



House of Commons
Mansfield Alan Meale MP

STATEMENT OF ACCOUNT

Statement Date: 06-06-2006

Trans Date	Due Date	Reference	Description	Debit	Credit
31-03-2006	30-04-2006			143.26	
14-04-2006	14-05-2006			1,723.22	
Totals				1,866.48	0.00

Not Yet Due	1-30 Days Overdue	31-60 Days Overdue	+60 days Overdue	Total Balance
0.00	1,723.22	143.26	0.00	1,866.48

GBP

Amount Due For Payment:

1,866.48

GBP



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

MEALE

Constituency

MANSEFIELD

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

15/05/06

Allowance year

20 05/06

Incidental Expenses Provision claims

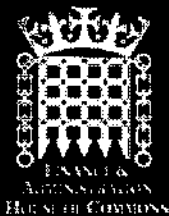
	Suppliers	Amount
Item 1	DELL Europe	£ 1723.22 £ 1366.48 p
Item 2	Dell	£ 143.26 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£ 1866.48 p

Office use only

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



Direct payment of suppliers

22 MAY 2006

When to use this form

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Your details

Name in CAPITAL LETTERS

MEALE

Constituency

MANFIELD

Claim details

Please ensure

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- 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

15/05/06

Allowance year

20 05/2006

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	Dell Europe	£ 1866.48 P
Item 2	Abell ✓	£ 1723 : 22 P
Item 3		£ : P
Item 4		£ : P
Item 5		£ : P

Total £ 1 866 : 48 P

Office use only

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

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

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

Authorisation and declaration

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



Signature

[Redacted Signature]

MP

Date

16/5/06

Data protection

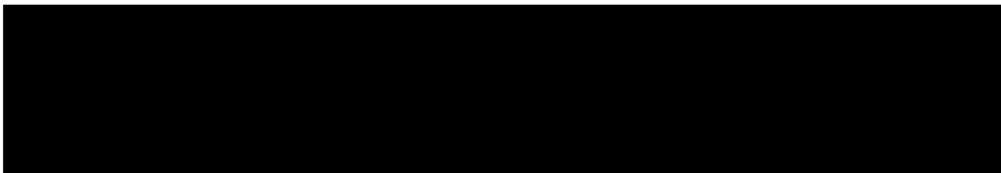
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information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

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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	Initials	Date	
Member ID added to form		/ /	
Payment codes added to form		/ /	
Receipts/ documentation present		/ /	
Processing input		/ /	
Please use margin for comments			



Remits to: Dell Corp,



House of Commons
Mansfield Alan Meale MP



STATEMENT OF ACCOUNT

Statement Date: 09-05-2006



Trans Date	Due Date	Reference	Description	Debit	Credit
31-03-2006	30-04-2006			143.26	
<u>14-04-2006</u>	14-05-2006			1,723.22	
Totals				1,866.48	0.00

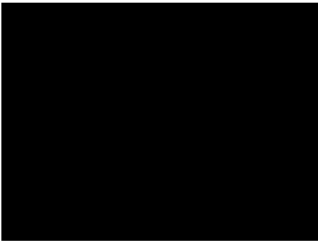
Not Yet Due	1-30 Days Overdue	31-60 Days Overdue	+60 days Overdue	Total Balance
1,723.22	143.26	0.00	0.00	1,866.48

GBP

Amount Due For Payment:

1,866.48

GBP





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

MEALE

Constituency

MANFIELD

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 1/13/06

to 31/3/06

Allowance year

05/06

Item #	Description of service or goods	Amount
Item 1	* photocopier lease Dec 05 - March 06	£ 972 : 90 p
Item 2	Stationary	£ 186 : 46 p
Item 3	** Computer monitor	£ 335 : 00 p
Item 4	Surgery aids	£ 34 : 00 p
Item 5	** mobile phone charges	£ 253 : 19 p
Item 6	BT charges	£ 123 : 37 p
Item 7	Office dumbing repairs	£ 167 : 00 p
Item 8	petty cash & misc.	£ 182 : 81 p
Item 9		£ : p
Item 10		£ : p

Total
£1,951.54

£ 3204.73 p

continued on page 2

Authorisation and declaration

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

Signature

Date

10/4/06

Data protection

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Office use only

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

Input subtotals per Cat 5

£ 710.37	457.18
£ 186.46	
£ 972.90	
£	
£	
£ 335.00	
£	
£	
£ 2204.73	1951.54

Comments

Empty box for comments

Garland

Electronics Ltd

INVOICE

INVOICE TO

ALAN MEALE MP

DELIVER TO

SALES PERSON

ACCOUNT No.

DELIVER VIA

No. OF
PARCELS

PAGE

TAX DATE

INVOICE No.

27/03/06

PRODUCT CODE

DESCRIPTION

QUANTITY

UNIT OF
MEASURE

UNIT PRICE

AMOUNT

V
A
T

DLR2003N

COMP LCD MONITOR

1

335.00

335.00 6

VAT ANALYSIS

CODE RATE

GOODS AMOUNT

V.A.T.

S 17.500%

285.11

49.89

METHODS OF PAYMENT
335.00

Sub-total: 335.00

Invoice Total: 335.00

Curr. Payment: 335.00

O/S Amount: 335.00

PAYMENT TERMS



Member's reimbursement form

14 MAR 2006

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

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

Your details

Name
in CAPITAL LETTERS

ALAN MEALE

Constituency

MANSFIELD

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 / 2 / 06

to 28 / 2 / 06

Allowance year

2005 / 2006

Description of service or goods

Amount

Item 1

Office fire prevention equipment maintenance

£ 220 : 58 p

Item 2

Electricity charges *

£ 727 : 75 p ✓

2006 Item 3

Stationary filing cabinet *

£ 220 : 54 p

Item 4

mobile phone charges

£ 119 : 42 p

Item 5

phone charges

£ 70 : 26 p

Item 6

journals

£ 85 : 80 p

Item 7

petty cash + misc.

£ 146 : 00 p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 1790 : 35 p

continued on page 2

Authorisation and declaration

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

Signature

[Redacted Signature]

Date

12/3/06

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Office use only

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		1/1
Input		1/1

Input subtotals per Cat 5

£ 1,149.23
£ 441.12
£
£ 700.00
£
£
£
£
£ 1,790.35

Comments

[Empty Comments Box]

Date of Bill: 1 February 2006

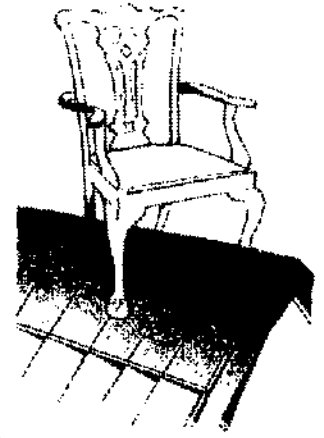
Electricity Bill (cont)

Payments (see below)	117.30 CR
Amount Due	727.75

Amount (£)
117.30 CR Payment Received

Issued on behalf of

Invoice No:



Ticket No.

Description

Price

Dance Cabinet

200.

TOTAL £



Member's reimbursement form

228684

C1

14 FEB 2006

CC

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

MEALE

Constituency

MANFIELD

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 / 06

to 31 / 1 / 06

Allowance year

05 / 06

	Description of service or goods	Amount
Item 1	mobile phone charges (December 2005)	£ 213 : 35 p
Item 2	mobile phone charges (January 2006)	£ 109 : 19 p
Item 3	rugby ads	£ 235 : 00 p
Item 4	stationery	£ 225 : 68 p
Item 5	printer service	£ 139 : 12 p
Item 6	newspaper + journal	£ 77 : 82 p
Item 7	misc + petty cash	£ 19 : 80 p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 1192 : 96 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

[Redacted Signature]

Date

3/2/06

Data protection

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Office use only

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

Input subtotals per Cat 5

£ 828.16
£ 364.80
£
£
£
£
£
£ 1192.96

Comments

[Empty Comments Box]

O₂

MR ALAN MEALE
[REDACTED]

Bill for Account [REDACTED]

Alan Meale

(£)

Previous Balance - 28 Dec 05 213.35
Payments Received - Thank You -213.35

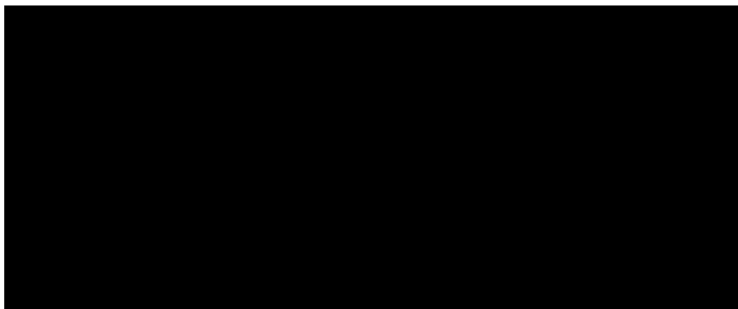
Balance Brought Forward 0.00

New Charges 92.93

VAT @ 17.50% of £92.93 16.26

Total Amount Due

£109.19



O₂

YES
330

MR ALAN MEALE

[REDACTED]

(£)

Previous Balance - 28 Nov 05 66.73
Payments Received - Thank You -66.73

Balance Brought Forward 0.00

New Charges 192.44

VAT @ 0.00% of £72.90 0.00
VAT @ 17.50% of £119.54 20.91

Total Amount Due £213.35

[REDACTED]



When to use this form

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About filling in this form

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Your details

Name in CAPITAL LETTERS

MEALE

Constituency

MANFIELD

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, welfare communication and travel.

Period of claim

from 1 1 12 105 to 31 1 12

Allowance year

05106

Table with 3 columns: Item number, Description of service or goods, and Amount. Includes handwritten entries for telephone charges, petty cash, and surgery ads.

Total

£ 633 : 23 p

continued on page 2

Authorisation and declaration

olly, exclusively and necessarily

Signature

MP

Date

3/1/06

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

Office use only		
Validation	Initials	Date
Claims received	<input checked="" type="checkbox"/>	1 1
Signature check	<input checked="" type="checkbox"/>	1 1
Funds check	<input checked="" type="checkbox"/>	1 1
Allowable expenditure	<input checked="" type="checkbox"/>	1 1
Member Res ID & Costc	<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
Processing		
Input		1 1

Input subtotals per Cat 5
£ 633.23
£
£
£
£
£
£
£ 633.23

Comments



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

Alan MEALE

Constituency

MANSFIELD

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 11/11/05

to 30/11/05

Allowance year

2005/2006

Description of service or goods

Amount

Item 1

printer maintenance*

£ 311 : 38 p

Item 2

electricity

£ 117 : 30 p

Item 3

water rates

£ 72 : 01 p

Item 4

surgery ads.

£ 176 : 25 p

Item 5

telephone charge.

£ 57 : 02 p

Item 6

prints supplies

£ 62 : 70 p

Item 7

Office cleaning.

£ 210 : 00 p

Item 8

misc. x petty cash.

£ 157 : 00 p

Item 9

[Redacted]

£ : p

Item 10

[Redacted]

£ : p

£ 1053 : 66 p

£ 1163 : 66

Authorisation and declaration

I claim reimbursement for the above expenditure necessarily in the performance of my duties as a Member of the House of Commons

Signature

Date

[Redacted Signature]

27/12/05

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Office use only

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Claims received	✓	1 1
Signature check	✓	1 1
Funds check	✓	1 1
Allowable expenditure	✓	1 1
Member Res ID & Costc	✓	1 1
Ext type/Cat 5 & subtotals added to form	✓	1 1
Receipts/ documentation present	✓	1 1
Processing		1 1
Input		1 1

Input subtotals per Cat 5

£789.58
£62.70
£
£
£
£
£311.38
£
£1,163.66

Comments

[Empty box for comments]



RyS group

SALES INVOICE

INVOICE ADDRESS

ALAN MEALE M.P.

DELIVERY ADDRESS

INVOICE NUMBER

DATE
22/11/05

DATE
22/11/05

AREA/REP

QUANTITY	UNIT	CODE No.	DESCRIPTION	UNIT PRICE	GOODS TOTAL	NET TOTAL	V/C
1			QC LD CONTRACT ON TR1510 UPTO 100000 COPIES THEREAFTER 0.0015 PER COPY VALID FROM 11/12/05 - 10/12/06	265.00	265.00	265.00	1

V/C	VAT RATE	GOODS AMOUNT	VAT AMOUNT
1	17.50%	265.00	46.38

GOODS	265.00
VAT	46.38
TOTAL	311.38



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Your details

Name in CAPITAL LETTERS

ALAN MEALE

Constituency

MANSFIELD

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 10 105 to 31 10 105

Allowance year 2005 12006

	Description of service or goods	Amount
Item 1	office electricity	£ 117 : 30 p
Item 2	printer repairs	£ 62 : 70 p
Item 3	photocopier yearly lease rental	£ 486 : 45 p
Item 4	ac. consultancy	£ 293 : 75 p
Item 5	telephone charges	£ 66 : 76 p
Item 6	stationery	£ 188 : 33 p
Item 7	publications	£ 94 : 22 p
Item 8	petty cash & misc.	£ 132 : 99 p
Item 9		£ : p
Item 10		£ : p

Total

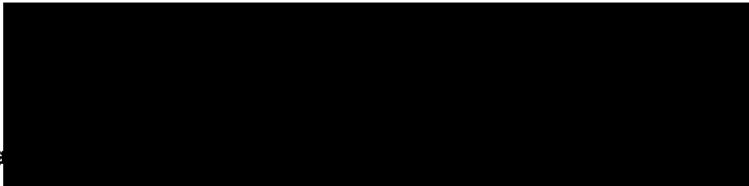
£ 1442 : 50 p

continued on page 2

Authorisation and declaration

clusively and necessarily

Signature



Date

6/11/05

Data protection

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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

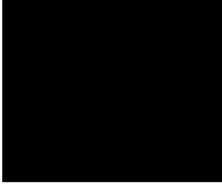
£411.27
£251.03
£
£
£
£
£486.45
£293.75
£1,442.50

Comments

Empty box for comments

20 October 2005

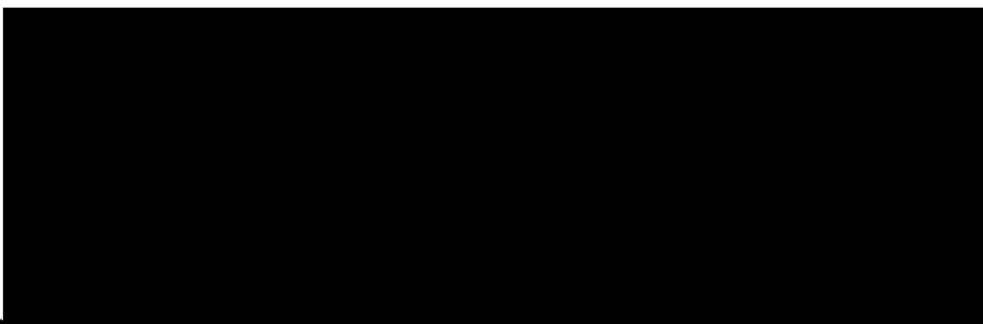
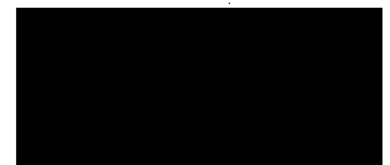
Mr J Meale MP



MR JOSEPH MEALE MP

Completion of your 2005 return form.

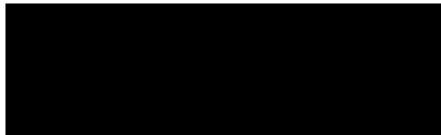
	<u>250.00</u>
NET	250.00
VAT	<u>43.75</u>
TOTAL	<u>£ 293.75</u>



Financial Processing }

Transaction No.

Registration No.

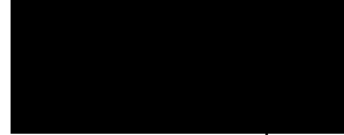


Validation Claim Summary Sheet

C1

Please write or print clearly & attach to claim

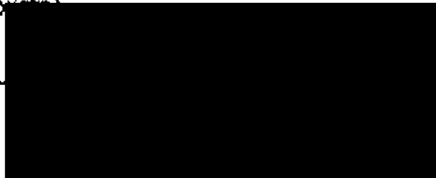
Member Supplier ID



Pay recipient

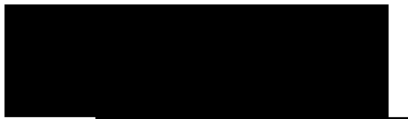
(NB Financial Processing to check whether a dedicated a/c exists)

Text



Invoice No.

Account code / Allowance

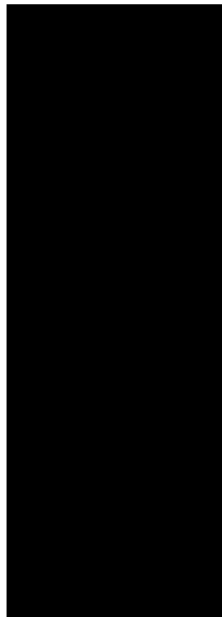


Members cost centre (Cat1)

Financial Year/PIRO (Cat2)



Expenditure type (Cat5) :



£ 1,239.11
 £ ~~405.01~~ 139.82
 £ 266.69
 £
 £
 £
 £
 £
 £
 £ 1,645.12

TOTAL

Comments:

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

Posted by (initials & date)





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 filing 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

ALAN MEALE

Constituency

MANSFIELD

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 9 105

to 30 1 9 105

Allowance year

05 105

Description of service or goods

Amount

fl, 239-11
fl 406.00 note of

Item 1

Copier servicing ^{all}

£ 266:69* p

Item 2

office insurance ^{all}

£ 315:00* p

Item 3

internet sub charges

£ 106:23 p

Item 4

surgery ads

£ 211:50 p

Item 5

publications

£ 72:56 p

Item 6

office fire equipment service

£ 145:69 p

Item 7

telephone charges

£ 188:13 p

Item 8

electricity charges

£ _____ p

Item 9

misc petty cash

£ 200:00 p

Item 10

stationary

£ 139:32 p

Total

£ 1645:12 p

continued on page 2

Authorisation and declaration

I claim that the amount of this report is high for my constituency, exclusively and necessarily in the

Signature

[Redacted Signature]

Date

12/10/05

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.

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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		Input subtotals per Cat 5	
Validation	Initials Date		£
Claims received	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	<input type="text"/>
Signature check	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	<input type="text"/>
Funds check	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	<input type="text"/>
Allowable expenditure	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	<input type="text"/>
Member Res ID & Costs	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	<input type="text"/>
Ext type/Cat 5 & subtotals added to form	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	<input type="text"/>
Receipts/ documentation present	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	<input type="text"/>
Processing			
Input	<input type="text"/> / <input type="text"/> / <input type="text"/>		
		Comments	
		<input style="height: 100px;" type="text"/>	



RVS group



SALES INVOICE

17 SEP 2005

INVOICE ADDRESS

ALAN MEALE M.F.L.

DELIVERY ADDRESS

INVOICE NUMBER	DATE
	16/09/05
	DATE
	15/09/05
	AREA/REP

QUANTITY	UNIT	CODE No.	DESCRIPTION	UNIT PRICE	GOODS TOTAL	NET TOTAL	V/C
1			TO SUPPLY OF SERVICING OF 1224C AT 0.1100 PER COPY. AS PER AGREEMENT FROM 4149 TO 5671	167.42	167.42	167.42	1
1			TO SUPPLY OF SERVICING OF 1224C AT 0.0085 PER COPY. AS PER AGREEMENT FROM 45155 TO 52161	59.55	59.55	59.55	1

paid 26/9

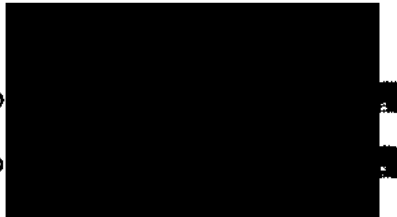
V/C	VAT RATE	GOODS AMOUNT	VAT AMOUNT
1	17.50%	226.97	39.72

GOODS	226.97
VAT	39.72
TOTAL	266.69

Financial Processing }

Transaction No

Registration No



Validation Claim Summary Sheet

C1

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text

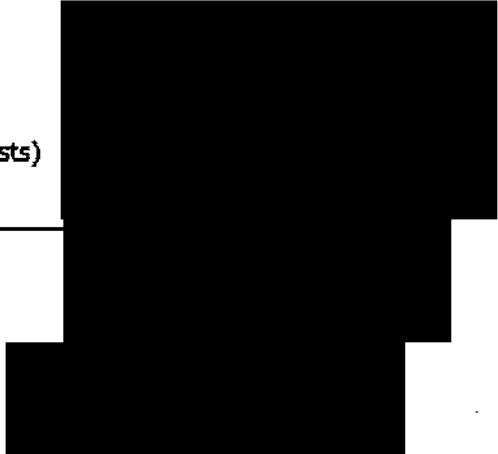
Invoice No.

Account code / Allowance

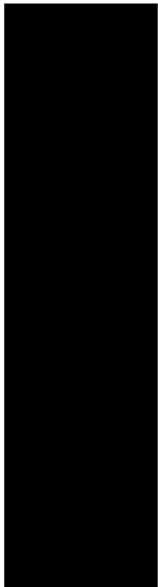
Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



~~04_05~~ / 05_06



TOTAL

£ 390 . 01

£ ~~719 . 23~~ 525.39

£

£ 193 . 84

£

£

£

£

£ 1109 . 24

Comments:

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

Posted by (initials & date)





Member's reimbursement form 05 SEP 2005

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

MEALE

Constituency

MANFIELD

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 / 8 / 05

to 31 / 8 / 05

Allowance year

05/06

	Description of service or goods	Amount
Item 1	Printed cartridges *	£ 290 : 06 p
Item 2	3 replacement office chairs	£ 198 : 84 p
Item 3	surgery ads	£ 194 : 71 p
Item 4	telephone charges	£ 45 : 30 p
Item 5	journals/newspapers	£ 82 : 24 p
Item 6	stationery	£ 153 : 09 p
Item 7	petty cash	£ 150 : 00 p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 1109 : 24 p

continued on page 2

Authorisation and declaration

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

Signature



Date

2/9/05

Data protection

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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

£
£
£
£
£
£
£
£

Comments

Empty box for comments.

[REDACTED]

ACCOUNT NO.	INVOICE No.	YOUR REFERENCE	DATE ENTERED	DATE DESPATCHED
[REDACTED]	[REDACTED]	[REDACTED]	24/08/05	24/08/05

TERMS: NETT 30 DAYS

Alan Meale MP

Alan Meale MP

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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

DESCRIPTION	QTY	VAT %	LIST PRICE	YOUR COST	NETT COST
BLACK CARTRIDGE (NO. 45)	5 EA	17.5		15.990	19.95
3 COLOUR CART 38ML-NO 78	5 EA	17.5		32.990	164.95

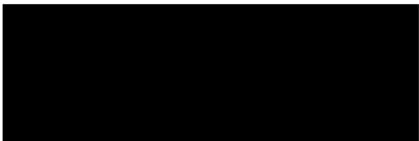
[REDACTED]

TOTAL VALUE AT LIST PRICE	YOU SAVED THIS AMOUNT	NETT TOTAL	DAMAGE	PROTECTION PLUS	VAT	PAID IN ADVANCE	PLEASE PAY THIS AMOUNT	AMOUNT DUE
.00	.00	244.90	FREE	96	43.20			290.06

Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

C1

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



£ 495.69 ✓

£ 339.50 ✓

£.....

£.....

£.....

£.....

£.....

£.....

£.....

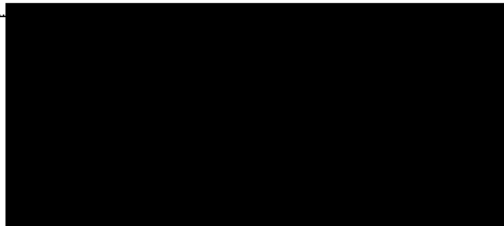
£ 835.19

TOTAL

Comments:

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

Posted by (initials & date)



.....
.....



Member's reimbursement form

10 AUG 2005 Page 1 of 2

When to use this form

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

About filling in this form

- For details of costs you can claim for, 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

MEALE

Constituency

MANFIELD

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 7 105

to 31 17 105

Allowance year

2005/06

	Description of service or goods	Amount
Item 1	surgery ada.	£ 135 : 00 p
Item 2	office electricity	£ 313 : 91 p
Item 3	telephone charges	£ 46 : 78 p
Item 4	stationery/office supplies	£ 147 : 96 p
Item 5	miscellaneous office sundries	£ 191 : 54 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 835 : 19 p

continued on page 2

Authorisation and declaration

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

Signature

[Redacted Signature] MP

Date

8/8/05

Data protection

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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		/ /
Processing		
Input		/ /

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

Comments

Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

C1

Please write or print clearly & attach to claim

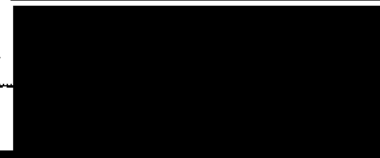
Member Supplier ID



Pay recipient

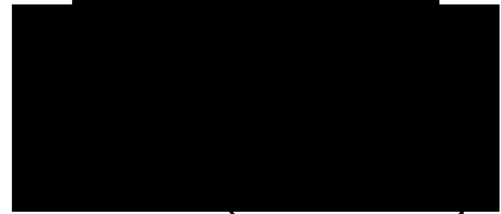
(NB Financial Processing to check whether a dedicated a/c exists)

Text



Invoice No.

Account code / Allowance



Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



TOTAL

£ 696.79

£

£

£ 250.00

£ 104.00

£

£

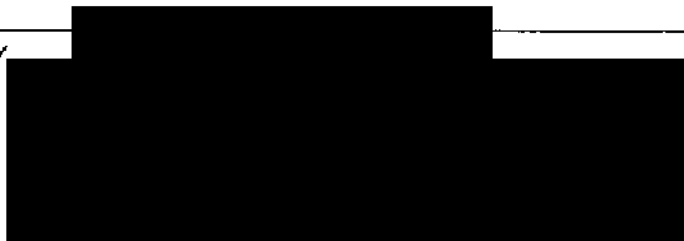
£

£

£ 1050.79

Comments:

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



Posted by (initials & date)



Member's reimbursement form

12 JUL 2005

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

MEALE

Constituency

MANCHESTER

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 6 105.

to 30 16 105.

Allowance year

05106

	Description of service or goods	Amount
Item 1	<u>Telephone charges</u>	<u>£ 203 : 65 p</u>
Item 2	<u>Stationery + publications</u>	<u>£ 124 : 14 p</u>
Item 3	<u>PC service agreement</u>	<u>£ 104 : 00 p</u>
Item 4	<u>Surgery adverts.</u>	<u>£ 134 : 00 p</u>
Item 5	<u>petty cash, cleaning, misc</u>	<u>£ 235 : 00 p</u>
Item 6	<u>mobile phone car kit *</u>	<u>£ 250 : 00 p</u>
Item 7		<u>£ : p</u>
Item 8		<u>£ : p</u>
Item 9		<u>£ : p</u>
Item 10		<u>£ : p</u>

Total

£ 1050 : 79. p

continued on page 2

Authorisation and declaration



...sively and necessarily

Signature

Date


13/7/05

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			Input subtotals per Cat 5	
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		/ /		
			Comments	

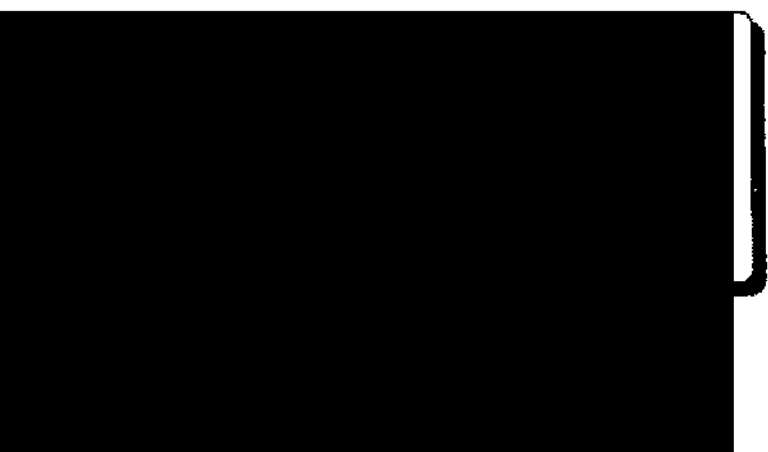


Mobile Phone Centres

Mr. Alan [Redacted] (AIP)
[Redacted]

Invoice Number: [Redacted]
Tax Invoice Date: 27.06/2005
Order Number: [Redacted]
Account Number: [Redacted]

Details	Net Amount	VAT Rate	VAT
Supply of 1 x Samsung DS50 car kit including fitting	212.77	17.50	37.23
Supply of 2 x Samsung DS50's connected to o2 400	0.00	17.50	0.00



Total Net Amount	212.77
Carriage Net	0.00
Total VAT Amount	37.23
Invoice Total	250.00

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text

Invoice No. [REDACTED]

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

[REDACTED]

TOTAL

C1

[REDACTED]

04_05 / 05_06

£ 1544.27

£

£ 486.45

£

£

£ 20.57

£

£

£

£ 2051.29

Comments:

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

[REDACTED]

Posted by (initials & date)



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

MEALE

Constituency

MANFIELD

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 6 / 05 / 05 to 31 / 05 / 05

Allowance year

05 / 06

	Description of service or goods	Amount
Item 1	<u>Business Rates on surgery (May Ann)</u> *	<u>£ 819:00</u> P
Item 2	<u>Surgery Adverts</u>	<u>£ 172:00</u> P
Item 3	<u>Water Services</u>	<u>£ 48:40</u> P
Item 4	<u>copier quarterly rental *</u> <small>(Casper agreement previously notified)</small>	<u>£ 486:45</u> P
Item 5	<u>Telephone charges</u>	<u>£ 84:12</u> P
Item 6	<u>misc stationary items</u>	<u>£ 82:04</u> P
Item 7	<u>computer virus software update</u>	<u>£ 20:57</u> P
Item 8	<u>newspapers & periodicals</u>	<u>£ 62:61</u> P
Item 9	<u>office cleaning</u>	<u>£ 140:00</u> P
Item 10	<u>petty cash + misc</u>	<u>£ 136:10</u> P

Total

£ 2051:14 P
291

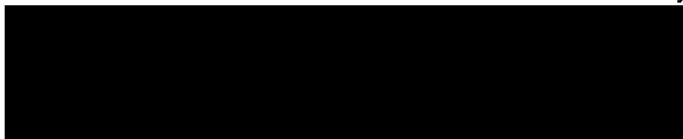
* copy invoice attached

continued on page 2

Authorisation and declaration

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

Signature



Date

5/6/05

Data protection

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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

£

£

£

£

£

£

£

£

£


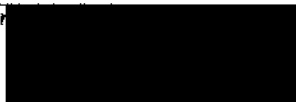
Comments

--

MANSFIELD DISTRICT COUNCIL

Civic Centre,

Business rate account

Your name and address MR ALAN BEADE MP 	Date of this bill 11/03/05 Your account 
---	--

Your property's rateable value	Non-domestic multiplier	National non-domestic rate details	
4400	0.415	Chargeable amount 2005-2006 (01/04/2005 to 31/03/2006)	1,326.00
Property description		Small business rate relief	913.00
SHOP & PREMISES			
Property address (if it is different from the address above)			
Instalment payments due each month			
1)	91.00	7)	91.00
2)	91.00	8)	91.00
3)	91.00	9)	91.00
4)	91.00	10)	91.00
5)	91.00		
6)	91.00		
Payment due on 01 Apr and on same date each month.			Amount payable
			913.00

Base liability for transitional relief (See enclosed leaflet for details.) 2,257.20

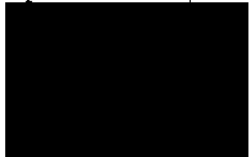


07 MAY 2005

ONEWORLD
LEASING

DICE

Aian Meale Mp



Invoice No



VAT Reg No



This is an invoice. Payments due on or before the date quoted below.



Due Date	Invoice Number	Nett Total	VAT%	Vat Total	Value
19/06/2005		£414.00	17.50	£72.45	£486.45
	Total	£414.00		£72.45	£486.45

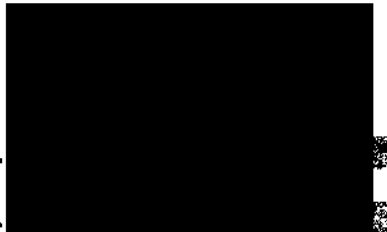


FINANCIAL LEASING ASSOCIATION

Financial Processing)

Transaction No.

Registration No.



Validation Claim Summary Sheet

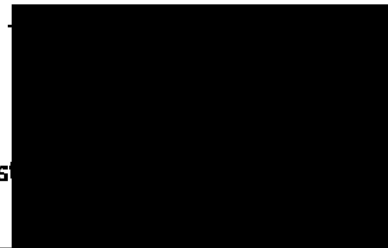
Please write or print clearly & attach to claim

C1

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)



Text

Invoice No



Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



£ 939.68

£

£

£

£

£

£

£

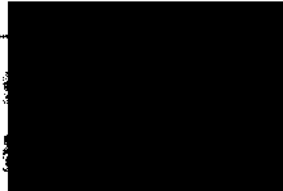
£

£ 939.68

TOTAL

Comments:

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



Posted by (initials & date)



Transaction code.

C1. REIMBURSEMENT

I wish to claim reimbursement of the following amounts from my Incidental Expenses Provision for the period to 11 April 05 as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

Item	Description of service / goods	Amount £	Fees office use only
1	Electricity bill for Y4 at office (copy attached)	644-15	
2	Telephone charges to 9 April	70-53	
3	Office cleaning to 9 April	225-00	
4			
5			
6			
7			
8			
9			
10			
		£ 939-68	

24 MAY 2005

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary

SIGNED... [Redacted]MP

PRINTED NAME..... [Redacted] MANTON

DATE 21/05/05..... CONSTITUENCY..... MANTON



Customer Reference Number



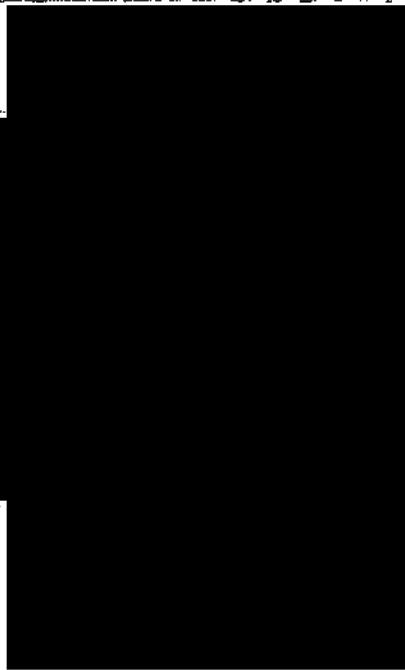
Alan Meale M P



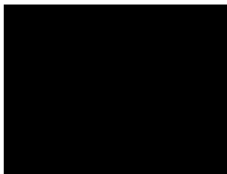
paid

Date of Bill: 16 April 2005
Electricity Bill

Amount Due
£644.15



Total charges excluding VAT	548.21
Total VAT @ 17.5%	95.94
Total charges including VAT	644.15
Amount Due	644.15



Amount
398.35 CR Payment received

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

C1

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

[REDACTED]

TOTAL

£ 178.13

£ 2659.38

£

£

£

£

£

£

£

£ 2837.51

Comments:

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

Posted by (initials & date)

[REDACTED]

Transaction code.

C1. REIMBURSEMENT

I wish to claim reimbursement of the following amounts from my Incidental Expenses Provision for the period 1/4/05 to 14/4/05 as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

Item	Description of service / goods	Amount £	Fees office use only
1	printing *	1601-00	
2	delivery of Bulletin. *	1058-38	
3	Misc - petty cash.	146-80	
4	Business rates **	31-33	
5			
6			
7			
8			
9			
10			

£ 2837-51

I certify that the above expenses were personally incurred on behalf of the [redacted] MP.

SIGNED [redacted] MP

PRINTED NAME ALAN MUMFORD

DATE 12/4/05 CONSTITUENCY MANCHESTER



**Jupiter
Associates
Limited**

INVOICE

[Redacted]

Alan Meale MP

[Redacted]

Invoice No.

[Redacted]

Date

23/03/05

Your Order No.

[Redacted]

Our Ref No.

[Redacted]

NEWSLETTER

Reformat document to correct size and replace logo, supply PDF proof. Print in four colour process both sides onto 55gsm EX080 Improved Newsprint. Slit, fold once in half to, pack and deliver to Chesterfield and Mansfield

Quantity 35 000

1,601.00

[Redacted]

Total Net Amount 1,601.00

Total Tax Amount 0.00

Invoice Total 1,601.00

[Redacted]

11 APR 2005

Invoice

Alan Meale MP

Letterboxdirect 

Invoice No:

Invoice Date: 28/03/2005 W/C Dist. Date: 28/03/2005

Customer Account No:

Leaflet Title

Job No.

Quantity

Rate/000

Cost

Westminster Bureau Job Tit

33361

27 00

900.75

33361

THIS INVOICE IS DUE FOR PAYMENT 30 DAYS FROM 28/03/2005

Net Total	900.75
VAT	157.63
Invoice Total	£ 1058.38