50	1	17.50	89.50
A4DEL	A4 Printer Delivery	3.99	1	17.50	3.99
Total Excl VAT GB					319.66
VAT Total GB					55.94
VAT TOTAL GB					375.60

