



Direct payment of suppliers

29 MAY 2008

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.

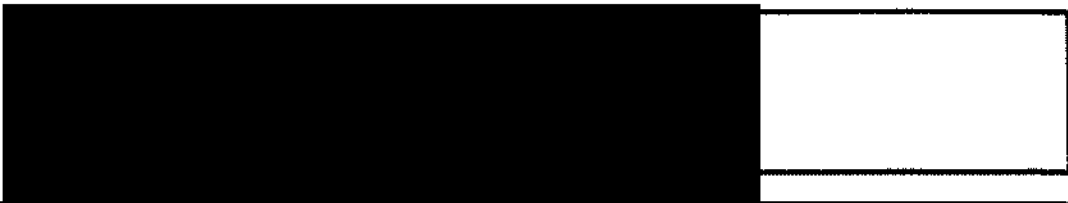
Your details

Name in CAPITAL LETTERS

Martin Mc Guinness

Constituency

Mid - Ulster



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 03 2008

Allowance year

2007/08

Incidental Expenses Provision claims



Item 1



Amount

£ 616 : 55 p

Item 2

\_\_\_\_\_

£ : p

Item 3

\_\_\_\_\_

£ : p

Item 4

\_\_\_\_\_

£ : p

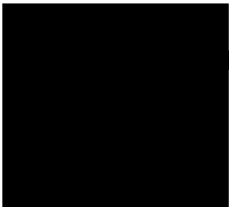
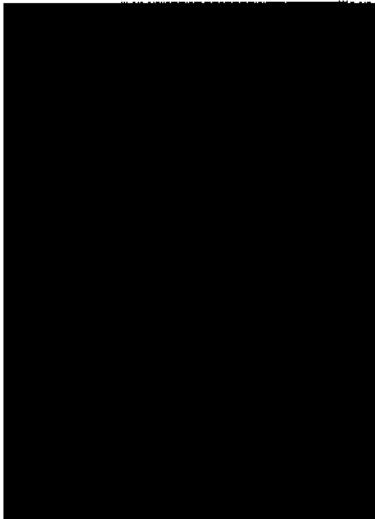
Item 5

\_\_\_\_\_

£ : p


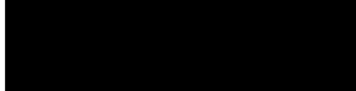

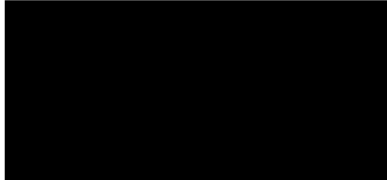
Total

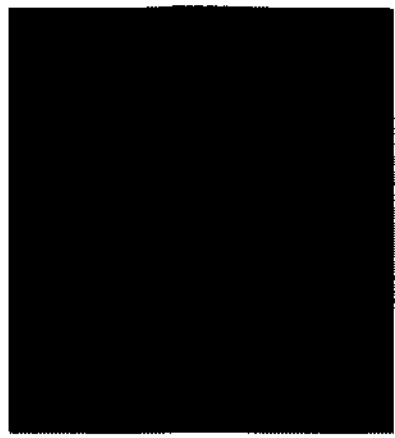
£ 616 : 55 p



Claim details *continued*

**Staffing Allowance claims**

	Amount
Item 6 	£ 3750 : - p
Item 7 	£ 12000 : - p
Item 8 	£ : p
	£ : p
<b>Total</b>	<b>£ 15750 : - p</b>



**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

31 / 03 / 2008

**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			
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

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED] \*  
 \*\*\*\*\*

Invoice To :

Martin McGuinness MP  
 [REDACTED]

Page 1 of 1 Date 27/11/2007

Acc.No. [REDACTED] Order Date 19/11/2007

Order

C.A.R.

## PAYMENT SLIP

Please see reverse  
 for terms of business  
 and how to pay

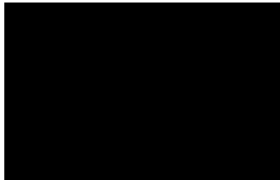
Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 27/11/2007

Amt. Due : 616.55

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0987457	TONER YELLOW STD CAP DELL 5110CN	4	EACH	131.1800	26/11/07	524.72	17.5	91.83



### V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	524.72	91.83

Sales Order Total (VAT excl) 524.72

INVOICE GOODS	524.72
INVOICE V.A.T.	91.83
<b>INVOICE TOTAL</b>	<b>616.55</b>

Settlement  
 Discount Terms [REDACTED]

**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

25/12/2007

[Redacted]

Tax Ref

[Redacted]

Martin McGuinness MP

[Redacted]

[Redacted]

31 March 2008

[Redacted]

**INVOICE**

To Professional Services:

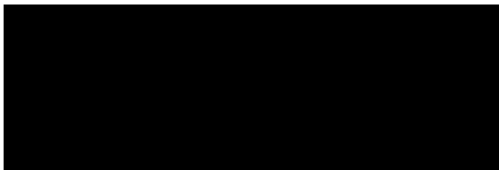
Work carried out during the period 1 April 2007 – 31 March 2008

£3750

[Redacted]

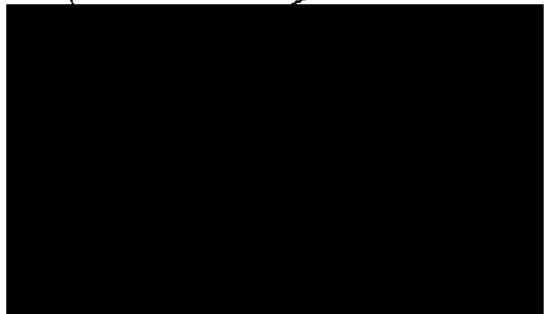
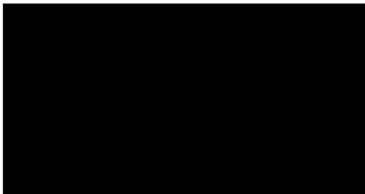
[Redacted]

[Redacted]



31 March 2008

Martin McGuinness MP



INVOICE

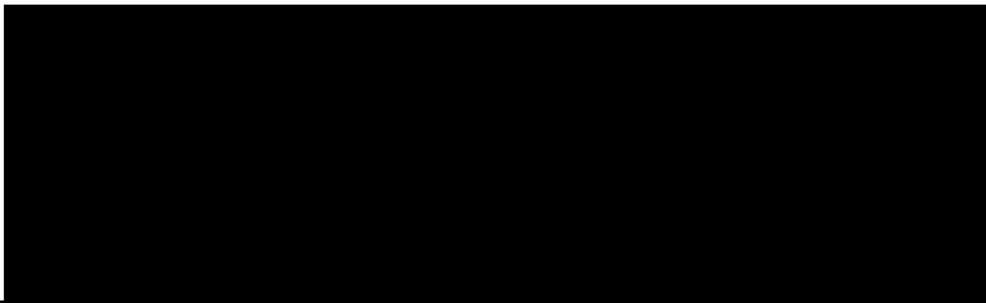
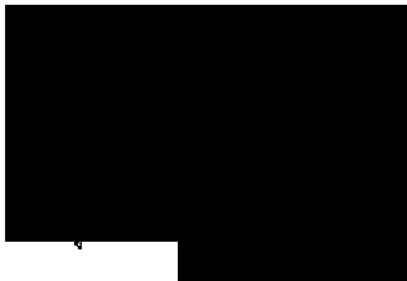
To Professional Services:

Research Carried Out on behalf of Martin McGuinness MP.

Period 1st April 2007 - 31st March 2008

Total Cost : £12000

07/08



Financial Processing }

Transaction No.

Registration No.



C2

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Supplier ID**



**Text**

**Invoice No.**

JAN-MAR. 08

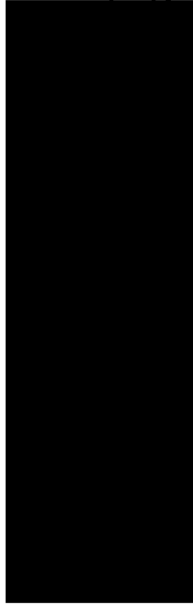
**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**



**Expenditure type (Cat5) :**



£ 2010-00  
£.....  
£.....  
£.....  
£.....  
£.....  
£.....  
£.....  
£.....  
£.....  
£.....

**TOTAL**

**Comments:**

*\* Financial Processing purposes only  
Registered by (initials & date)*

.....  
.....

*Posted by (initials & date)*

.....  
.....





Incidental Expenses Provision /  
Staffing Allowance

Periodic payment form

VALIDATION

Form B

Page 1 of 2

09 JAN 2008

RECEIVED

About filling in  
this form

Use this form to request regular payments to a supplier on a monthly, quarterly, bi annual or annual basis from either your Staffing Allowance or Incidental Expenses Provision.

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  
Constituency

Martin Mc Guinness

Mid Ulster

for DFA use only

Costs

Supp/Res ID

Claim details

Notes

You can claim only for

office and surgery accommodation, equipment and supplies, work commissioned, utilities and communication.

Please ensure

that the amount payable and due date are the same each month or quarter.

Please attach

agreement or contract held with supplier (if not already submitted).

Company name  
& remittance address

Bank details  
if known

Authorisation and declaration

I confirm that the payments requested above are in respect of work wholly, exclusively and necessarily during my Parliamentary duties.

Signature

.....MP

Date

19/12/2007



Financial Processing }

Transaction No. [Redacted]

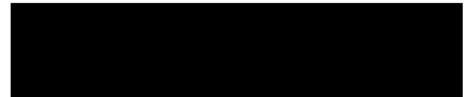
Registration No. [Redacted]

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**C2**

**Supplier ID**



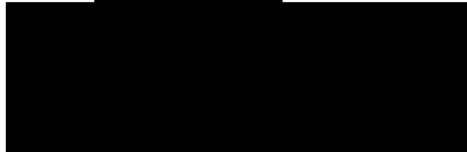
**Text**

Jan x Feb 08

**Invoice No.**



**Account code / Allowance**



**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

07/08 08/09

**Expenditure type (Cat5) :**



£ 1800 - 00

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

**TOTAL**

**Comments:**

\* Financial Processing purposes only  
Registered by (initials & date)

[Redacted signature and date]

Posted by (initials & date)

[Redacted signature and date]



**Incidental Expenses Provision /  
Staffing Allowance**

**VALIDATION**  
Form B

Page 1 of 2

09 JAN 2008

**Periodic payment form**

**RECEIVED**

**About filling in  
this form**

Use this form to request regular payments to a supplier on a monthly, quarterly, bi-annual or annual basis from either your Staffing Allowance or Incidental Expenses Provision.

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  
Constituency

Martin Mc Guinness  
Mid Ulster

for DFA use only

**Claim details**

**Notes**

*You can claim only for*

office and surgery accommodation, equipment and supplies, work commissioned, utilities and communication.

*Please ensure*

that the amount payable and due date are the same each month or quarter.

*Please attach*

agreement or contract held with supplier (if not already submitted).

Company name  
& remittance address

Bank details  
if known

**Authorisation and declaration**

I confirm that the payments requested above are in respect of work wholly, exclusively and necessarily undertaken for the purpose of supporting my Parliamentary duties.

Signature

MP

Date

19/12/2007



# Member's reimbursement claim form

C1

RECEIVED  
09 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

Martin Mcguinness

Constituency

Mid Ulster



## 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: 01/08/2007

to: 31/12/2007

Allowance year

2007/08

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

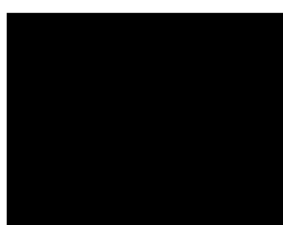
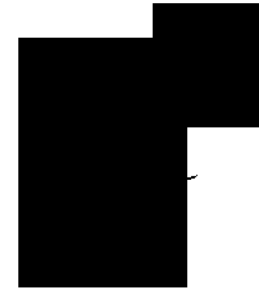
	Description of service or goods	Amount
Item 1		£ 2010 : - p
Item 2		£ 4500 : - p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 6510 : - p

6510

continued on page 2



**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

4/1/2008

**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

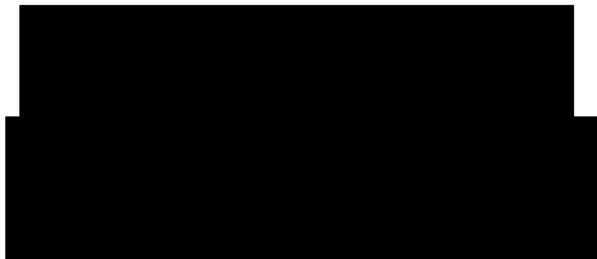
**Office use only**

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		/ /
Processing		
Input		/ /

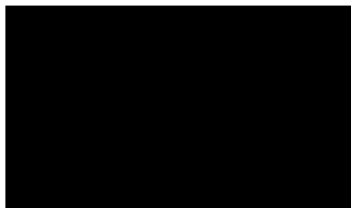
Input subtotals per Cat 5	
[Redacted]	£6510.00
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£6510.00

Comments

[Empty box for comments]



Martin McGuinness.



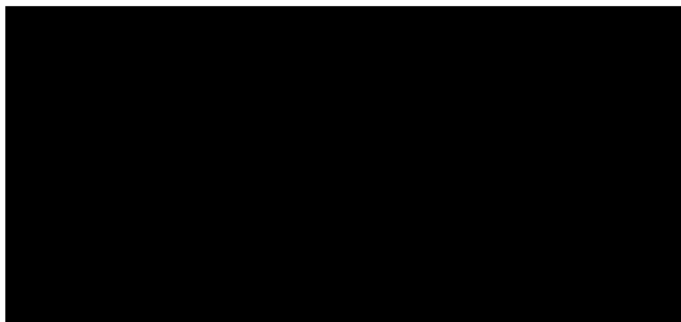
**Invoice**

To rent due for the above premises:

1 August 2007 - 31 December 2007

5 months @ £900

**£4500**





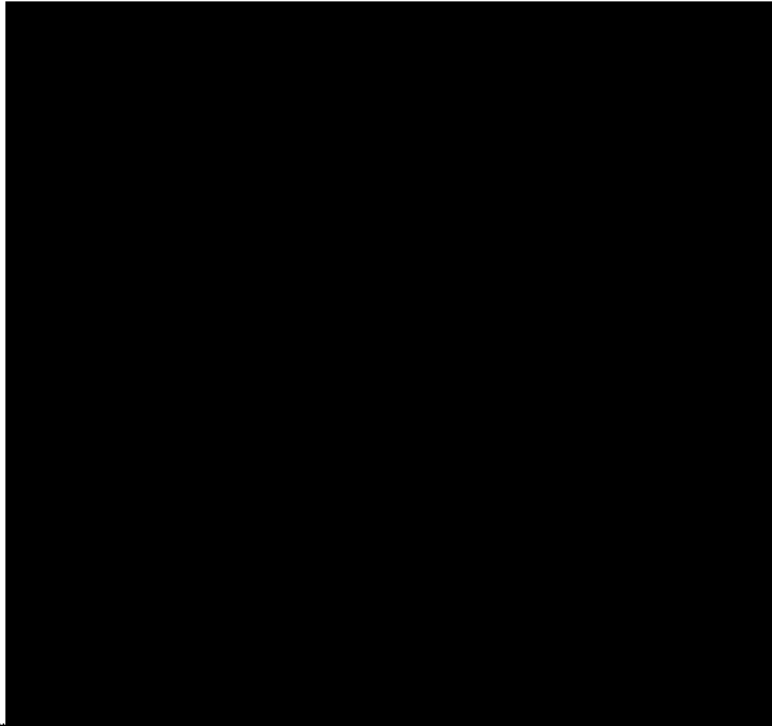
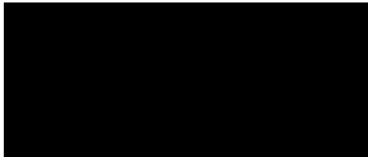
To: Martin McGuinness MP

**INVOICE**

**Rent due for period 1 October – 31 December 2007:**

3 Months @ £670

**£ 2010**





# Direct payment of suppliers VALIDATION

30 JUL 2007

Page 1 of 2

**RECEIVED**

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- 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

Martin mcguinness

Constituency

Mid Ulster

Office use

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

24 / 07 / 2007

Allowance year

2007 / 2008

### Incidental Expenses Provision claims

Item 1

[Redacted]

Amount *revised*  
~~£4020~~ : - p

Item 2

\_\_\_\_\_

£ *4020* : p

Item 3

\_\_\_\_\_

£ : p

Item 4

\_\_\_\_\_

£ : p

Item 5

\_\_\_\_\_

£ : p

Total

£ 4020 : - p

### Office use only

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

**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 23 10 2007

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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			____/____/____
Processing input			____/____/____

Please use margin for comments



To: Martin McGuinness MP

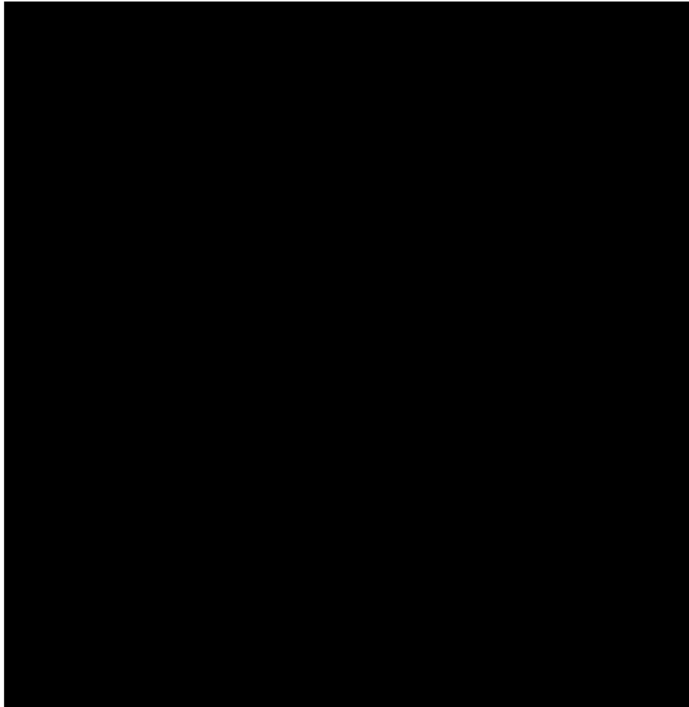
**INVOICE**



**Rent due for period 1 April – 30 June 2007:**

3 Months @ £670

**£ 2010**





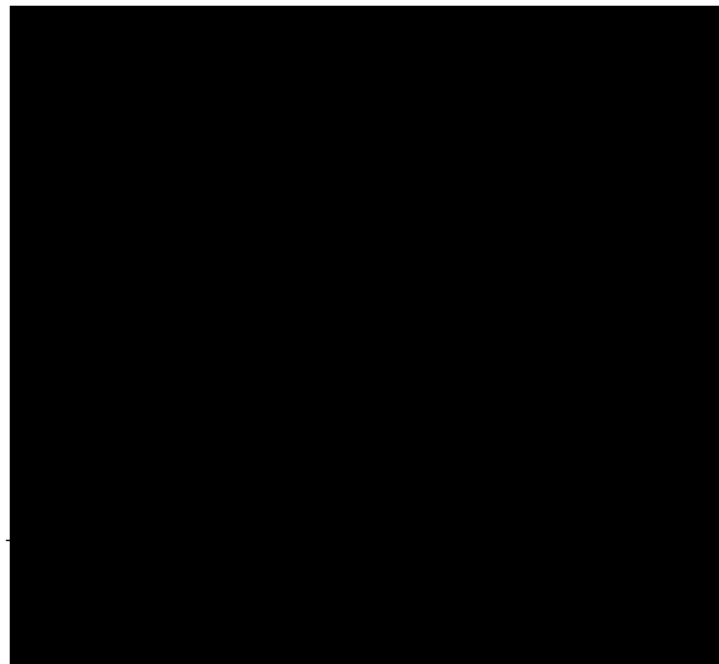
To: Martin McGuinness MP

**INVOICE**

**Rent due for period 1 July – 30 September 2007:**

3 Months @ £670

**£ 2010**





# Member's reimbursement form

VALIDATION

30 JUL 2007

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RECEIVED

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## Your details

Name in CAPITAL LETTERS

Martin McQuinness

Constituency

Mid Ulster

## Claim details

Please ensure

- your claim totals more than £100
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- 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

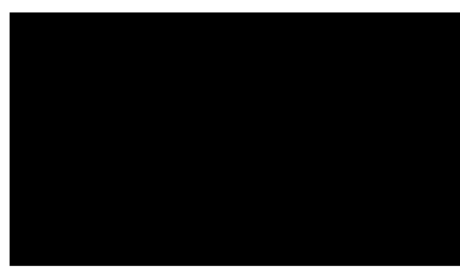
from 01/04/2007 - to June 07

Allowance year

2007/2008



- Item 1
- Item 2
- Item 3
- Item 4
- Item 5
- Item 6
- Item 7
- Item 8
- Item 9
- Item 10



Amount

£ 1950 : - p

£ 410 : 13 p

£ 104 : 14 p

£ : p

£ : p

£ : p

£ : p

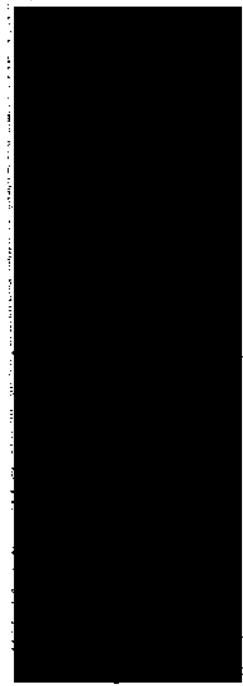
£ : p

£ : p

£ : p

Office use only

Allow or Exp/  
A/c code Cat 5



Total

£ 2464 : 27 p

**Authorisation and declaration**

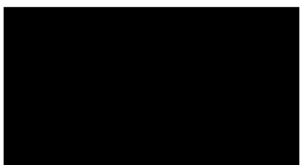
I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature  MP

Date 23/7/2007

**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**

Validation	Initials	Date	Input subtotals per Cat 5
Claims received	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	 £2464.27
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 & Cost	<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"/>	£2464.27
Receipts/ documentation present	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Comments
Processing Input	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	



[Redacted]

MR MARTIN  
MCGUINNESS

[Redacted]

[Redacted]

Date  
**9 May 2007**

If you have a query  
please see reverse for  
our contact details.

[Redacted]

[Redacted]

Cost of calls	£ 207.02
Service charges	£ 49.62
One-off charges	£ 50.00
VAT	£ 53.66

**Total now due £ 360.30**

*Please make sure we receive the total now due by  
20 May 2007.*

[Redacted]



[Redacted]

MR MARTIN  
MCGUINNESS

[Redacted]

[Redacted]

[Redacted]

Date  
**9 May 2007**

If you have a query  
please see reverse for  
our contact details.

# Your [Redacted] bill

Cost of calls	£ 0.45
Service charges	£ 41.96
VAT	£ 7.42

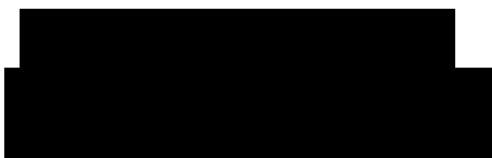

**Total now due**                      **£ 49.83**

*Please make sure we receive the total now due by  
20 May 2007.*

✓

[Redacted]

[Redacted]



Date 28<sup>th</sup> June 2007

Mr Martin Mc Guinness M.P. MLA




**Invoice**

Rent as per agreement

June 2007  
£650

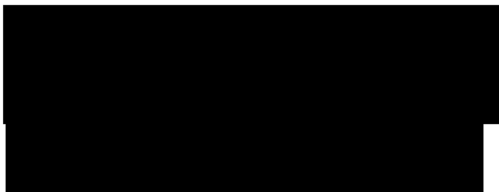
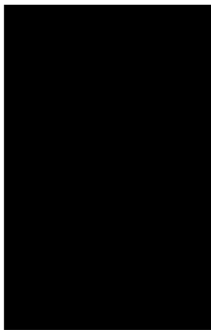
I trust that you will make payment by return

Yours sincerely



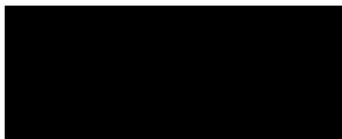
Secretary





Date 28<sup>th</sup> May 2007

Mr Martin Mc Guinness M.P. MLA



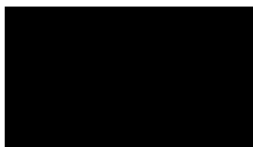
**Invoice**

Rent as per agreement

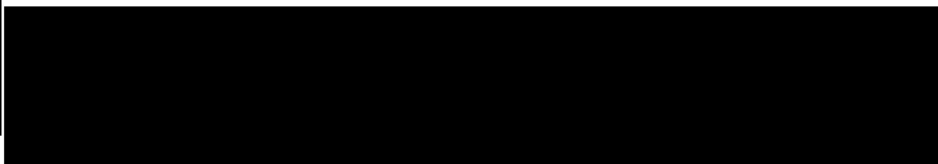
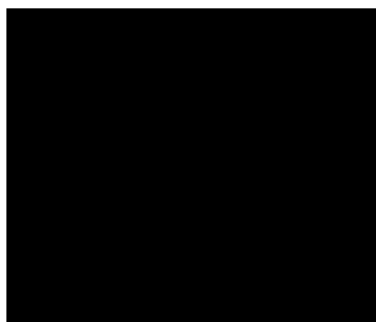
May 2007 /  
£650

I trust that you will make payment by return


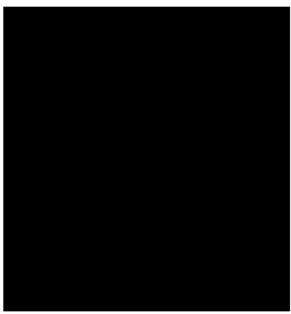
Yours sincerely



Secretary

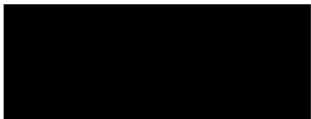


100



Date 28<sup>th</sup> April

Mr Martin Mc Guinness M.P. MLA



## Invoice


Rent as per agreement

April 2007  
£650

✓

I trust that you will make payment by return

Yours sincerely



Secretary





# Member's reimbursement form

14 MAY 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

Martin McBlinness

Constituency

Mid-Ulster

## 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 Feb 07

to 31 10 2007

Allowance year

2006/07 ✓

Office use only

Allow or Exp/  
A/c code Cat 5

	Description of service or goods	Amount
Item 1	[REDACTED]	£ 1300 : - p
Item 2	[REDACTED]	£ 483 : 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


Total

£ 1783 : 06 p

continued on page 2

**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 8/5/07

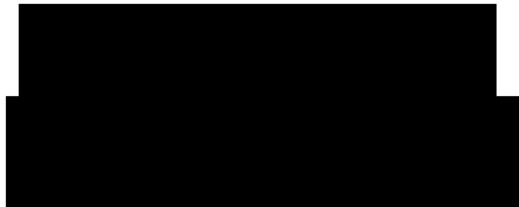
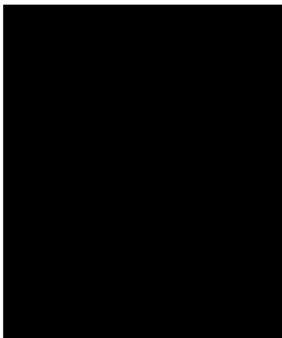
**Data protection** The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue.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

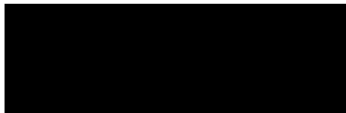
Validation	Initials	Date	Input subtotals per Cat 5
Claims received		/ /	£1783.06 ✓
Signature check		/ /	£
Funds check		/ /	£
Allowable expenditure		/ /	£
Member Res ID & Cost		/ /	£
Ext type/Cat 5 & subtotals added to form		/ /	£783.06
Receipts/documentation present		/ /	
Processing Input		/	

Comments



Date 28<sup>th</sup> March 2007

Mr Martin Mc Guinness M.P. MLA

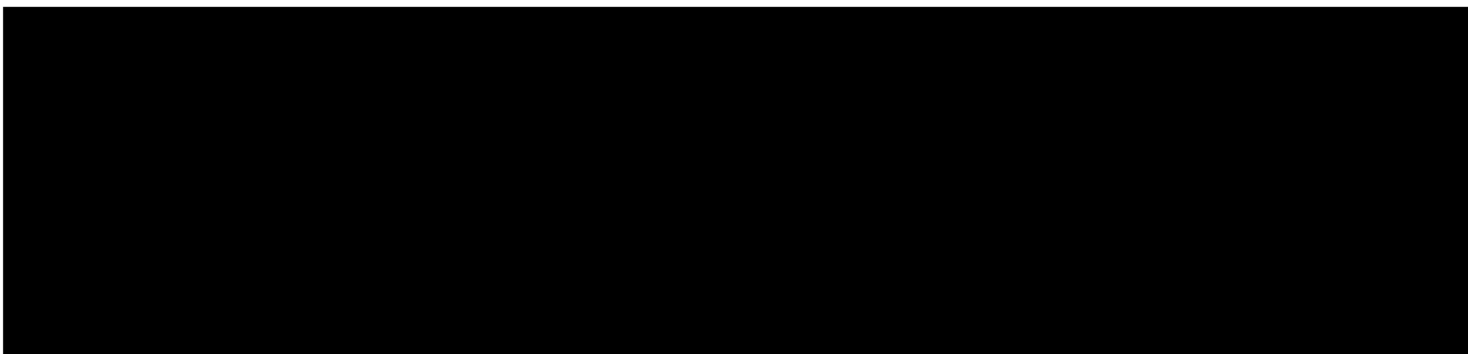


**Invoice**

Rent as per agreement

March 2007  
£650

I trust that you will make payment by return



Date  
8 February 2007

If you have a query  
please see reverse for  
our contact details.

MR MARTIN  
MCGUINNESS

## Your bill

Cost of calls	£ 0.71
Service charges	£ 41.96
One-off charges	£ 35.00
VAT	£ 11.84

**Total now due** **£ 89.51**

*Please make sure we receive the total now due by  
19 February 2007.*

[REDACTED]  
MR MARTIN  
MCGUINESS

Date  
8 February 2007

If you have a query  
please see reverse for  
our contact details.

## Your [REDACTED] bill

Cost of calls	£ 260.28
Service charges	£ 41.15
One-off charges	£ 35.00
VAT	£ 57.12

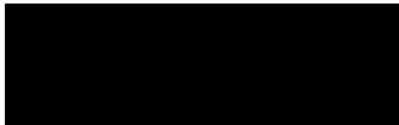
**Total now due**      **£ 393.55**

*Please make sure we receive the total now due by  
19 February 2007.*



Date 20<sup>th</sup> February 2007

Mr Martin Mc Guinness M.P. MLA



## Invoice

Rent as per agreement

February 2007  
£650

I trust that you will make payment by return



Secretar

