



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

Michelle Gildernew

Constituency

Fermanagh South Tyrone

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 01/11/05

to 31/03/06

Allowance year

2005/2006

Office use only

Allow or Exp/  
A/c code Cat 5

	Description of service or goods	Amount
Item 1	Painting office	£ 2250 : - p ✓
Item 2	Workshops x2	£ 536 : 50. p ✓
Item 3	[Redacted]	£ 94 : - p
Item 4	office cleaning	£ 60 : - p
Item 5	[Redacted]	£ 94 : 80 p
Item 6	[Redacted] - phone	£ 83 : 36 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 318 : 66 p

continued on page 2

**Authorisation and declaration**

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

Signature  MP

Date 25/5/06


**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.

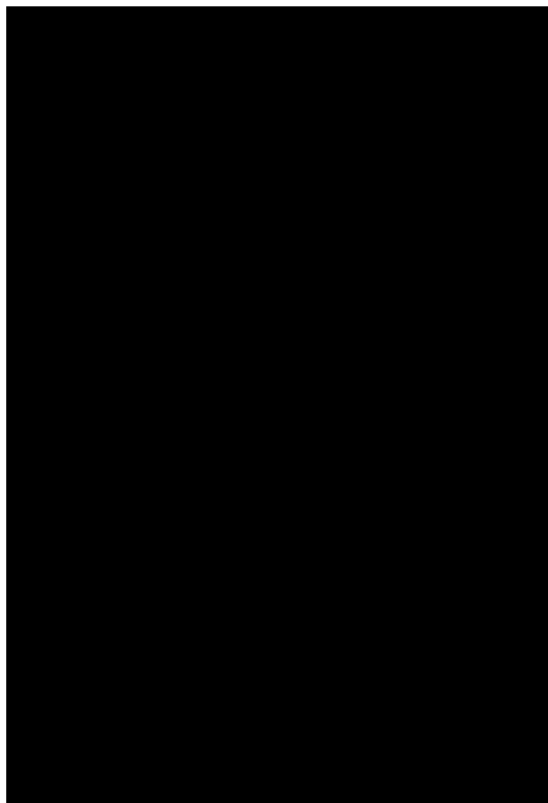
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>		£2,940.50
Signature check	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Funds check	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>		£83.36
Allowable expenditure	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Member Res ID & Costc	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>		£94.80
Ext type/Cat 5 & subtotals added to form	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Receipts/ documentation present	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>		£3,118.66
Processing				
Input		<input type="text"/> / <input type="text"/> / <input type="text"/>		
			Comments	

05/06



Ref Michelle Gildernew MP, Constituency Office



Repaint Interior Offices, Kitchen, Hall and Stairs area

Labour and Materials £1800

Repaint Exterior, Facia Boards, Doors etc

Labour and Materials £450

Total £2250

PAID IN FULL.  
14/3/06



Invoice  
13<sup>th</sup> March 2006

To: Michelle Gildernew's   


Community Workshop – 1<sup>st</sup> February 2006

Tea/coffee & Scones	£48
Light Lunch	£156
Room & Equipment Hire	£60
Balance	£264

PAD





**Invoice**  
**11<sup>th</sup> January 2006**

To: Michelle Gildernew C



Community Workshop – 1<sup>st</sup> November 2006

Tea/Coffee & Scones	£50
Light Lunch	£162.50
Room & Equipment Hire	£60
Balance	£272.50

PAID





# Incidental Expenses Provision/Staffing Allowance

## Direct payment of suppliers

**C2**

**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

Michelle Gildernew

Constituency

Fermanagh South Tyrone

**Office use only**

Costs

Supp/Res ID

### Claim details

*Please ensure*

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

*You must specify*

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

*You can specify*

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

Date of claim

29 15 12006

Allowance year

2005/2006

### Incidental Expenses Provision claims

Suppliers

Amount

Item 1

£ : p

Item 2

£ : p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Total

£ : p

**Office use only**

Allow or A/c code

Supplier ID

Exp/ Cat 5

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

Claim details *continued*

**Staffing Allowance claims**

	Suppliers	Amount
Item 6	[Redacted]	£ 1320 : — p
Item 7	_____	£ : p
Item 8	_____	£ : p
Item 9	_____	£ : p
<b>Total</b>		£ 1320 : — p

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

**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] MP

Date 25 / 9 / 06

**Data protection**

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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*

[REDACTED]

[REDACTED]

[REDACTED]

Michelle Gildernew MP

[REDACTED]

31 March 2006

**INVOICE**

To Professional Services :

Work carried out for period 1 November 2005 - 31 March 2006

£1320

[REDACTED]

[REDACTED]



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Michelle Gildernew

Constituency

Fermanagh South Tyrone

Claim details

Please ensure

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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 / 11 / 2005

to 31 / 10 / 2006

Allowance year

2005 / 06

Description of service or goods

Amount

Item 1

office rent

£ 4166 : 67 p

Item 2

Mobile Phones x 3.

£ 314 : 87 p

Item 3

[redacted] x 3.

£ 360 : 02 p

Item 4

office cleaning (5 mths)

£ 150 : - p

Item 5

[redacted]

£ 184 : 90 p

Item 6

[redacted]

£ : p

Item 7

[redacted]

£ : p

Item 8

[redacted]

£ : p

Item 9

[redacted]

£ : p

Item 10

[redacted]

£ : p

Total

£ 5176 : 46 p

Office use only

Allow or Exp/  
A/c code Cat 5

continued on page 2

**Authorisation and declaration**

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

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

Date 29/03/2006

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Signature check	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Funds check	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Allowable expenditure	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Member Res ID & Costc	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Ext type/Cat 5 & subtotals added to form	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Receipts/ documentation present	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
<b>Processing</b>		
Input	<input type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>

Input subtotals per Cat 5	
<input type="checkbox"/>	£4,991.56
<input type="checkbox"/>	£184.90
<input type="checkbox"/>	£
<input type="checkbox"/>	£
<input type="checkbox"/>	£
<input type="checkbox"/>	£
<input type="checkbox"/>	£
<input type="checkbox"/>	£5176.46

**Comments**

MISS M GILDENEW

BILL  
BILL DATE  
ACCOUNT  
MOBILE  
PAGE

Bill

(£)

Previous Balance - 25 Jan 06 59.15  
Payments Received - Thank You -59.15

**Balance Brought Forward 0.00**

**New Charges 75.33**

VAT @ 17.50% of £75.33 13.18

**Total Amount Due £88.51**

This is not a VAT invoice

# your bill

BILL  
BILL DATE  
ACCOUNT  
MOBILE  
PAGE

MISS M GILDENEW

Bill

(£)

Previous Balance - 25 Dec 05	167.21
Payments Received - Thank You	-167.21

<b>Balance Brought Forward</b>	<b>0.00</b>
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<b>New Charges</b>	<b>50.34</b>
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VAT @ 17.50% of £50.34	8.81
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<b>Total Amount Due</b>	<b>£59.15</b>
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This is not a VAT invoice

# your bill

BILL  
BILL DATE  
ACCOUNT  
MOBILE  
PAGE

MISS M GILDENEW

Bill

	(£)
Previous Balance - 25 Nov 05	139.12
Payments Received - Thank You	-139.12
<b>Balance Brought Forward</b>	<b>0.00</b>
<b>New Charges</b>	<b>142.31</b>
VAT @ 17.50% of £142.31	24.90

**Total Amount Due** **£167.21**

This is not a VAT invoice

Your account and bill number

MICHELLE GILDERNEW

Date  
**10 January 2006**

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

## Business Plan

Cost of calls	£ 49.71
Service charges	£ 51.65
VAT	£ 17.73

**Total now due**                      **£ 119.09**

*Please make sure we receive the total now due by  
21 January 2006*

Your account and bill number

MICHELLE GILDERNEW C/O

Date  
8 March 2006

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

## Internet Services

Bill for account number

Service charges	- £ 72.30
VAT	- £ 12.65
Brought forward	£ 152.71

**Total now due** **£ 67.76**

*Please make sure we receive the total now due by  
22 March 2006*

Your account and bill number

MICHELLE GILDERNEW

Date  
10 January 2006

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

## Business Plan

Bill for

Cost of calls	£ 106.23
Service charges	£ 41.15
VAT	£ 25.79

**Total now due**                    **£ 173.17**

*Please make sure we receive the total now due by  
21 January 2006*



Invoice No.

# INVOICE

**Customer**

Name Michelle Gildernew  
 Address [Redacted]  
 City [Redacted] State          ZIP           
 Phone [Redacted]

**Misc**

Date 21st Dec 2005  
 Order No           
 Rep           
 FOB         

Qty	Description	Unit Price	TOTAL
1	Rent for period 01/01/06 - 31/03/06 (3 months)		£2,500.00
<b>PAID</b>			

SubTotal	£2,500.00
Shipping	
<b>TOTAL</b>	<b>£2,500.00</b>

**Payment**

Select One...

Tax Rate(s)

CHEQUE NO

DATE

Office Use Only

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Invoice No.

# INVOICE

**Customer**

Name Michelle Gildernew  
 Address [Redacted]  
 City [Redacted] State          ZIP           
 Phone [Redacted]

**Misc**

Date 21st Sept 2005  
 Order No.           
 Rep           
 FOB         

Qty	Description	Unit Price	TOTAL
1	Rent for period 01/10/05 - 31/12/05 (3 months)  <u>claim 1/11/05 - 31/12/05</u> $\frac{2}{3} \times 2500 = \underline{\underline{£1666.67}}$  <u>PAID</u>		£2,500.00

SubTotal	£2,500.00
Shipping	
TOTAL	£2,500.00

**Payment**

Select One...

Tax Rate(s)

CHEQUE NO         

DATE         

Office Use Only