



Member's reimbursement form

- 1 APR 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

MEALE

Constituency

MANSFIELD

Office use only

Costs/Cat 2

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 / 3 / 08

to 31 / 3 / 08

Allowance year

2007/2008

Office use only

Allow or Exp/
A/c code Cat 5

Description of service or goods

Amount

Item 1

BT charges.

£ 248 : 03 p

Item 2

mobile charges

£ 78 : 79 p

Item 3

cleaning charges

£ 200 : 00 p

Item 4

Business Rates*

£ 1007 : 60 p

Item 5

stationery

£ 223 : 93 p

Item 6

petty cash + misc.

£ 247 : 00 p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

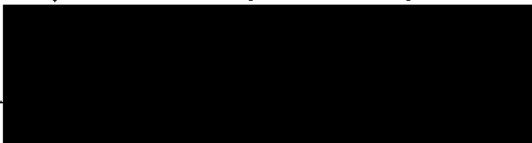
£ 2005 : 35 p

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

1/4/07

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.

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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

--



MANSFIELD DISTRICT COUNCIL

Business rate account

Your name and address MR ALAN MEALE MP 		Date of this bill 27/02/08
		Your account number 
Property description SHOP & PREMISES	National non-domestic rate details	
Property address (if it is different from the address above) 	Chargeable amount 2008-2009 (01/04/2008 to 31/03/2009)	2,015.20
	Small business rate relief	-1,007.60
	Amount payable	1,007.60
Base liability for transitional relief (See enclosed leaflet for details.)	1,940.40	

Payment details are given over the page.
Please bring or post this bill with your payment - thank you.



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Your details

Name
in CAPITAL LETTERS

MEALE

Constituency

MANSFIELD

Claim details

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Period of claim

from 1 1 2 1 08

to 29 12 1 08

Allowance year

2007/2008

Description of service or goods

Amount

Item 1

chubb fire security maintenance

£ 239 : 29 p

Item 2

mobile phone

£ 92 : 84 p

Item 3

BT phone charges

£ 63 : 24 p

Item 4

accountant charges*

£ 370 : 13 p

Item 5

laptop computer + software

£ 759 : 90 p

Item 6

cleaning of office

£ 200 : 00 p

Item 7

photocopier supplies

£ 35 : 67 p

Item 8

petty cash misc.

£ 215 : 00 p

Item 9

£ : p

Item 10

£ : p

Total

£ 1 976 : 07 p

Office use only

Allow or Expl

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 1/3/00

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Office use only		
Validation	Initials	Date
Claims received	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
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 & Costc	<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"/>
Receipts/ documentation present	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Processing		
Input	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Input subtotals per Cat 5	
	£ 846.07 £ 846.07
	£
	£
	£
	£
	£ 459.90
	£
	£ 370.13
	£ 1976.07

Comments

13 February 2008

Mr J A Meale MP



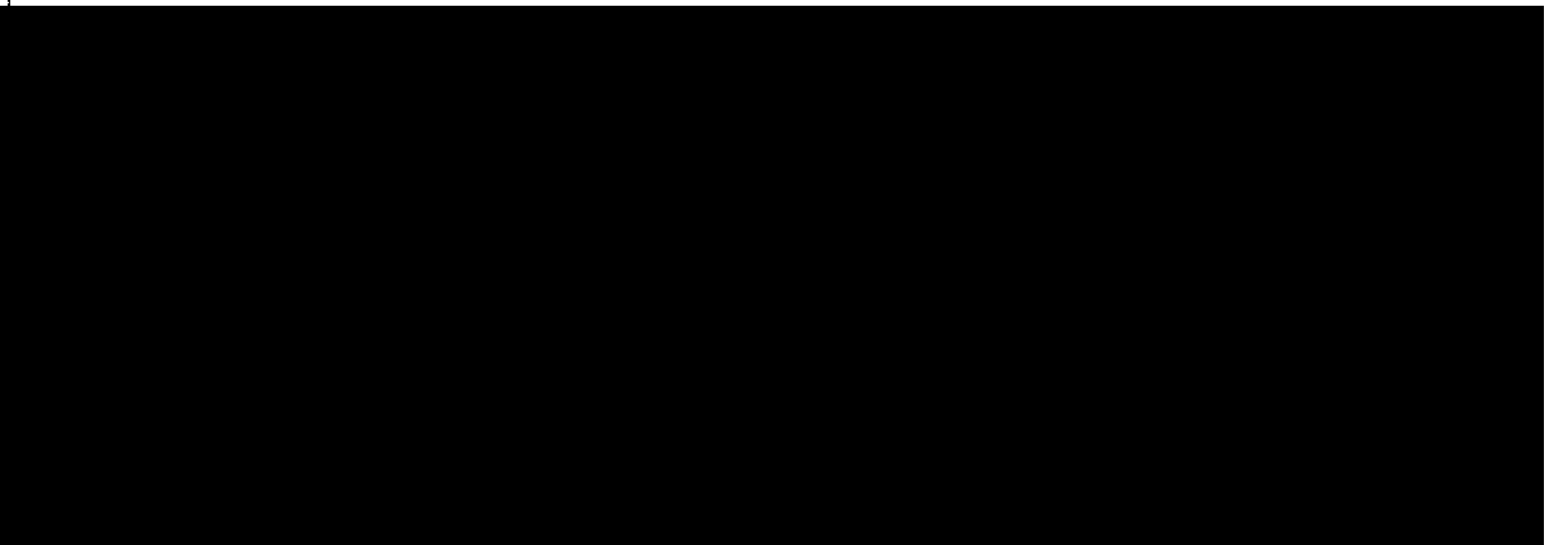
Invoice Number

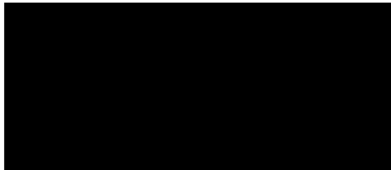


Professional Services Rendered:

Taxation services provided for the period to 31 January 2008.	315.00
Net	<u>315.00</u>
VAT @ 17.5%	55.13
Total	<u><u>£ 370.13</u></u>

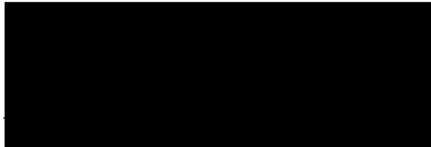
10/02/08





Date: 06/02/08

Thank you for shopping with PC World
Advice or Support
available 24 hours a day
contact



SALE



TOSHIBA SATELITE U30013U £599.97

1 x 0000019400 @ £599.97

Discount: Manager Offer - Manager Discretion -£8.99

PC PERFORMANCE £8.99

1 x 0000704863 @ £8.99

TOSHIBA SATELITE U30013L
Start Date 06/02/08

SYM 360&OFFICE WBW £99.95

1 x 0000102066 @ £99.95

1-> MICROSOFT OFFICEH&S ATT PC
0000269562

1-> SYMANTEC NORTON360 PCW PC
0000890718

HAUPPAUGE NEW HVR 9 00 USB £39.99

1 x 0000774560 @ £39.99

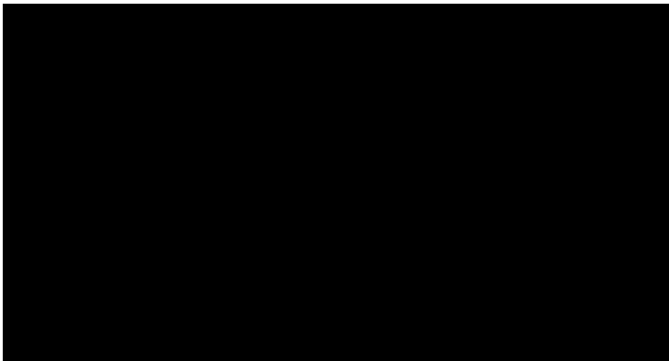
Discount: Manager Offer - Manager Discre... -£10.00

TECH GUYS PC SET-UP £29.99

1 x 0000113170 @ £29.99

AMOUNT DUE £759.90

Credit Card Mandate £8.99





Member's reimbursement form

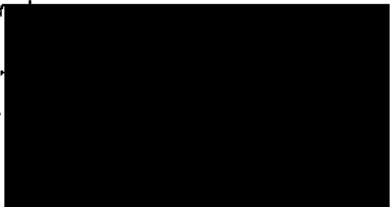
05 FEB 2008

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Your details

Name in CAPITAL LETTERS

MEALE

Constituency

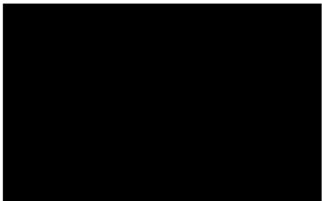
MANFIELD



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, work commissioned, communication and travel.

Period of claim

from 11/1/2008

to 31/1/2008

Allowance year

2007/2008

Office use only

Allow or Expl
A/c code Cat 5

Table with 3 columns: Item, Description of service or goods, Amount. Includes items like Rental for photocopier, Telephone, mobile phone, office cleaning, electricity charges, Stationery, and miscellaneous petty cash.

Total

£ 1806.85 p

Authorisation and declaration

ed wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

3/2/08

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 & Costs		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

[Redacted]	£ 1320.40
[Redacted]	£
[Redacted]	£ 486.45
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£ 1806.85

Comments

[Empty Comments Box]

RECEIVED

24 JAN 2008

Tax invoice number

Any questions?

Call us on

Alan Meale M P

Page 1 of 4

Electricity bill

For electricity supplied to

Date of this bill 18 January 2008 (We sent your last bill on 20 October 2007)

Please pay **£845.14**



SALES INVOICE

INVOICE ADDRESS
ALAN MEALE M.P. [REDACTED]

DELIVERY ADDRESS
[REDACTED]

INVOICE NUMBER	DATE
[REDACTED]	14/01/08
ORDER No.	
[REDACTED]	
DELIVERY NOTE No.	DATE
[REDACTED]	14/01/08
ACCOUNT No.	AREA/REP
[REDACTED]	[REDACTED]

QUANTITY	UNIT	CODE No.	DESCRIPTION	UNIT PRICE	GOODS TOTAL		NETT TOTAL	V/C
1			RENTAL OF THE [REDACTED] FROM 10/01/08 TO 10/04/08	414.00	414.00		414.00	1

E. & O.E.

V/C	VAT RATE	GOODS AMOUNT	VAT AMOUNT
1	17.50%	414.00	72.45

GOODS	414.00
VAT	72.45
TOTAL	486.45



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Your details

Name in CAPITAL LETTERS

ALAN MEALE

Constituency

MANFIELD

Office use only

Costs/Cal 2

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 communication and travel.

Period of claim

from 1 / 12 / 07

to 31 / 12 / 07

Allowance year

2007/2008

Office use only

	Description of service or goods	Amount
Item 1	photocopier invoices.	£ 311 : 88 p
Item 2	telephone charges.	£ 213 : 16 p
Item 3	mobilephone charges.	£ 218 : 09 p
Item 4	office cleaning.	£ 200 : 00 p
Item 5	stationery	£ 132 : 25 p
Item 6	water rates.	£ 68 : 67 p
Item 7	miscellaneous.	£ 135 : 95 p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

1374 : 38
£ 1374 : 38 p

continued on page 2

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

14/1/05

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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 / /

£1374.38

Signature check / /

£

Funds check / /

£

Allowable expenditure / /

£

Member Res ID & Costs / /

£

Ext type/Cat 5 & subtotals added to form / /

£

£1374.38

Receipts/ documentation present / /

Comments

Processing

input / /

[Empty Comments Box]

SALES INVOICE

INVOICE ADDRESS
 ALAN MEALE M.P.
 [REDACTED]

DELIVERY ADDRESS
 [REDACTED]

INVOICE NUMBER		DATE	
[REDACTED]		24/12/07	
ORDER No.			
[REDACTED]			
CONTRACT			
DELIVERY NOTE No.		DATE	
[REDACTED]		24/12/07	
ACCOUNT No.		AREA/REP	
[REDACTED]		03	

QUANTITY	UNIT	CODE No.	DESCRIPTION	UNIT PRICE	GOODS TOTAL		NETT TOTAL	V/C
1			TO SUPPLY OF SERVICING OF 1224C AT 0.0095 PER COPY. AS PER AGREEMENT FROM 98612 TO 100407	17.05	17.05		17.05	1
1			TO SUPPLY OF SERVICING OF 1224C AT 0.1300 PER COPY. AS PER AGREEMENT FROM [REDACTED]	63.70	63.70		63.70	1

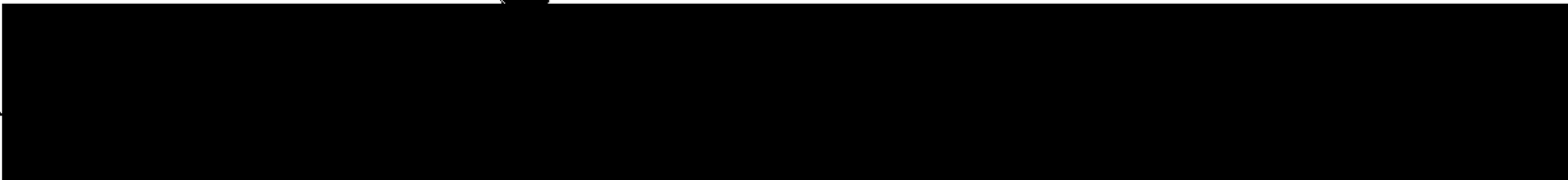
E. & O.E.

V/C	VAT RATE	GOODS AMOUNT	VAT AMOUNT
1	17.50%	80.75	14.13

[REDACTED]

GOODS	80.75
VAT	14.13
TOTAL	94.88

SALES INVOICE



INVOICE NUMBER	DATE
[REDACTED]	26/11/07
ORDER No.	
CONTRACT	
DELIVERY NOTE No.	DATE
0	26/11/07
ACCOUNT No.	AREA/REP
[REDACTED]	[REDACTED]

INVOICE ADDRESS
ALAN HEALE M.P. [REDACTED]

DELIVERY ADDRESS
[REDACTED]

QUANTITY	UNIT	CODE No.	DESCRIPTION	UNIT PRICE	GOODS TOTAL		NETT TOTAL	V/C
1		MEMO MEMO	QC LO CONTRACT ON [REDACTED] UPTO 100000 COPIES THEREAFTER 0.0015 PER COPY VALID FROM 11/12/07 - 10/12/08	265.00	265.00		265.00	1

E. & O.E.

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



GOODS	265.00
VAT	46.38
TOTAL	311.38

TOTAL	311.38
-------	--------



Member's reimbursement form

1002 000 0 2

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Your details

Name in CAPITAL LETTERS

MEALE

Constituency

MANSFIELD

Office use only

Costs/Cat 2

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 / 11 / 07 to 30 / 11 / 07

Allowance year

2006 / 2007. 07 / 08

Office use only

Allowance Fund

Description of service or goods

Amount

Item	Description of service or goods	Amount
Item 1	phoflorin supplies	£ 20:16 p
Item 2	water rates	£ 68:67 p
Item 3	telephone bill	£ 35:83 p
Item 4	mobile phone	£ 118:13 p
Item 5	stations	£ 91:90 p
Item 6	misc or petty cash	£ 220 220:40 p
Item 7	office cleaning	£ 200:00 p
Item 8	publications ?	£ 118:90 p
Item 9		£ : p
Item 10		£ : p

Total

£ 873.99 p

continued on page 2

455-09

Authorisation and declaration

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



Signature

MP

Date

15/12/07

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01/08

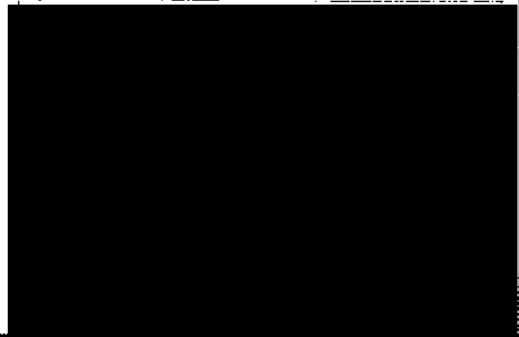
Office use only

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

£455.09
£
£
£
£
£
£
£

Comments





Incidental Expenses Provision

Member's reimbursement form

C1

VALIDATION
12 NOV 2007
RECEIVED

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19 NOV 2007

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Period of claim

from 1 / 10 / 07

to 31 / 10 / 07

Allowance year

2007/2008

Office use only
Allow or Exp/

Description of service or goods	Amount
Item 1 + electricity	£ 380:78 p
Item 2 ← photocopier lease	£ 486:45 p
Item 3 + office insurance	£ 329:90 p
Item 4 mobile phone charges	£ 183:87 p
Item 5 telephone charges	£ 33:66 p
Item 6 photocopier supplies	£ 90:75 p
Item 7 stationery	£ 182:27 p
Item 8 petty cash + misc	£ 187:66 p
Item 9	£ : p
Item 10	£ : p

Total

£ 1875:34 p

continued on page 2

Authorisation and declaration

clusively and necessarily

Signature



Date

2/11/07

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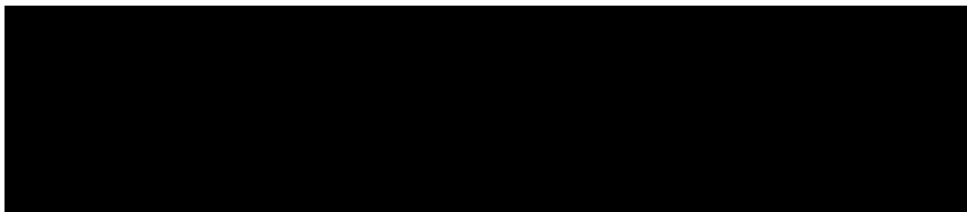
Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

£1388.89
£
£486.45
£
£
£
£
£1875.34

Comments

Empty box for comments



Alan Meale M P



Page 1 of 4



Any questions?

Call us on





Call us free, we are open 24 hours
7 days a week.

Account number



Electricity bill

For electricity supplied to 
Date of this bill 20 October 2007 (We sent your last bill on 18 July 2007)
For site reference 

Please pay **£380.78**

If you choose to pay by post, please be aware that the ongoing postal strikes could delay your payment. We offer several alternative payment methods, which are listed overleaf.

SALES INVOICE

INVOICE ADDRESS

OLAN HEALE M.P.

DELIVERY ADDRESS

INVOICE NUMBER	DATE
	26/10/07
ORDER No.	
RENTAL	
DELIVERY NOTE No.	DATE
	26/10/07
ACCOUNT No.	AREA/REP

QUANTITY	UNIT	CODE No.	DESCRIPTION	UNIT PRICE	GOODS TOTAL	NETT TOTAL	V/C
1			RENTAL OF THE 1224C FROM 10/10/07 TO 10/01/08	414.00	414.00	414.00	

E. & O.E.

V/C	VAT RATE	GOODS AMOUNT	VAT AMOUNT
1	17.50%	414.00	72.45

GOODS	414.00
VAT	72.45
TOTAL	486.45

Mr A Meale



Your Reference

Our Reference

Date 28.09.2007

Office Policy - Renewal Receipt

Policy Number

The Insured

Branch/Agent

Renewal Date

Renewal Premium

Premium Tax

Amount Due

MR ALAN MEALE TRADING AS "THE PARLIAMENTARY OFFICES"

01.11.2007

£314.19

£15.71

£329.90

Zurich Commercial

The amount of £329.90 has been received in respect of the renewal for this insurance.

Signed.....

Date..... 22-10-2007



Member's reimbursement form

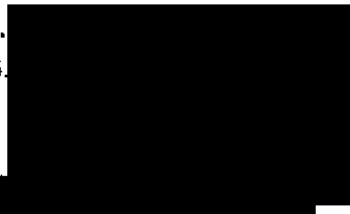
25 OCT 2007

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

MEALE ✓

Constituency

WIMBORNE

Office use only

Costs/Cal 2

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 communication and travel.

Period of claim

from 1 / 8 / 07

to 30 / 9 / 07

Allowance year

2007 / 2008

Office use only

Allow or Exp/

	Description of service or goods	Amount
Item 1	BT charges.	£ 185:30 p
Item 2	mobile August.	£ 145:40 p
Item 3	mobile September.	£ 149:75 p
Item 4	intruder alarm maintenance	£ 157:97 p
Item 5	photocopier supplies.	£ 34:04 p
Item 6	stationery & peripherals	£ 196:38 p
Item 7	petty cash.	£ 159:30 p
Item 8	office cleaning.	£ 200:00 p
Item 9		£ : p
Item 10		£ : p

Total

£ 1228:14 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]

MP

Date

4/10/05

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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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
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

£ 1228 14
£
£
£
£
£
£
£

Comments

[Empty comments box]



Member's reimbursement form

21 AUG 2007

G1

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

HAWSFIELD

Office use only

Costs/Cat 2

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 7 107

to 31 7 107

Allowance year

2007/2008.

Office use only
Allow or Exp/

Description of service or goods

Amount

Item 1

electricity bill *

£ 337:58 p

Item 2

telephone charges

£ 86:78 p

Item 3

photocopier supplies

£ 67:89 p

Item 4

photocopier rental *

£ 486:45 p

Item 5

misc stationery

£ 220:42 p

Item 6

mobile phone charges

£ 156:86 p

Item 7

petty cash & misc

£ 127:80 p

Item 8

[Redacted]

£ : p

Item 9

[Redacted]

£ : p

Item 10

[Redacted]

£ : p

Total

£ 1483:78 p

continued on page 2

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

17/8/07

Data protection

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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

£ 997.33
£
£ 486.48
£
£
£
£
£ 1438.78

Comments

[Empty Comments Box]

SALES INVOICE

INVOICE NUMBER	DATE
[REDACTED]	5/07/07
ORDER No.	
RENTAL	
DELIVERY NOTE No.	DATE
	5/07/07
ACCOUNT No.	AREA/REP
[REDACTED]	[REDACTED]

INVOICE ADDRESS

ALAN MEALE M.P.

DELIVERY ADDRESS

RECEIVED
17 JUL 2007

QUANTITY	UNIT	CODE No.	DESCRIPTION	UNIT PRICE	GOODS TOTAL	NETT TOTAL	V/C
1			RENTAL OF THE [REDACTED] FROM 10/07/07 TO 10/10/07	414.00	414.00	414.00	

E. & O.E.

V/C	VAT RATE	GOODS AMOUNT	VAT AMOUNT
1	17.50%	414.00	72.45

GOODS	414.00
VAT	72.45
TOTAL	486.45



Tax invoice number



Any questions?

Call us on



Alan Meale M P

Page 1 of 4

Electricity bill

For electricity supplied to

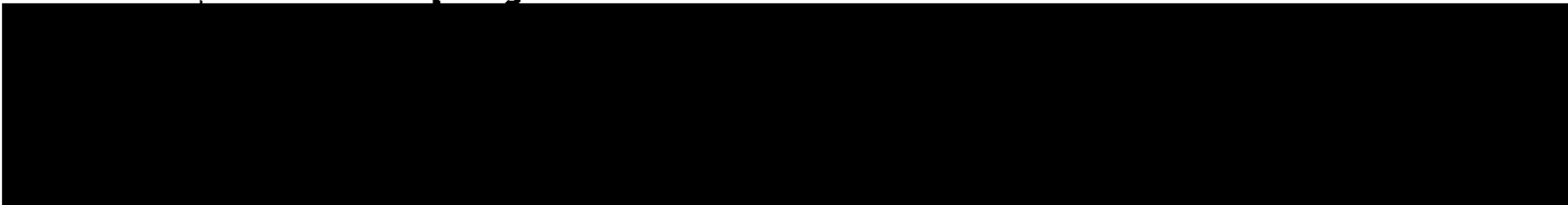


Date of this bill 18 July 2007 (We sent your last bill on 21 April 2007)

For site reference



Please pay **£337.58**





12 JUL 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

MEALE

Constituency

MANSFIELD

Office use only

Costs/Cat 2

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 / 06 / 07

to 30 / 06 / 07

Allowance year

2007/2008

Office use only

Allowance Exp

Description of service or goods

Amount

Item	Description of service or goods	Amount
Item 1	BT phone charges	£ 94 : 98 p
Item 2	mobile phone	£ 189 : 05 p
Item 3	stationery	£ 195 : 34 p
Item 4	office cleaning	£ 200 : 00 p
Item 5	misc petty cash	£ 185 : 76 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 865 : 03 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

6/7/07

Data protection

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[Redacted]

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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		/ /	£ 865.13
Signature check		/ /	£
Funds check		/ /	£
Allowable expenditure		/ /	£
Member Res ID & Costc		/ /	£
Ext type/Cat 5 & subtotals added to form		/ /	£ 865.13
Receipts/documentation present		/ /	
Processing Input		/ /	

BM

Comments

[Empty comments box]



Member's reimbursement form

20 JUN 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

MEALE

Constituency

MANSFIELD

Office use only

Costo/Cat 2

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 or communication and travel.

Period of claim

from 1 1 5 1 0 7

to 3 1 1 5 1 0 7

Allowance year

2007/2008

Office use only

Allow or Exp/

	Description of service or goods	Amount
Item 1	Telephone charges	£ 123:25 p
Item 2	Mobile phone charges	£ 115:24 p
Item 3	Burial rates *	£ 970:20 p
Item 4	water rates (to June 2007)	£ 74:23 p
Item 5	Miscellaneous	£ 154:72 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

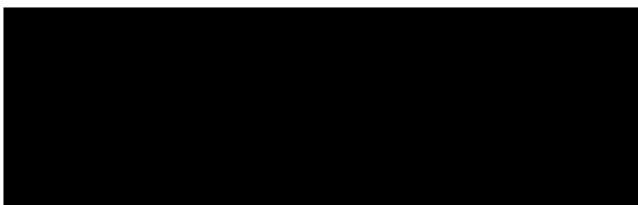
£ 1437:66 p

continued on page 2

Authorisation and declaration

olly, exclusively and necessarily

Signature



MP

Date

15/6/07

Data protection

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Office use only

	Initials	Date
Validation		
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

£ 143166
£
£
£
£
£
£
£

Comments

Empty box for comments



Mansfield District Council

Creating a District where People can Succeed

Your payment has been accepted

Thank you for your payment. If you need to make enquiries regarding this payment, you will need to quote the receipt number shown below. Please print out this page for your records.

This information has also been emailed to [REDACTED]

Date & Time	23/05/2007	Type of Payment	Business rates
Receipt Number	[REDACTED]	Account Reference	[REDACTED]
Amount	£970.20	Authorisation Code	[REDACTED]



Member's reimbursement form

09 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

MEALE

Constituency

MANFIELD

Office use only

Costs/Cat 2

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 / 4 / 07 to 30 / 4 / 07 ✓

Allowance year

2007/2008 ✓

Office use only

Allowance Fund

	Description of service or goods	Amount
* Item 1	electricity	£ 798:22 p
* Item 2	photocopier rental	£ 486:45 p
* Item 3	office furniture	£ 371:21 p
* Item 4	lock & key replacements	£ 429:77 p
Item 5	photocopier supplies	£ 100:60 p
Item 6	telephone charges	£ 243:08 p
Item 7	mobile phone charges	£ 217:32 p
Item 8	Stationery	£ 123:76 p
Item 9	petty cash + misc.	£ 125:00 p
Item 10		£ : p

Total

£ 2895:41 p

continued on page 2

Authorisation and declaration

I declare that the information provided is true and correct and wholly, exclusively and necessarily in the public interest

Signature

[Redacted Signature]

MP

Date

7/5/07

Data protection

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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		/ /

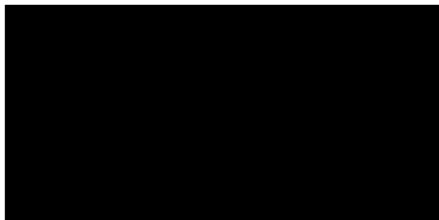
Input subtotals per Cat 5

[Redacted]	£2037.75	✓
[Redacted]	£	
[Redacted]	£486.45	✓
[Redacted]	£371.21	✓
[Redacted]	£	
[Redacted]	£	
[Redacted]	£	
[Redacted]	£2895.41	✓

Comments

[Empty Comments Box]

BM



Any questions?



Alan Meale M P

Page 1 of 4

Electricity bill

For electricity supplied to 

Date of this bill 21 April 2007 (We sent your last bill on 17 January 2007)

Please pay **£798.22**

Please pay now using the payment slip below. Alternatively, you can find details of our other payment methods on the back of this bill. Please make cheques out to 'Powergen' and write '0102 9981 1630' (your account number) on the back.

paid
5/5/07 ✓

SALES INVOICE

INVOICE NUMBER	DATE
	10/04/07
ORDER No.	
RENTAL	
DELIVERY NOTE No.	DATE
	10/04/07
ACCOUNT No.	AREA/REP
	03

INVOICE ADDRESS
 PLAN NEALE M.P.

DELIVERY ADDRESS

QUANTITY	UNIT	CODE No.	DESCRIPTION	UNIT PRICE	GOODS TOTAL	NETT TOTAL	V/C
1			RENTAL OF THE [REDACTED] FROM 10/04/07 TO 10/07/07	414.00	414.00	414.00	1

E. & O.E.

V/C	VAT RATE	GOODS AMOUNT	VAT AMOUNT
1	17.50%	414.00	72.45

GOODS	414.00
VAT	72.45
TOTAL	486.45

COUNT No.	DATE	INVOICE No.	YOUR REFERENCE	DATE ENTERED	DATE DESPATCHED
	14/03/07		BO	14/03/07	0/00/00

TERMS: NETT 30 DAYS

Alan Meale MP

Alan Meale MP

DESCRIPTION	CATALOGUE NUMBER	QTY DESPATCHED	VAT %	LIST PRICE	YOUR COST	NETT COST
120CM DESK	G2B-818131	1 EA	17.5	92.69	67.990	67.99
COMPUTER DESK	G2B-818140	1 EA	17.5	123.59	94.990	94.99
DESK HIGH PEDESTAL	G2B-818565	1 EA	17.5	123.59	84.990	84.99
CPU, PRINTER PEDESTAL	G2B-818551	1 EA	17.5	102.98	64.990	64.99

GOODS NEVER SHIPPED ON ORIGINAL INVOICE

This Is A Back Order Shipment

paid 25/12

*Indicates this item is backordered and will be despatched as soon as stock is available

TOTAL VALUE LIST PRICE	YOU SAVED THIS AMOUNT	NETT TOTAL	CARRIAGE	PROTECTION PLUS	V.A.T.	PAID IN ADVANCE	PLEASE PAY THIS AMOUNT	AMOUNT DUE
442.85	129.89	312.96	FREE	2.96	55.29			371.21



SALES INVOICE

CUSTOMER NAME: ALAN MEALE MP

CUSTOMER ADDRESS:



INVOICE NUMBER



DATE: 30/04/07

CUST REF:

NUMBER	DESCRIPTION	COST PER ITEM	TOTAL
2	COPY KEY TO RED BOX	£3.00	£6.00
11.5	LABOUR (SEE DESCRIPTION OVERLEAF FOR WORKS CARRIED OUT)	£55.00	£632.50
		-33% LABOUR	£208.73
		BALANCE (LABOUR)	£423.77
		TOTAL	£429.77

para 7/5-





06/07 + 07/08

Member's reimbursement form

02 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

MEALE

Constituency

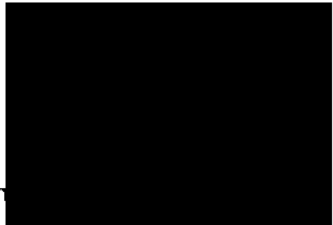
MANFIELD

Office use only
Costs/Cat 2

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 communication and travel.

Period of claim

from 1 1 3 107 to 31 13 107

21-04-07

Allowance year

2006/2007

Office use only

Item	Description of service or goods	Amount
Item 1	American rental for photocopiers - see attached letter.	£ 1422 : 82 p
Item 2		£ : p
Item 3	BT phone charges	£ 111 : 32 p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 1534 : 14 p

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

30/4/07

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 & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

£ 111.32
£
£ 1422.82
£
£
£
£
£
£

Comments

[Redacted Comments]