



Communications Allowance
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 please refer to booklet on Communications Allowance.
 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

MANUSFIELD

Office use only

Costs

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 or more.

Period of claim from 1/1/08 to 31/3/08 Allowance year

Description of service or goods	Amount
Items on per receipt	£ 1400 : 00 p
presentation equipment (as per marked items on Viking receipt - (376.93 * 17.5 %))	£ 442 : 89 p
installation of TV at surgery	£ 250 : 00 p
surgery sign.	£ 158 : 00 p
Surgery advert.	£ 105 : 76 p
Newsletter	£ 3150 : 00 p

Total

£ 5506.65 p

51376

Authorisation and declaration

wholly, exclusively and necessarily

Signature

MP

Date

28/5/08

Data protection

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

Initials / Date

Validation
completed

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Input subtotals per Cat 5

£

£

Comments

Invoice To

Alan Meale

Tax Date

08/03/2008

Amount Due

Amount Enc.

£158.00

Date	Description	Amount	Balance		
25/01/2008	INV [REDACTED] due 25/01/2008. Orig. Amount £158.00.	158.00	158.00		
Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
0.00	0.00	158.00	0.00	0.00	£158.00

sent cheque ✓

RECEIVED
06 MAR 2008

[Redacted]

Statement

[Redacted]

ALAN MEALE MP

[Redacted]

[Redacted]

Page 1 of 1		Customer Account Number [Redacted]			Date : 30/04/08	
Date	Our Reference	Transaction Type	Debit	Credit	Balance	Running Total
20/12/2007	[Redacted]	IV	105.76		105.76	105.76
			Current	Overdue	Unallocated	Total
			0.00	105.76	0.00	105.76



[Large redacted area at the bottom of the page]



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance

Comms1

page 1 of 2

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.

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Your details

Name in CAPITAL LETTERS

MEALE

Constituency

MANSEFIELD

Office use

Costs

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.

Period of claim

from 1/3/08 to 31/3/08

Allowance year

2007, 2008

Office use only

Description of service or goods

Amount

Items on per [redacted] receipt	£ 1400.00 p
presentation equipment (as per marked items on Viking receipt - (376.93 + 17.5%))	£ 442.89 p
installation TV at surgery	£ 200.00 p PAID
surgery sign.	£ 150.00 p PAID
surgery advert	£ 105.76 p PAID
Newsletter 24520	£ 3150.00 p

Total

£ 5506.65 p

1842.89

Authorisation and declaration

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

MP

Date

28/5/08

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Input subtotals per Cat 5

Validation completed

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£ 252.19

£ 1590.70

Comments

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ACCOUNT No.	DATE	INVOICE No.	YOUR REFERENCE	DATE ENTERED	DATE DESPATCHED
[REDACTED]	2/04/08	[REDACTED]	[REDACTED]	31/03/08	2/04/08

TERMS: NETT 30 DAYS
Page 1

Alan Meale MP

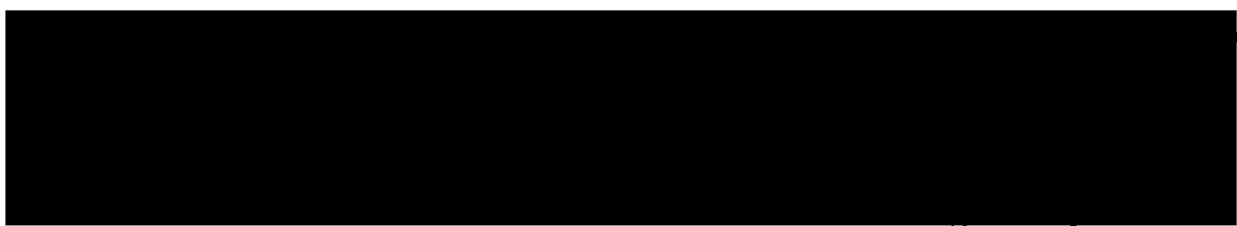
Alan Meale MP



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

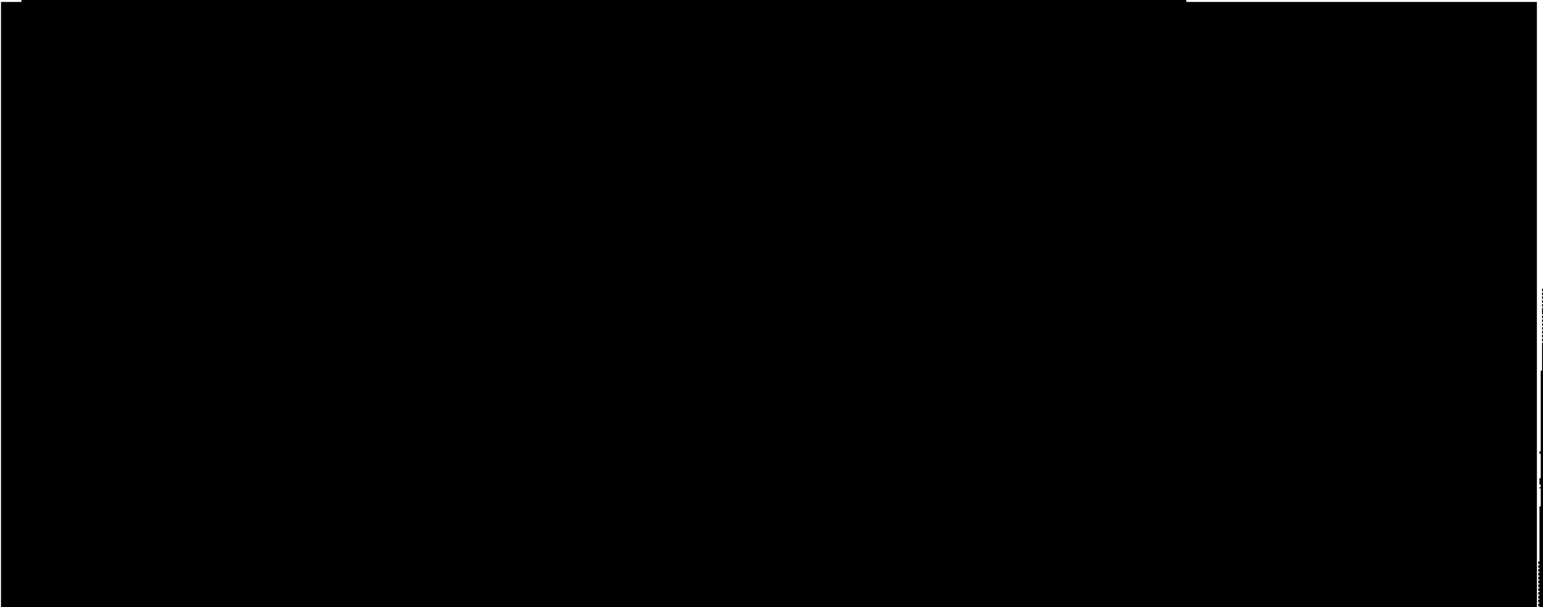
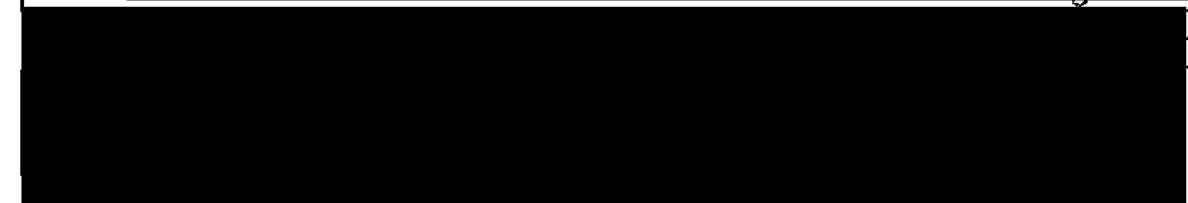
DESCRIPTION	CATALOGUE NUMBER	QTY DESPATCHED	VAT%	LIST PRICE	YOUR COST	NETT COST
CLASSICUT CL200 GUILLOT	G22-CL200	1 EA	17.5		79.99	79.99
SLIDE PROJECTOR TROLLEY	G22-1900790	1 EA	17.5		99.99	99.99
TRIPOD SCREEN 1750X1325MM	G22-1902396	1 EA	17.5	211.75	129.99	129.99
NO80 P1 PRESENT POINTER	G22-1902388	2 EA	17.5	24.99	19.99	39.98
NO80 P3 POINTER ACCESS	G22-1902390	2 EA	17.5	89.99	49.99	99.98
12-DRAWER MODULE	G22-9H444	2 EA	17.5	119.00	98.99	197.98
10 DRAWER CABINET RED	G22-2990-RD	EA	17.5	117.36	99.99	0.00
BROTHER MFC 7420 MACHINE	G22-MFC7420	2 EA	17.5		189.99	379.98
BROTHER TN2000 TONER	G22-TN2000	2 EA	17.5		36.99	73.98
4023 DESKTOP DHP	G22-NO804023	EA	17.5		129.99	0.00
Z50W 24V CAP G6.35	G22-PROA1223	1 EA	17.5		6.99	6.99
NECTAR REGISTRATION FORM	G23-NECTARFORM	EA	17.5	0.01	0.00	0.00

XXXXXX
XXXXXX
XXXXXX



AMOUNT DUE

1,302.91



WARRANTY PURCHASE AGREEMENT

Store: [REDACTED]
Order No: [REDACTED]
Trans. No: [REDACTED]
Date: 31/03/08 15:25
Colleague: [REDACTED]

Customer Address
MR JA NEALE

SALE

30" - 32" LCD
387568 SAMS LE32R87BDX/ 1 499.99
07 Manager Reductn. 50.00-

139.99

DVD RECORDERS
403806 SAMS DVD-SR150M 1 99.99
07 Manager Reductn. 50.00-

BRACKETS
408727 AVF NXL503 1 129.99
09 SAVE 20% WBW ANY TV 26.00-

PC LAPTOPS
437573 TOSH SAT P200-1J 1 599.99
07 Manager Reductn. 36.88-

LAPTOP ESSENTIALS
305405 TAR TCG200 1 34.99

CABLES AND CONNECTORS
837067 MONS HV2SC-1M 1 39.95

VIDEO MEDIA
238287 PANA LM-AR120LE1 1 17.99

EXTENDED WARRANTY
32188 1+1 LAP 500-6 1 139.99

31/03/08

TOTAL
187.66

£ 1,400.00
187.66

I agree to the conditions of this document and wish to purchase the

Date:



Communications Allowance

Member's reimbursement form

- 1 APR 2008

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Your details

Name in CAPITAL LETTERS

ALAN MEALE

Constituency

MANSFIELD

Office use of

Costs

Claim details

You can only claim for

- costs you have actually paid.

Please ensure

- you attach all receipts or invoices for items of £250 and above.

Period of claim

from 1/3/08 to 31/3/08

Allowance year

2007/2008

Description of service or goods	Amount
BT internet services	£ 112 : 76 p
✓ Surgery Adverts:	£ : p
50 plus magazine	£ 20 : 50 p
newspaper/calender.	£ 117 : 50 p
am/dram. programme.	£ 100 : 00 p
	£ : p
	£ : p
Total	£ 350 : 76 p

Authorisation and declaration

incurred wholly, exclusively and necessarily for my Parliamentary duties.

Signature

I

MP

Date

1/4/08

MKT

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

Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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£

£

Comments



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Your details

Name
in CAPITAL LETTERS

ALAN MEALE

Constituency

MANUSFIELD

350109

Office use only

Costs

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 11/12/07 to 31/12/07 Allowance year 2007/2008

Description of service or goods	Amount
BT internet services for Web	£ 168 : 68 p
Surgery ads: Rugby club programme	£ 176 : 25 p
HIND map	£ 50 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 394 : 93 p

Office use only

Authorisation and declaration

wholly, exclusively and necessarily

Signature

MP

Date

14/1/08

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	Initials / Date
Validation completed	<input type="text"/>
	Input subtotals per Cat 5
	<input type="text"/>
	<input type="text"/>
Comments	



Communications Allowance

Member's reimbursement form

Comms1

page 1 of 2

VALIDATION
21 DEC 2007

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Your details

Name in CAPITAL LETTERS

ALAN MEESE

Constituency

MANFIELD

Office use only

Costs

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.

Period of claim

from 1/11/07 to 30/11/07

Allowance year

2006/2007

Description of service or goods

Amount

Surgery adverts

£ _____ : _____ p

SD Plus mag

£ 19 : 50 p

Theatre programme

£ 100 : 00 p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

Total

£ 119 : 50 p

Office use only

Allow. / Exp. Type (cat5)

Authorisation and declaration

I have read and agreed wholly, exclusively and necessarily

Signature

MP

Date

15/12/07

Data protection

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Initials / Date

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Validation completed

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£
£

Comments

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Communications Allowance
Member's reimbursement form

2007 NOV 21

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Your details

Name
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ALAN MEALE

Constituency

MANUSFIELD

Office use only

Costs

Claim details

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Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 1 / 10 / 07 to 31 / 10 / 07 Allowance year 2007 / 2008

Office use only

Description of service or goods	Amount
Artist Society promotion	£ 50:00 p
Surgery Advert	£ 146:88 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 196:88 p

Authorisation and declaration

I declare that the above information is true, correct, exclusive and necessarily

Signature

Date

3/11/07

Data protection

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Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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£

£

Comments

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Communications Allowance
Member's reimbursement form

VALIDATION

26 OCT 2007

Comms1
page 1 of 2

RECEIVED

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this form

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Your details

Name
in CAPITAL LETTERS

MEALE ✓

Constituency

MANSFIELD ✓

Office use

Costs

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.

Period of claim

from 1/8/07 to 30/9/07

Allowance year

2007/2008

Description of service or goods

Amount

Surgery costs	£ _____ : _____ p
SD plus magazine	£ 19 : 50 p
Community Times *	£ 700 : 00 p
cricket programme	£ 100 : 00 p
Website/internet services	£ 165 : 61 p
	£ _____ : _____ p
	£ _____ : _____ p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 585 : 11 p

Authorisation and declaration

Signature

wholly, exclusively and necessarily

MP

Date

30/10/07

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Input subtotals per Cat 5

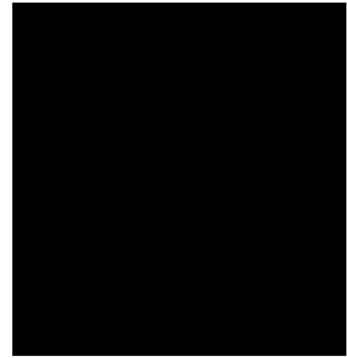
Validation completed

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	£
	£

Comments

RECEIVED
13 SEP 2007



Alan Meale MP



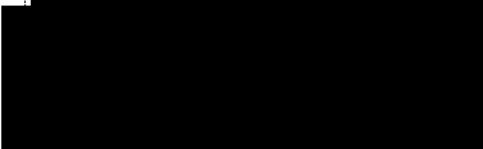
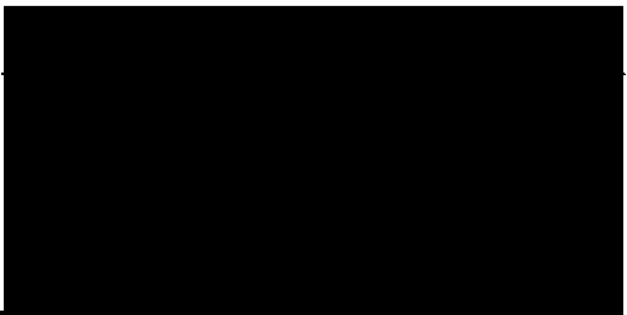
Inv. 1
Invoice 11th Sept 2007
To Alan Meale
From Alan Meale

Community Times

1/4 page advert for 6 editions (one year)	£360.00
Discount (for one year commitment)	£60.00

paid

Total Net	
Total VAT	
Invoice Total	£300.00





Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

VALIDATION 22 AUG 2007 RECEIVED

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About filling in this form

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Your details

Name in CAPITAL LETTERS

ALAN MEALE

Constituency

MANFIELD

Office use only

Costs

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.

Period of claim

from 1/7/07 to 31/7/07

Allowance year

2007/2008

Description of service or goods

Amount

Surgery ads.

£ : p

mansfield society of artists

£ 50 : 00 p

North N.U.M. & Retired Miners Newsletter

£ 35 : 00 p

Website/internet services

£ 112 : 76 p

£ : p

£ : p

£ : p

Total

£ 197 : 76 p

Office use only

Authorisation and declaration

Signature

wholly, exclusively and necessarily

Date

2/8/07

BCV

Data protection

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Input subtotals per Cat 5



£ 197.76

£

Comments

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Communications Allowance 25.11
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.

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Your details

Name in CAPITAL LETTERS	MEALE	VALIDATION	
Constituency	MANSFIELD	20 JUN 2007	
Office use only	RECEIVED		
Costs	[REDACTED]		

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 1, 5, 07 to 31, 5, 07 Allowance year 2007, 2008

Description of service or goods	Amount	Office use only
Surgery ads:	£ _____ : _____ p	[REDACTED]
Wildlife rescue mag advert	£ 240.00 p	
50 plus magazine	£ 19.50 p	
Play programme advert	£ 100.00 p	
Website/internet dedicated line rental	£ 48.35 p	
	£ _____ : _____ p	
	£ _____ : _____ p	
Total	£ 407.85 p	

Authorisation and declaration

Signature: [REDACTED] wholly, exclusively and necessarily
MP Date: 15/6/07

Data protection

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Input subtotals per Cat 5

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£ 407.85

£

BM

Comments

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Name in CAPITAL LETTERS MEALE
Constituency MANSFIELD

Office use only
Costs

Claim details

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Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 1 / 4 / 07 to 30 / 4 / 07 Allowance year 2007 / 2008

Description of service or goods	Amount
Surgery Aids: MTFK at ground *	£ 1175:00 p
St-Pb. Neri Community Mag. *	£ 500:00 p
Play Progr. advert.	£ 100:00 p
SD Plus Magazine	£ 19:50 p
Cricket Programme Ad.	£ 50:00 p
Website maintenance	£ 233:82 p
Office internet dedicated line.	£ 161:11 p
Total	£ 2239:43 p



Authorisation and declaration

I have incurred wholly, exclusively and necessarily
Signature _____ MP Date 7/5/07

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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 HM Revenue & Customs. 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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£

£

Comments

01/05/2006

Invoice

[Redacted]

[Redacted]

Alan Meale MP
[Redacted]

[Redacted]
01/05/2007
[Redacted]

Quantity	Details	Unit Price	Net Amount
	ground board advertising	1,000.00	1,000.00

Code: [Redacted]

Total Net Amount	1,000.00
Total VAT Amount	175.00
Invoice Total	1,175.00

ALAN MEALE MP

24 April 2007

Invoice: Advertising in Mansfield Community Magazine
2007

Please find enclosed a cheque for £500 in settlement of the above invoice.

Thank you for your assistance with this matter.

All best wishes.

Yours sincerely

Alan Meale MP