



Member's reimbursement form

09 APR 2008

When to use this form

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

BUDGETS

About filling in this form

- For details of costs you can claim for, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM VEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 1 to 31 10 31 08

Allowance year

07 10 08 ✓ + 07 09

Office use only  
Allow for Exp/ A/c code Cat 5 ✓

Item	Description of service or goods	Amount
Item 1	✓ x PETTY CASH (JAN - MAR) (x3)	✓ £ 750 : 00 p
Item 2	✓ MOBILE PHONE (-11-)	✓ £ 92 : 94 p
Item 3	✓ V.I.S.P	✓ £ 19 : 99 p
Item 4	✓ DATA PROTECTION	✓ £ 35 : 00 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 897 : 93 p

continued on page 2

**Authorisation and declaration**

wholly, exclusively and necessarily

Signature  
Date

[Redacted Signature]

MP

4/4/08

**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 Inland Revenue. 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).

Send your completed form to

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

Office use only			Input subtotals per Cat 5	
Validation	Initials	Date		£
Claims received		/ /	[Redacted]	
Signature check		/ /	[Redacted]	
Funds check		/ /	[Redacted]	
Allowable expenditure		/ /	[Redacted]	
Member Res ID & Cost		/ /	[Redacted]	
Ext type/Cat 5 & subtotals added to form		/ /	[Redacted]	
Receipts/ documentation present		/ /	[Redacted]	
Processing				
Input		/ /		
			Comments	

JIM DOWD - MP

133

21 February 2008

**Data Controller Name:** JIM DOWD MP

**Registration Number:** [REDACTED]

**For the attention of:** JIM DOWD - MP

08/09

**Data Protection Act 1998 - Reminder to Renew (Direct Debit)**

Your register entry [REDACTED] has an expiry date of **03 April 2008** .

**To renew your register entry**

Our records show that you have a current direct debit instruction. You do not need to take any further action. We will collect the renewal fee of £ 35.00 (VAT nil) **on or immediately after 03 April 2008**. You will receive confirmation of renewal in due course.



**madafish**  
The Friendly ISP

- Summary
- Internet
- Talk
- My details
- Invoices
- My Referrals
- Webmail
- Help

Sign out

My Account > Invoices > Invoice summary

### Invoice summary

Invoice number: [REDACTED]  
Invoice Date: **23-03-2008**  
Total: **£19.99**

	Cost (£)	[REDACTED]
[REDACTED]	17.01	[REDACTED]
Sub Total	£17.01	[REDACTED]
VAT	£2.98	[REDACTED]
<b>Total</b>	<b>£19.99</b>	[REDACTED]

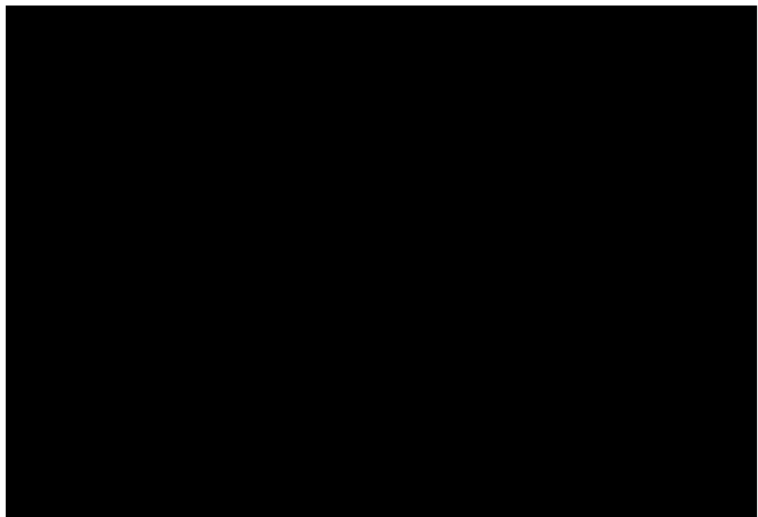


Your Vodafone bill.

Invoice date	Mobile No.	Account No.	Invoice No.

S DOWD		
Your Price Plan: [REDACTED]		
Description	Date	Amount
Service charges		
[REDACTED]	01 Mar to 31 Mar	£25.53
Itemised usage charges	up to 29 Feb	
Calls		£0.00
Messaging, Mobile Browsing + Data		£0.43
<b>Total for [REDACTED] before VAT</b>		<b>£25.96</b>
VAT at 17.5% on £25.96		£4.54
<b>Total by Direct Debit on or after 09 Apr</b>		<b>£30.50</b>

Copyright © 2006 Vodafone Group



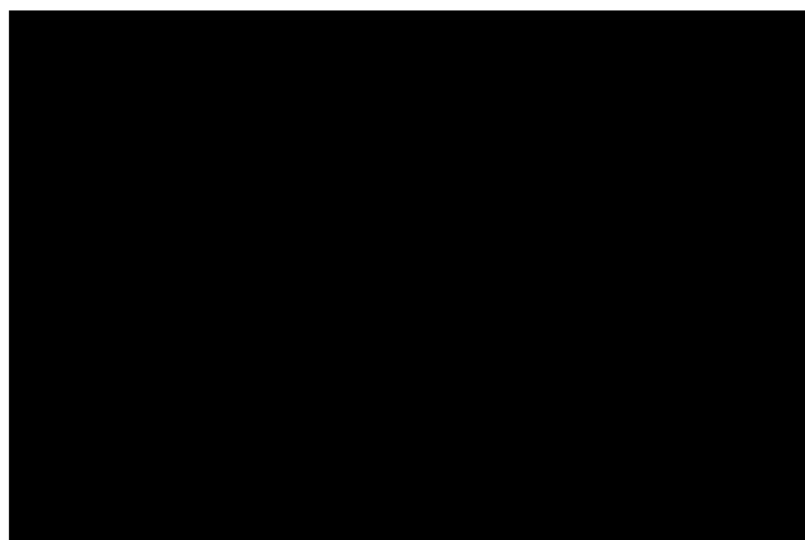


Your Vodafone bill.

Invoice date	Mobile No.	Account No.	Invoice No.

DOWD		
Your Price Plan:		
Description	Date	Amount
Service charges		
	01 Feb to 29 Feb	£25.53
Itemised usage charges	up to 28 Jan	
Calls		£0.00
<b>Total for</b>	<b>before VAT</b>	<b>£25.53</b>
VAT at 17.5% on £25.53		£4.47
<b>Total by Direct Debit on or after 11 Mar</b>		<b>£29.99</b>

Copyright © 2008 Vodafone Group



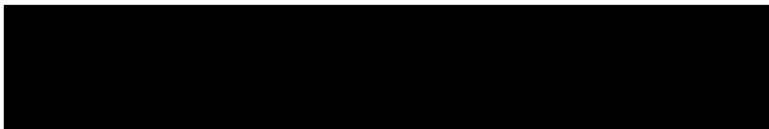


Your Vodafone bill.

Invoice date	Mobile No.	Account No.	Invoice No.

Your Price Plan		
Description	Date	Amount
Service charges		
	01 Jan to 31 Jan	£25.53
Itemised usage charges	up to 22 Dec	
Calls		£0.00
Messaging, Mobile Browsing + Data		£2.09
<b>Total for</b>	<b>before VAT</b>	<b>£27.62</b>
VAT at 17.5% on £27.62		£4.83
<b>Total by Direct Debit on or after 08 Feb</b>		<b>£32.45</b>

Copyright © 2008 Vodafone Group





Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

C2

MEMBER

09 APR 08

Page 1 of 2

BUDGET

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

JIM DOWD

Constituency

LEWISHAM WEST

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

31 10 08

Allowance year

07 08

Incidental Expenses Provision claims

x1

Table with columns: Suppliers, Amount. Row 1: DELL, £608:65 p. Rows 2-5 are empty.

Office use only

Table with columns: Allow or A/c code, Supplier ID, Exp/Cat 5. Multiple empty rows.

Total

£608:65 p



**Claim details continued**

**Staffing Allowance claims**

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

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 partly, in respect of Parliamentary duties.

Signature

\_\_\_\_\_ MP

Date

31/03/08

**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 Inland Revenue. 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).

**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	Initials	Date	
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
<b>Processing</b>			
Input	_____	____/____/____	

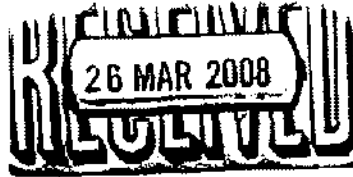
Please use margin for comments



Invoice

Invoice to:

Jim Dowd MP



Deliver To:

Jim Dowd MP

Your Ref/PO No.  
MyFinancials PIN  
Despatch Note No.  
Despatch Date  
Payment Terms  
Invoice Date

10/03/2008

Booking Reference:  
Account Manager  
Account Manager Tel  
Account Manager Fax  
Account Manager Email

[Redacted]

Item No.	Description	Quantity	Unit Price	Net	VAT
593-10051	Dell - 5100cn - Cyan - Standard Capacity Toner	1	99.00	99.00	S
593-10052	Dell - 5100cn - Magenta - Standard Capacity Toner	2	99.00	198.00	S
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00	S
593-10053	Dell - 5100cn - Yellow - Standard Capacity Toner	2	99.00	198.00	S
593-10054	Dell - 5100cn - Black - Standard Capacity Toner		23.00	23.00	S

VAT Summary

VAT Type	VAT Rate %	GBP Total Net £	GBP VAT £
S	17.5	518.00	90.65

Subtotal	518.00
Freight	0.00
VAT £	90.65
<b>Total</b>	<b>608.65</b>

Tag Nos.

[Redacted]





Incidental Expenses Provision

Member's reimbursement form

C1

10 JAN 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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 / 1 to 31 / 12 / 07

Allowance year

07 / 08

Office use only

Allow or Exp/  
A/c code Cat 5

	Description of service or goods	Amount
Item 1	PETTY CASH (DEC)	£ 250 : 00 p
Item 2	MOBILE PHONE (---)	£ 33 : 08 p
Item 3	ISP SERVICE	£ 19 : 99 p
Item 4	SOFTWARE (£ <sup>USD</sup> 117.14)	£ * 60 : 92 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 363 : 99 p

continued on page 2

**Authorisation and declaration**

I claim reimbursement for the above expenditure incurred wholly, exclusively and necessarily in the performance of my duties as a Member of Parliament

Signature



MP

Date

7/1/08

**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 Inland Revenue. 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).

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**

**Input subtotals per Cat 5**

Claims received  / /

Signature check  / /

Funds check  / /

Allowable expenditure  / /

Member Res ID & Costs  / /

Ext type/Cat 5 & subtotals added to form  / /

Receipts/ documentation present  / /

**Processing**

Input  / /

£ 363.99  
£  
£  
£  
£  
£  
£  
£ 363.99

**Comments**



Your Vodafone bill

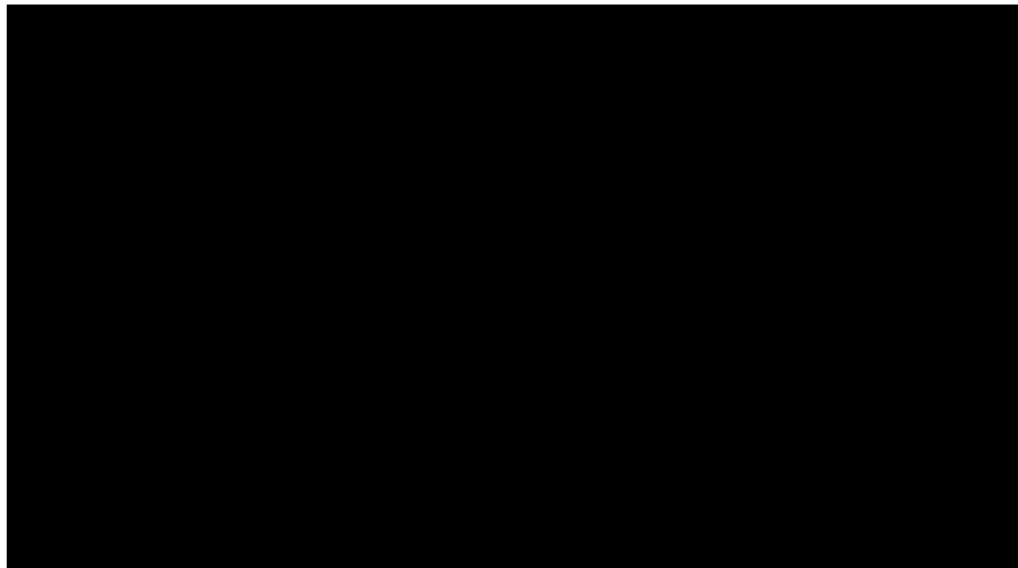
Invoice date	Mobile No.	Account No.	Invoice No.

DOWD		
Your Price Plan:		
Description	Date	Amount
Service charges		
	01 Dec to 31 Dec	£25.53
Itemised usage charges	up to 30 Nov	
Calls		£0.00
Messaging, Mobile Browsing + Data		£2.63
		<b>£28.16</b>
VAT at 17.5% on £28.16		£4.93
<b>Total by Direct Debit on or after 09 Jan</b>		<b>£33.08</b>

Copyright © 2007 Vodafone Group

*From: Jim Dowd M.P.*

*8/1/08*





**madasafish**  
The Friendly ISP

[Summary](#)

[Internet](#)

[Talk](#)

[My details](#)

[Invoices](#)

[My Referrals](#)

[Webmail](#)

[Help](#)

[Sign out](#)

[My Account](#) > [Invoices](#) > [Invoice summary](#)

## Invoice summary

Invoice number:

Invoice Date:

Total:

[Email Invoice](#)

### Internet

Care4free Justmail

VAT

**Total**

### Cost (£)

17.01

2.98

**£19.99**

### Hint

Should you wish to update your method of payment, this can be done through the My Details section.

[Redacted]

**From:** [Redacted]  
**To:** [Redacted]  
**Sent:** 24 December 2007 00:10  
**Subject:** [Redacted]

[Redacted]

You or a person in your household just made a purchase from ClickBank, the internet's largest seller of ebooks,

[Redacted]

The total charge was \$59.85 plus \$10.47 tax. ClickBank's VAT number is

[Redacted]

[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Sent:** 24 December 2007 00:29  
**Subject:** [REDACTED]

[REDACTED]

**CLICKBANK PURCHASE RECEIPT** [REDACTED]

You or a person in your household just made a purchase from ClickBank, the internet's largest seller of ebooks.

The total charge was \$39.85 plus \$6.97 tax.





Incidental Expenses Provision

Member's reimbursement form

VALIDATION C1 13 DEC 2007 Page 1 of 2 RECEIVED

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, see Green Book section 5.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
you provide journey details of all taxi journeys
you attach all receipts or invoices for items of £250 and above
any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
office and surgery accommodation, equipment and supplies, communication and travel.

Period of claim

from 1 1 to 11 12 07

Allowance year

07 08

Table with 2 columns: Description of service or goods, Amount. Rows include ISP, MOBILE PHONE, PETTY CASH, and Total.

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

Total

£ 402 : 66 p

continued on page 2

**Authorisation and declaration**

I claim that the information provided is true and correct and is provided wholly, exclusively and necessarily in the interests of the House of Commons.

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

Date: 11/12/07

**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 Inland Revenue. 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).

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		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5	
£	402.66
£	
£	
£	
£	
£	
£	402.66

Comments



## Your Vodafone bill

Invoice date	Mobile No.	Account No.	Invoice No.

DOWD		
Your Price Plan		
Description	Date	Amount
Service charges		
	01 Nov to 30 Nov	£25.53
Itemised usage charges up to 31 Oct		
Calls		£44.44
<i>Calls (VAT at 17.5%)</i>		<i>£11.77</i>
<i>Calls (VAT at 0%)</i>		<i>£32.67</i>
Messaging, Mobile Browsing + Data		£51.82
<i>Messaging, Mobile Browsing + Data (VAT at 17.5%)</i>		<i>£46.53</i>
<i>Messaging, Mobile Browsing + Data (VAT at 0%)</i>		<i>£5.29</i>
<b>Discounts and Credits</b>		
Credit Credit for Data Roaming		CR
Calls		£3.22
		<b>£118.57</b>
VAT on this bill - see VAT Charges		£14.11
<b>Total by Direct Debit on or after 10 Dec</b>		<b>£132.67</b>



**madasafish**  
The Friendly ISP

Page

2 of 2

Account number

Invoice number

Invoice date

## Type of charge

### Internet Services

Care4free Justmail	Oct 5 2007 to Oct 4 2008	£17.01
<b>Subtotal</b>		<b>£17.01</b>

<b>Subtotal excluding VAT</b>	<b>£17.01</b>
VAT @ 17.50%	£2.98
<b>Total Amount Due</b>	<b>£19.99</b>



Member's reimbursement form

09 NOV 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, see Green Book section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

16 NOV 2007

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 1

to 8 11 07

Allowance year

07 08

	Description of service or goods	Amount
Item 1	PETTY CASH (SEPT & OCT)	£ 500 : 00 p
Item 2	MOBILE PHONE (-"-)	£ 68 : 06 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

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

Total

£ 568 : 06 p

**Authorisation and declaration**

I claim responsibility for the information provided here, wholly, exclusively and necessarily in the performance of my duties.

Signature

[Redacted Signature]

MP

Date

8/11/07

**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 Inland Revenue. 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).

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  /  /

Member Res ID & Costc  /  /

Ext type/Cat 5 & subtotals added to form  /  /

Receipts/documentation present  /  /

**Processing**

Input  /  /

**Input subtotals per Cat 5**

£ 568.06

£

£

£

£

£

£

£

£ 568.06

**Comments**

[Empty comment box]



Your Vodafone bill.

Invoice date	Mobile No.	Account No.	Invoice No.
<b>DOWD</b>			
<b>Description</b>			<b>Amount</b>
Service charges and credits			
Credit	28 Aug to 31 Aug	CR	£3.29
	28 Aug to 30 Sep		£28.82
Itemised usage charges up to 30 Aug			
Calls			£0.00
Messaging, Mobile Browsing + Data			£0.51
<b>Discounts and Credits</b>			
Credit Credit for Data calls in USA			CR £0.59
			<b>£25.45</b>
VAT at 17.5% on £25.45			£4.45
<b>Total by Direct Debit on or after 09 Oct</b>			<b>£29.90</b>

Copyright © 2007 Vodafone Group



Your Vodafone bill

Invoice date	Mobile No.	Account No.	Invoice No.
[REDACTED]			

[REDACTED] DOWD		
Description	Date	Amount
Service charges		
[REDACTED]	01 Oct to 31 Oct	£25.53
Itemised usage charges	up to 30 Sep	
Calls		£7.79
<i>Calls (VAT at 17.5%)</i>		£0.04
<i>Calls (VAT at 0%)</i>		£7.75
Messaging, Mobile Browsing + Data		£0.35
<i>Messaging, Mobile Browsing + Data (VAT at 17.5%)</i>		£0.14
<i>Messaging, Mobile Browsing + Data (VAT at 0%)</i>		£0.21
[REDACTED] before VAT		£33.67
VAT on this bill - see VAT Charges		£4.50
<b>Total by Direct Debit on or after 09 Nov</b>		<b>£38.16</b>

Copyright © 2007 Vodafone Group







Direct payment of suppliers

09 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, 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

NIM DOWD

Constituency

LEWISHAM WEST

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

8 11 07

Allowance year

07, 08

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	UNIPRINT LTD	£ 122 : 20 P
Item 2	DELL LTD	£ 428 : 88 P
Item 3	MR K R MORTON (ACCOUNTANCY FEES)	£ 275 : 00 P
Item 4		£ : P
Item 5		£ : P

Office use only

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

Total £826 : 08 P

**Claim details continued**


**Staffing Allowance claims**

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

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, exclusively and necessarily in the performance of my Parliamentary duties.

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

Date 8 1 11 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 Inland Revenue. 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).

**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	_____	____/____/____	
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/documentation present	_____	____/____/____	
Processing Input	_____	____/____/____	

Please use margin for comments

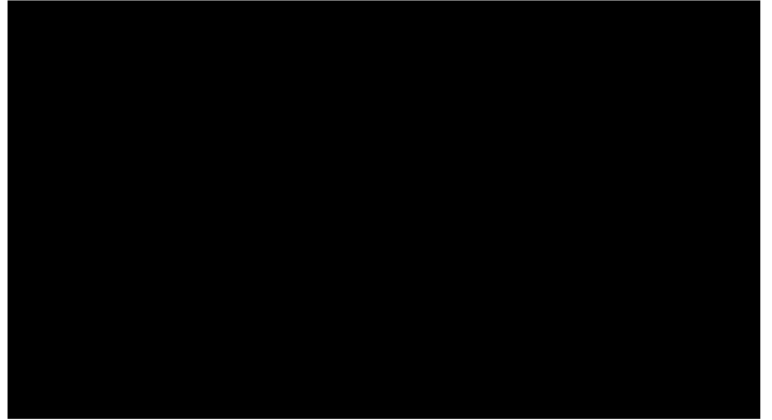
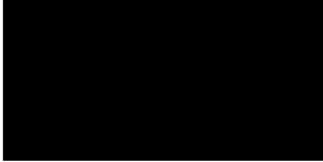
# Uniprint Ltd

**RECEIVED**  
27 SEP 2007  
**RECEIVED**

## Invoice



J. Dowd MP



Description	Nett	VAT
5000 A4 letterheads overprinted on stock supplied PMS355	104.00	18.20



**SETTLEMENT TERMS**  
**30 DAYS FROM DATE OF INVOICE**

Total Net Amount	104.00
Total VAT Amount	18.20
Carriage	0.00
Invoice Total	122.20



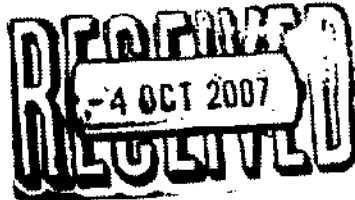
Invoice

Invoice to:

Deliver To:

Jim Dowd, MP

Jim Dowd, MP



Your Ref/PO No.  
MyFinancials PIN  
Despatch Note No.  
Despatch Date  
Payment Terms  
Invoice Date

25/09/2007

Booking Reference:  
Account Manager  
Account Manager Tel  
Account Manager Fax  
Account Manager Email

Item No.	Description	Quantity	Unit Price	Net
593-10051	Standard Capacity Cyan Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1	99.00	99.00
593-10052	Standard Capacity Magenta Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1	99.00	99.00
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00
593-10053	Standard Capacity Yellow Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1	99.00	99.00
593-10054	Standard Capacity Black Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1	23.00	23.00
593-10082	High Capacity Black Toner Cartridge for Dell Multifunction Laser Printer 1600n - Kit	1	45.00	45.00

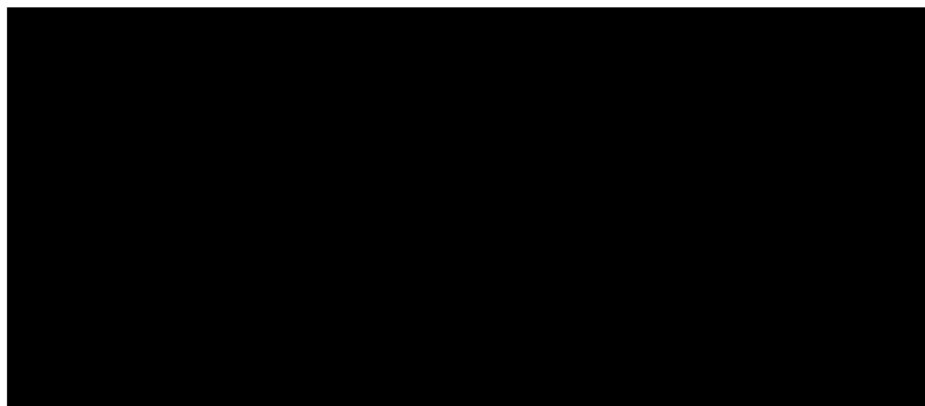
VAT Summary

VAT Rate	GBP	GBP
%	Total Net £	VAT £
17.5	365.00	63.88

	GBP
Subtotal	£335.00
Freight	0.00
VAT £	63.88
<b>Total</b>	<b>428.88</b>

**Work on completing Tax Return for the year ended 5th April 2007**

01-Sep-07	Preparation Work	2hrs	£60
08-Sep-07	Calculation and drafting return	3hrs	£90
15-Sep-07	Calculation and drafting return	1hr	£30
18-Sep-07	Meeting at Sunderland Road	2hrs	£60
22-Sep-07	Completion and submission	1hr	£30
	Travel Expenses		£5
	<b>TOTAL</b>		<u>£275</u>





Incidental Expenses Provision

Member's reimbursement form

VALIDATION

C1

18 SEP 2007

Page 1 of 2

RECEIVED

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work communication and travel.

Period of claim

from 1 July

to 30 108 107 ✓

Allowance year

07 108

	Description of service or goods	Amount
Item 1	PETTY CASH (JULY & AUGUST)	£ 500 : 00 p
Item 2	MOBILE PHONE (---)	£ 70 : 33 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Office use only

Allow or Exp/  
A/c code Cat 5

Total

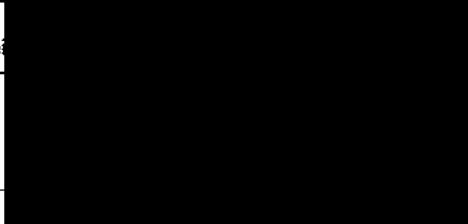
£ 570 : 33 p

continued on page 2

**Authorisation and declaration**

I claim responsibility for the information provided wholly, exclusively and necessarily in the performance of my duties.

Signature



MP

Date

✓ 30/8/07

**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 Inland Revenue. 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).

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		/ /
Member Res ID & Costs		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
<b>Processing</b>		
Input		/ /

BM

**Input subtotals per Cat 5**

£ 570.33
£
£
£
£
£
£
£
£ 570.33

**Comments**

Empty box for comments.



Your Vodafone bill:

Invoice date	Mobile No.	Account No.	Invoice No.

DOWD		
Your Price Plan:		
Description	Date	Amount
Service charges		
	01 Jul to 31 Jul	£25.53
Itemised usage charges	up to 29 Jun	
Calls		£0.00
Messaging, Mobile Browsing + Data		£7.63
<b>Discounts and Credits</b>		
Credit VAT Charge Error Credit		CR £1.09
	<b>before VAT</b>	<b>£32.07</b>
VAT on this bill - see VAT Charges		£5.80
<b>Total by Direct Debit on or after 09 Aug</b>		<b>£37.87</b>

Copyright © 2007 Vodafone Group





Your Vodafone bill.

Invoice date	Mobile No.	Account No.	Invoice No.
--------------	------------	-------------	-------------

DOWD		
Your Price Plan:		
Description	Date	Amount
Service charges		
	01 Aug to 31 Aug	£25.53
Itemised usage charges	up to 31 Jul	
Calls		£0.00
Messaging, Mobile Browsing + Data		£2.10
	<b>before VAT</b>	<b>£27.63</b>
VAT at 17.5% on £27.63		£4.84
<b>Total by Direct Debit on or after 11 Sep</b>		<b>£32.46</b>

Copyright © 2007 Vodafone Group

From: Jim Dowd M.P.

17/7/07



Member's reimbursement form

18 JUN 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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 1 to 17 17 07

Allowance year

1

Office use only

Allow or Exp/  
A/c code Cat 5

Item 1

PETTY CASH (JUNE)

£ 250: 00 p

Item 2

MOBILE PHONE (---)

£ 132: 25 p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 382 : 25 p

continued on page 2

**Authorisation and declaration**

I claim reimbursement of those costs which I incurred wholly, exclusively and necessarily in the

Signature

[Redacted Signature]

MP

Date

17 / 7 / 07

**Data protection**

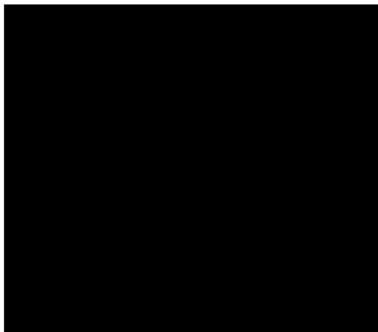
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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).

Send your completed form to

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



Office use only		
<b>Validation</b>	<b>Initials</b>	<b>Date</b>
Claims received	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Signature check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Funds check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Allowable expenditure	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Member Res ID & Costc	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Ext type/Cat 5 & subtotals added to form	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Receipts/ documentation present	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Processing</b>		
Input	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Input subtotals per Cat 5	
[Redacted]	£ 382.25
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£ 382.25

**Comments**

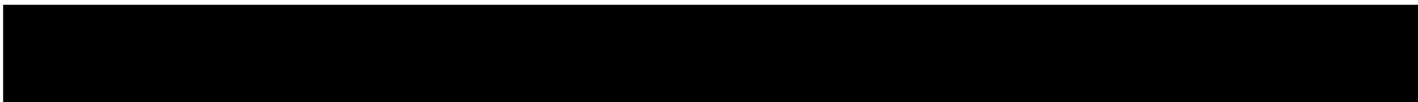


Your Vodafone bill.

Invoice date	Mobile No.	Account No.	Invoice No.

DOWD		
Your Price Plan: [REDACTED]		
Description	Date	Amount
Service charges		
[REDACTED]	01 Jun to 30 Jun	£25.53
Itemised usage charges	up to 30 May	
Calls		£91.68
<i>Calls (VAT at 0%)</i>		£91.68
Messaging, Mobile Browsing + Data		£10.35
<i>Messaging, Mobile Browsing + Data (VAT at 17.5%)</i>		£1.28
<i>Messaging, Mobile Browsing + Data (VAT at 0%)</i>		£9.07
[REDACTED]		<b>£127.56</b>
VAT on this bill - see VAT Charges		£4.69
<b>Total by Direct Debit on or after 10 Jul</b>		<b>£132.25</b>

Copyright © 2007 Vodafone Group





Direct payment of suppliers

2002 NAT 8 0

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

JIM DOWD

Constituency

LENISHAM WEST

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

7 16 07

Allowance year

07/08

Incidental Expenses Provision claims

	Suppliers	Amount
n 1	LENISHAM WEST CLP	£ 16500 00 P
n 2	VIKING	£ 241 98 P
n 3	DELL	£ 105 75 P
n 4		£ : P
n 5		£ : P

Office use only

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

Total £16846 73 P

**Claim details continued**

**Staffing Allowance claims**

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

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, exclusively and necessarily in the performance of my Parliamentary duties.

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

Date 7/6/07

**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 Inland Revenue. 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).

**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		/ /	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

RECEIVED  
24 MAY 2007  
RECEIVED

Invoice To:



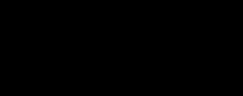
Jim Dowd



Deliver To:

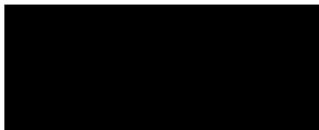


Your Ref/PO No.  
Despatch Note No.  
Despatch Date  
Payment Terms  
Invoice Date



16/05/2007

Booking Reference:  
Account Manager  
Account Manager Tel  
Account Manager Fax  
Account Manager Email

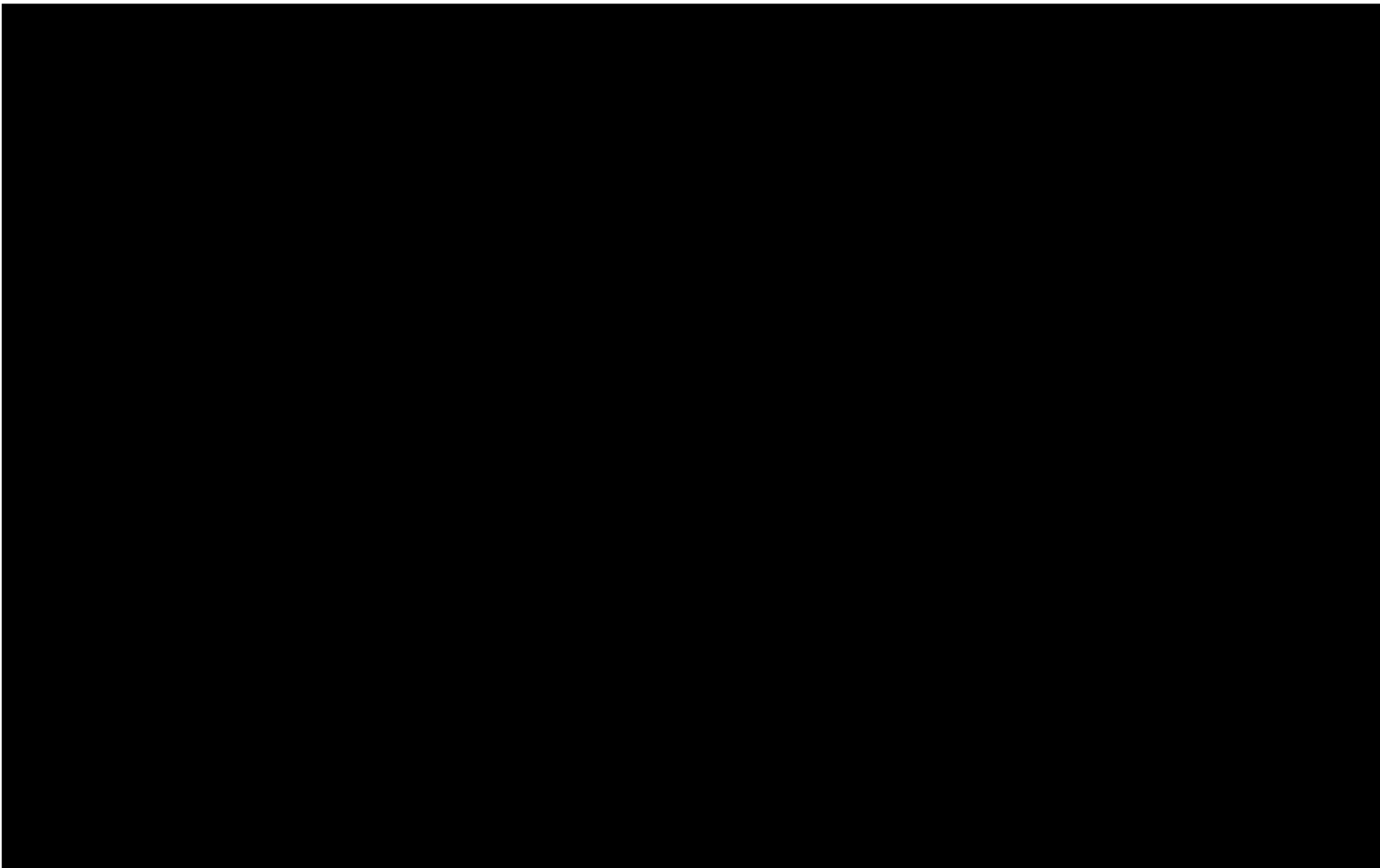


Item No.	Description	Quantity	Unit Price	Net
593-10082	High Capacity Black Toner Cartridge for Dell Multifunction Laser Printer 1600n - Kit	2	45.00	90.00
990-10283	Standard Freight - Toner	1	0.00	0.00
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00

VAT Summary

VAT Rate	GBP	GBP
%	Total Net £	VAT £
17.5	90.00	15.75

	GBP
Subtotal	90.00
Freight	0.00
VAT £	15.75
Total	105.75



1 [REDACTED]

ACCOUNT No.	DATE	INVOICE No.	YOUR REFERENCE	DATE ENTERED	DATE DESPATCHED
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	1/05/07	0/00/00

**TERMS: NETT 30 DAYS**

Jim Dowd MP

[REDACTED]

Jim Dowd MP

[REDACTED]

All goods remain property of Viking Direct until invoice is settled in full

DESCRIPTION	CATALOGUE NUMBER	QTY DESPATCHED	VAT %	LIST PRICE	YOUR COST	NETT COST
FELLOWES SMALL BUSNSS SH	Q24-SB-87CS	1 EA	17.5		189.990	189.99
SHREDDER OIL	Q24-35250	1 EA	17.5		12.990	12.99

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<b>AMOUNT DUE</b>
	ACTION PLUS	PAID IN ADVANCE	V.A.T.			PLEASE PAY THIS AMOUNT
202.98	FREE	2.96	36.04			



**AGREEMENT BETWEEN**

**LEWISHAM WEST LABOUR PARTY**

**AND JIM DOWD MP**

Agreement dated this 1st day of April 2007 between Lewisham West Labour Party and Jim Dowd MP. The MP agrees to pay the sum of £16,500 (Sixteen Thousand and Five Hundred Pounds) to Lewisham West Labour Party for the sole use of designated parts, and the shared use of other areas, of the [REDACTED]

[REDACTED] as his Constituency Office for the period from 1st April 2007 until 31st March 2008. This sum includes various agreed office running costs, use of some office equipment and secretarial support with Constituency Advice Surgeries, etc.

The rental will be reviewed annually and the terms of the agreement will only be altered or terminated by mutual arrangement.

Date

1/4/07

**Labour** 



# 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, see *Green Book* section 5.  
■ If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

✓ JIM DOWD

Constituency

LEWISHAM WEST



## Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.



You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1

to 7 16 07

Allowance year

07 08 ✓

	Description of service or goods	Amount
Item 1	PETTY CASH (APRIL - MAY)	£ 500 : 00 p
Item 2	INTERNET SERVICE	£ 19 : 99 p
Item 3	MOBILE PHONE (MAY)	£ 83 : 87 p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

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

✓

Total

£ 603 : 86 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

✓ 7/6/07

**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 Inland Revenue. 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).


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		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
<b>Processing</b>		
Input		/ /

**Input subtotals per Cat 5**

	£ 603.86
	£
	£
	£
	£
	£
	£
	£ 603.86

**Comments**



Page 2 of 2  
Account number [REDACTED]  
Invoice number [REDACTED]  
Invoice date 30/04/2007

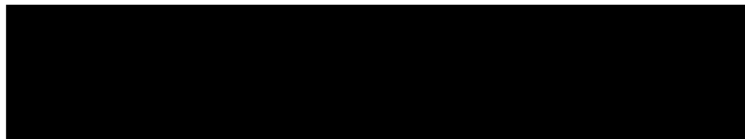
## Type of charge

### Internet Services

Care4free Justmail	May 4 2007 to May 3 2008	£17.01
<b>Subtotal</b>		<b>£17.01</b>

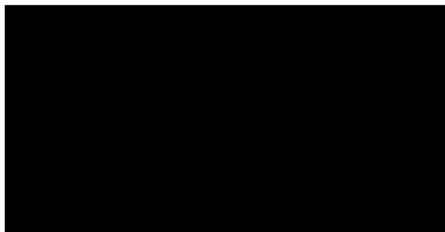
Please note that Brightview will appear on your credit/debit card statement

<b>Subtotal excluding VAT</b>	<b>£17.01</b>
<b>VAT @ 17.50%</b>	<b>£2.98</b>
<b>Total Amount Due</b>	<b>£19.99</b>





MR JAMES DOWD



Your Vodafone bill.

DOWD		
Description	Date	Amount
Itemised usage charges	up to 31 Mar	
Calls		£10.44
<i>Calls (VAT at 17.5%)</i>		£0.74
<i>Calls (VAT at 0%)</i>		£9.70
Messaging, Mobile Browsing + Data		£8.11
<i>Messaging, Mobile Browsing + Data (VAT at 17.5%)</i>		£5.33
<i>Messaging, Mobile Browsing + Data (VAT at 0%)</i>		£2.78
	01 Apr to 30 Apr	£25.53
		<b>£44.08</b>
VAT on this bill - see VAT Charges		£5.53
<b>Total by Direct Debit on or after 09 May</b>		<b>£49.61</b>

Invoice date	Account No.	Invoice No.
25 April 2007		

VAT details		
Description	Amount	VAT
VAT at 17.5% on	£31.60	£5.53
VAT at 0% on	£12.48	£0.00
<b>VAT on this bill</b>		<b>£5.53</b>

**On this bill, we charged VAT as follows:**

VAT is charged at 17.5 %, on all products, unless noted otherwise. Exceptions include:

- VAT exempt charges, eg insurance
- Charges that are out of scope for VAT, eg non-Vodafone purchases. If you need a VAT invoice for





Your Vodafone bill.

Invoice date	Mobile No.	Account No.	Invoice No.

Your Price Plan: [REDACTED] DOWD		
Description	Date	Amount
Service charges		
[REDACTED]	01 May to 31 May	£25.53
Itemised usage charges	up to 30 Apr	
Calls		£0.00
Messaging, Mobile Browsing + Data		£3.63
[REDACTED] before VAT		<b>£29.16</b>
VAT at 17.5% on £29.16		£5.10
<b>Total by Direct Debit on or after 08 Jun</b>		<b>£34.26</b>

Copyright © 2007 Vodafone Group