



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

DAT DOHERTY

Constituency

WEST 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 1 / 1

to 31 / 03 / 06

Allowance year

2005/06

	Description of service or goods	Amount
Item 1	office furniture	£ 800 : - c p
Item 2	Photocopier Lease	£ { 293 20 ✓ 586 : 41 p ✓
Item 3	office cleaning	£ 75 : - p
Item 4	Bin Collection	£ 96 : 74 p
Item 5	-Phone	£ 123 : 33 p
Item 6	Stationery + Comp. Supplies	£ 212 : 60 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

£ 2187 : 28 p

continued on page 2

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily for the following purposes:

Signature  MP

Date 25/9/2006


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"/>	1 1		£507.67
Signature check	<input checked="" type="checkbox"/>	1 1		£
Funds check	<input checked="" type="checkbox"/>	1 1		£879.61
Allowable expenditure	<input checked="" type="checkbox"/>	1 1		£800.00
Member Res ID & Costs	<input checked="" type="checkbox"/>	1 1		£
Ext type/Cat 5 & subtotals added to form	<input checked="" type="checkbox"/>	1 1		£
Receipts/ documentation present	<input checked="" type="checkbox"/>	1 1		£2187.28
Processing				
Input		1 1		
			Comments	

INVOICE

DATE

3 / 3 / 06

Pat Doherty MP

Office chairs,
conference table
+ desks

480

200

120

800

V.A.T.

TOTAL

800

INVOICE

Date of Issue : 26-Jul-2005
Agreement No :
Danwood Ref :

	<u>Ex VAT</u>	<u>Rate</u>	<u>VAT</u>	<u>Total</u>
Period covered 15-09-05 to 14-12-05 (Payment no 3 of 20)	472.50	17.50%	82.69 £	555.19
Equipment Protection Plan	26.57	17.50%	4.65 £	31.22
Totals	499.07		87.34 £	586.41

.00 17.50% .00 £ .00
Model:

PAYMENT DUE DATE 15-09-05

TOTAL PAYABLE £ 586.41

293.20

499.07
87.34

586.41

586.41

[REDACTED]

Date of Issue : 24-Jan-2006 [REDACTED]
Agreement No : [REDACTED]
Danwood Ref :

	<u>Ex VAT</u>	<u>Rate</u>	<u>VAT</u>	<u>Total</u>
Period covered 15-03-06 to 14-06-06 (Payment no 5 of 20)	472.50	17.50%	82.69 £	555.19
Equipment Protection Plan	26.57	17.50%	4.65 £	31.22
Totals	499.07		87.34 £	586.41
[REDACTED]	.00	17.50%	.00 £	.00

PAYMENT DUE DATE 15-03-06

TOTAL PAYABLE

£ 586.41



Direct payment of suppliers

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

Pat Doherty

Constituency

West Tyrone

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 2006

Allowance year

2005/2006

Incidental Expenses Provision claims



Table with 2 columns: Suppliers, Amount. Rows for Item 1 to Item 5 and a Total row.

Office use only

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



Total £ : p

Claim details *continued*

Staffing Allowance claims

	Supplier	Amount
Item 6	[Redacted]	£ 1980 : - p
Item 7	_____	£ : p
Item 8	_____	£ : p
Item 9	_____	£ : p
Total		£ 1980 : - p

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

Authorisation and declaration

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

Signature _____ MP

Date 28 / 6 / 06

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

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

Please use margin for comments



Pat Doherty MP



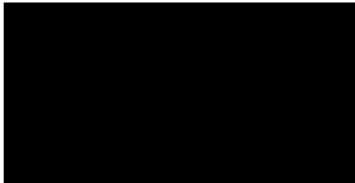

31 March 2006

INVOICE

To Professional Services :

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

£1980





Member's reimbursement form

03 Feb 2006

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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 31/03/2006

Allowance year

2005/06

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

Table with 3 columns: Item number, Description of service or goods, Amount. Includes items for office rent, rates, cleaning, and stationery, totaling £5880.70.

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

24/03/2006

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Validation	Initials	Date
Claims received	[initials]	1 1
Signature check	[initials]	1 1
Funds check	[initials]	1 1
Allowable expenditure	[initials]	1 1
Member Res ID & Costc	[initials]	1 1
Ext type/Cat 5 & subtotals added to form	[initials]	1 1
Receipts/ documentation present	[initials]	1 1
Processing		
Input		1 1

Input subtotals per Cat 5

£5,686.00
£ 194.60
£
£
£
£
£
£
£5,880.70

Comments

[Empty box for comments]



INVOICE

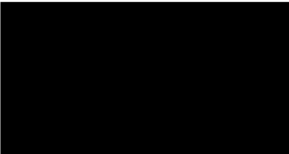
To: Pat Doherty M.P.
From: [Redacted]
Date: 27th September 2005.

For: Rental of Constituency Office premises [Redacted]
from 1st October 2005 – 31st December 2005 at £225.00 per week

Total Balance: £2,925.00




= £1950.



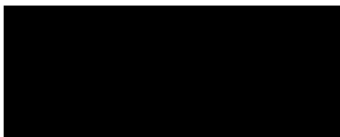


INVOICE

To: Pat Doherty M.P.
From: 
Date: 30th December 2005.

For: Rental of Constituency Office premises 
from 1st January 2006 – 31st March 2006 at £225.00 per week

Total Balance: £2,925.00



[REDACTED]

[REDACTED]

[REDACTED] 1706.63

Cash [REDACTED] 1706.63

PAT DOHERTY

situation of property (if different from above)

District Council

Ward

Assessment Period

Property Description

Date of Issue

01 Apr 05 To 31 Mar 06

17 May 05

FINAL RATE DEMAND

£

Net Annual Valuation	3750	Amount due	1706.63
Regional Rate	0.2727		
Domestic Rate Aid	0.0000		
Net Regional Rate	0.2727		
District Rate	0.1824		
Total Rate	0.4551		
Rateable Valuation	3750.00		

$\frac{5}{12} \times 1706.63 = \underline{\underline{£711.10}}$