



Incidental Expenses Provision

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

BOB SPINK

Constituency

CASTLE POINT

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 12006

to 31 13 12006

Year

05/06

Description of service or goods

Amount

Item 1

Petty Cash

£ 250 : 00 p

Item 2

Telephone

£ 70 : 00 p

Item 3

Home as Office

£ 250 : 00 p

Item 4

Neat Ideas

£ 123 : 33 p

Item 5

Cellhire *

£ 126 : 25 p

Item 6

Cell hire *

£ 165 : 52 p

Item 7

Yellow Advertiser WRAP

£ 1527 : 52 p

Item 8

Neat Ideas *

£ 55 : 87 p

Item 9

Cell hire *

£ 56 : 74 p

Item 10

£ : p


Total

£ 2625 : 23 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 2/5/2006

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).


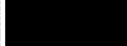
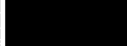
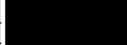
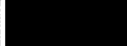
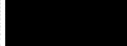
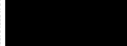
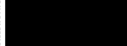
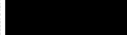
Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

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

Input subtotals per Cat 5

	£2,446.03
	£179.20
	£
	£
	£
	£
	£
	£
	£2,625.23

Comments

Invoice address *

DR ROBERT SPINK MP

Delivery address

DR ROBERT SPINK MP,

Description	Catalogue code	Order qty	Ship qty	Unit price	VAT code	Value
QUIL ADD LBL5 16LX100S	M7459102	1	1	£12.99	2	£12.99
QUIL S/H N/BOOK 8DLF 10PK	M7419923	1	1	£5.99	2	£5.99
HP INKC BK 51645A	M7443506	1	1	£21.89	2	£21.89
QUIL FLUOR NOTES 3x3 12PK	M7464214	1	1	£3.99	2	£3.99
BOSS INKJET HILIGHTERS	M7460744	1	1	£2.69	2	£2.69

VAT summary

Code	Rate (%)	Goods	Carriage	Discount	VAT
1	0	£0.00	£0.00	£0.00	£0.00
2	17.5	£47.55	£0.00	£0.00	£8.32

£47.55

FREE

£0.00

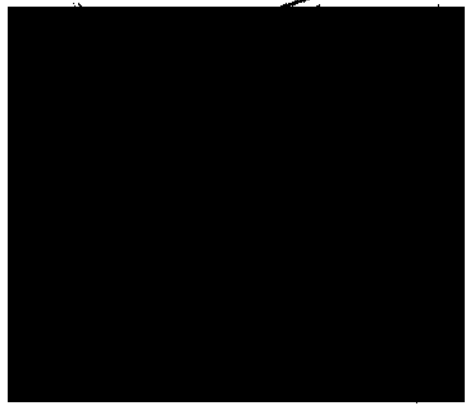
£47.55

£8.32

£55.87

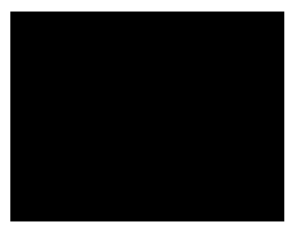
£0.00

Ltd



AMOUNT 1527.52

TRANSACTION DETAILS		OUTSTANDING
24MAR06	Inv [REDACTED]	381.88
24MAR06	Inv [REDACTED]	381.88
24MAR06	Inv [REDACTED]	381.88
24MAR06	Inv [REDACTED]	381.88
BALANCE:		1527.52



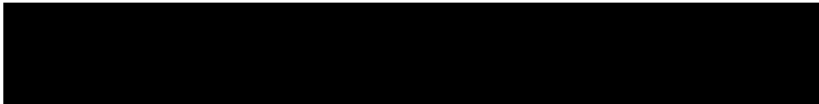
Account No. [REDACTED]

Invoice Date 24/03/06

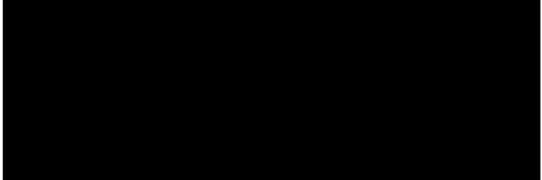
Charge Excl. VAT	325.00
VAT	56.88
TOTAL	381.88



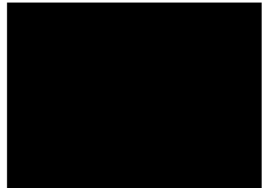
invoice



Robert Spink



Invoice Date :
Invoice No :
Account No :
RA Number :



For the rental of the following equipment:-

Small Blackberry SIM 

Between 16 Dec 05 @ 08:00
and 05 Jan 06 @ 08:00

Rental closed

Description	Quantity	Unit Price £	Amount £
RENTAL	20 days	1.21	24.28
MANAGED SERVICE	20 days	0.40	8.00
CALLS			16.01
ITEMISED BILLING	1	0.00	0.00

Sub-total 48.29

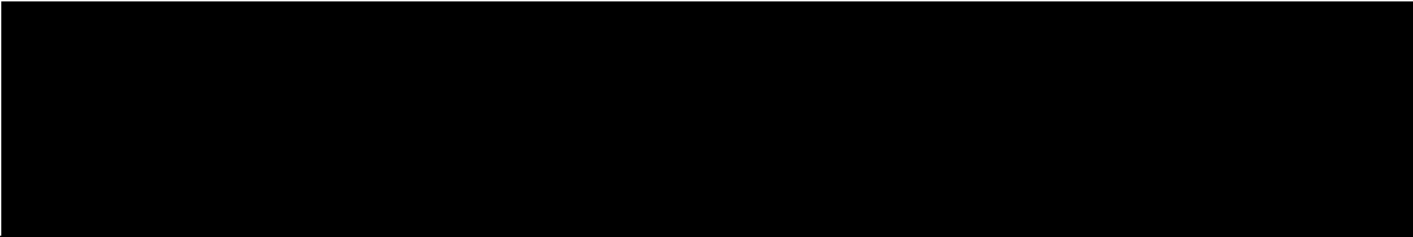
Purchase Order Number



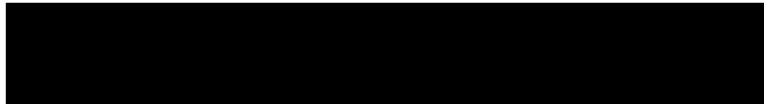
VAT @ 17.50 % 8.45

Payment Due: 25 January 06

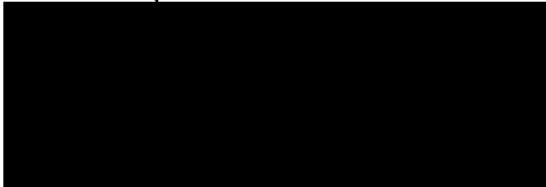
Amount Due £ 56.74



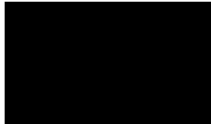
invoice



Robert Spink



Invoice Date : 20 March 06
Invoice No :
Account No :
RA Number :



For the rental of the following equipment:-

Small Blackberry SIM

Between 20 Feb 06 @ 08:00
and 20 Mar 06 @ 08:00

Equipment still on rent

Description	Quantity	Unit Price £	Amount £
RENTAL	1 month	34.00	34.00
MANAGED SERVICE	1 month	12.00	12.00
CALLS			94.87
ITEMISED BILLING	1	0.00	0.00

Sub-total 140.87

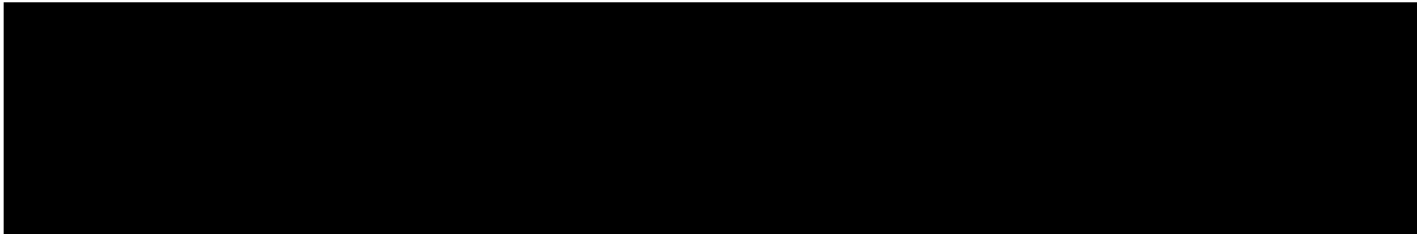
VAT @ 17.50 % 24.65

Amount Due £ 165.52

Purchase Order Number



Payment Due: 3 April 06



statement



Robert Spink



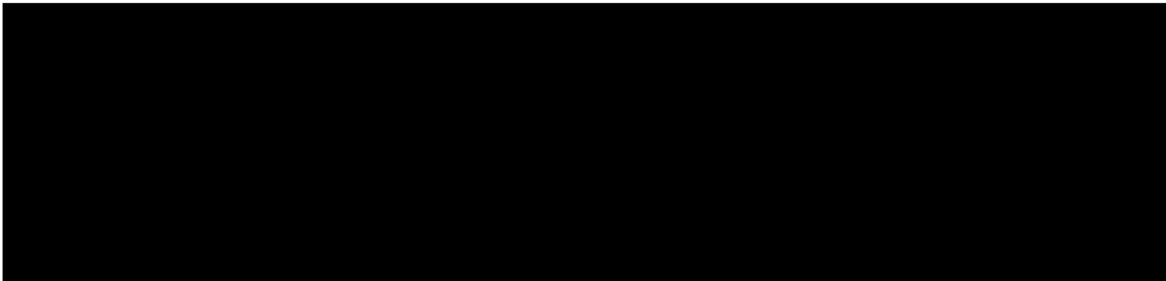
Date : 22 March 2006

Account No :

Date	Type	Ref	Debits(£)	Credits(£)	Outstanding(£)
20 Feb 06	INV	1402495	132.15		14.78
20 Mar 06	INV	1414814	165.52		111.47



Amount Due £ 126.25





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

BOB SPINK

Constituency

Castle Point

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 / 06 to 31 / 1 / 06

Allowance year

05/06

Item	Description of service or goods	Amount
Item 1	Cell hire Invoice 12/1/06	£ 332 : 87 p
Item 2	Petty Cash	£ 250 : 00 p
Item 3	Toner Cartridges (Canon)	£ 86 : 10 p
Item 4	Telephones	£ 48 : 13 p
Item 5	Home as Office	£ 250 : 00 p
Item 6	Next Ideas	£ 93 : 99 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 1061 : 99 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

L

MP

Date

L

1st Feb 2006

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on

020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only**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

£881.00

£180.09

£

£

£

£

£

£

£1,061.09

Comments

--

statement



[Redacted]

Robert Spink

Date : 12 January 2006
Account No : [Redacted]

[Redacted]

Date	Type	Ref	Debits(£)	Credits(£)	Outstanding(£)
19 Dec 05	INV	[Redacted]	276.13		276.13
11 Jan 06	INV	[Redacted]	56.74		56.74

[Large Redacted Block]

[Redacted]

Amount Due £ 332.87

[Redacted]

Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

Text

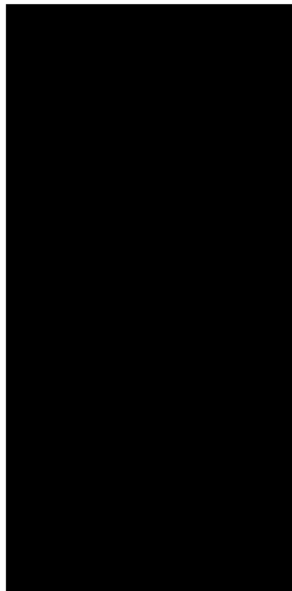
Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



TOTAL

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

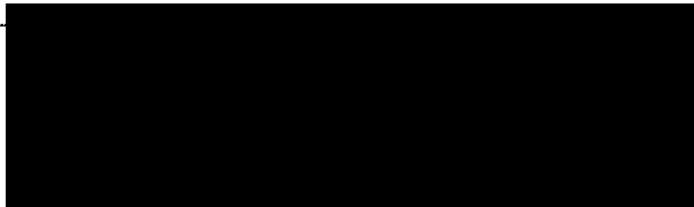
£ 54.05

~~£ 54.05~~

Comments:

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

Posted by (initials & date)



PERIODIC PAYMENT FORM

I: ROBERT SPINK MP

For Constituency: 

Require payment to 

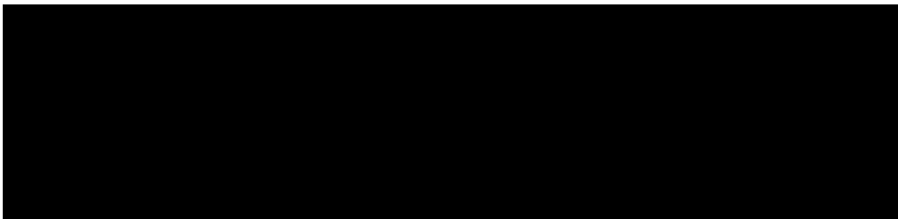
Address: 

The amount of: £ £54.05 (including VAT)

Start date: 19 DEC 05

Ceasing: Until advised

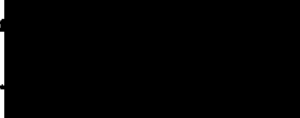
Every (please delete) Month Quarter Year



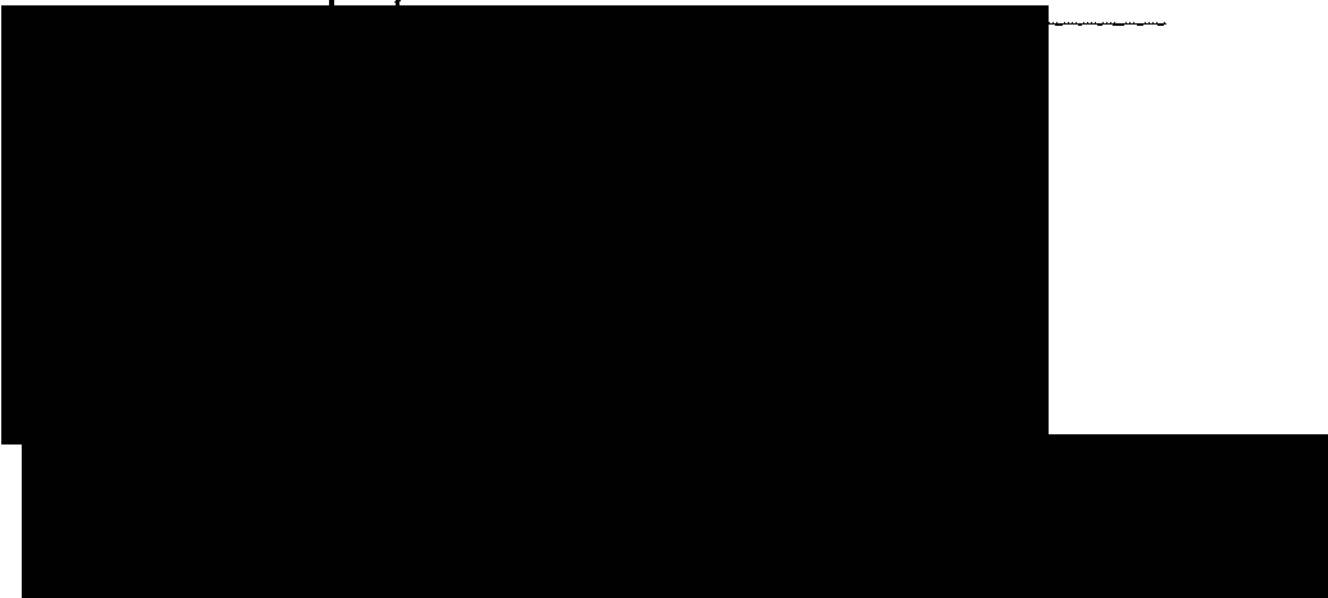
22 DEC 2005

Please enclose copy of agreement

I confirm these payments are exclusively and necessarily incurred on parliamentary business.

X Signed  (Member)

X Dated 20 | 12 | 05





Incidental Expenses Provision

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

BOB SPINK ✓

Constituency

Castle Point

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 / 12 / 05

to 31 / 12 / 05

Allowance year

05 / 06

	Description of service or goods	Amount
Item 1	Petty Cash	£ 260 : 00 p
Item 2	Home as Office	£ 250 : 00 p
Item 3	Telephones	£ 65 : 80 p
Item 4	Wicks lights office	£ 66 : 35 p
Item 5	House of Fraser Office	£ 86 : 40 p
Item 6	Toner Cartridges black.	£ 61 : 14 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

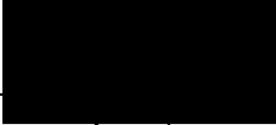
Total

£ 779 : 69 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 3/1/2006

Data protection

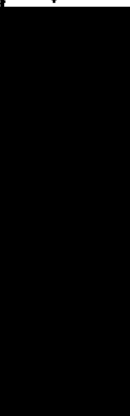
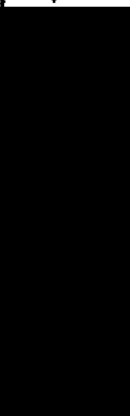
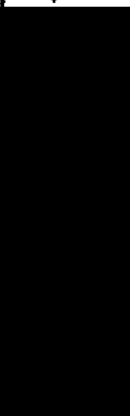
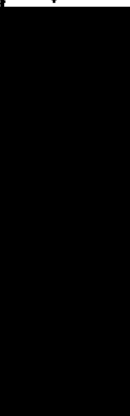
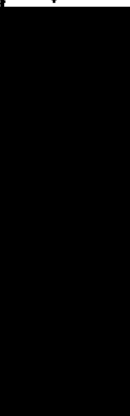
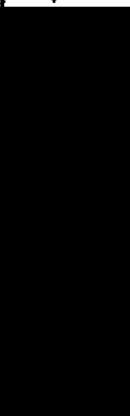
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only			Input subtotals per Cat 5	
Validation	Initials	Date		
Claims received	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>		£ 718.55 ✓
Signature check	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>		£ 61.14 ✓
Funds check	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>		£
Allowable expenditure	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>		£
Member Res ID & Costc	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>		£
Ext type/Cat 5 & subtotals added to form	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>		£ 779.69
Receipts/ documentation present	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	Comments	
Processing input	<input type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>		



EXIT ON PREM ALUMINIUM GLOBE BLACK
 162046 1 @ £14.97 14.97 a
 MAINS HALOGEN TILT BRASS 3PACK
 702831 3 @ £16.47 49.41 a
 DOWNLIGHT R50 EYEBALL BRASS SNG
 701355 1 @ £1.97 1.97 a

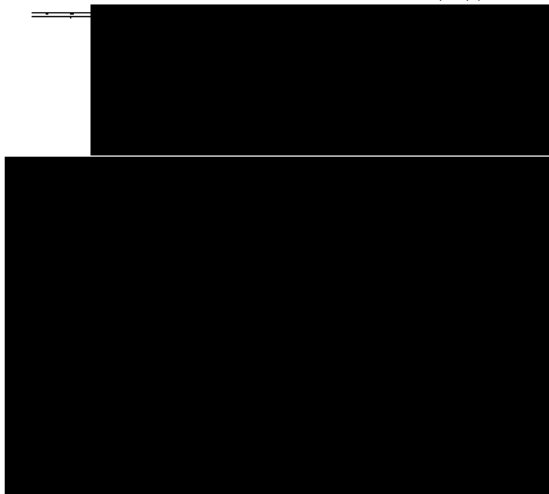
SALE Total 66.35

£66.35

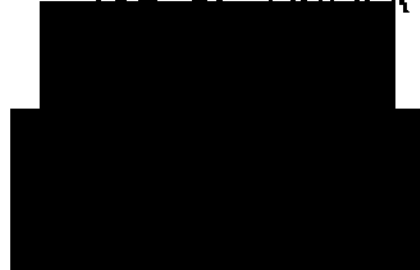
Cash 66.35

V.A.T. Breakdown

a 66.35 @ 17.500% VAT 9.88
 Total VAT 9.88



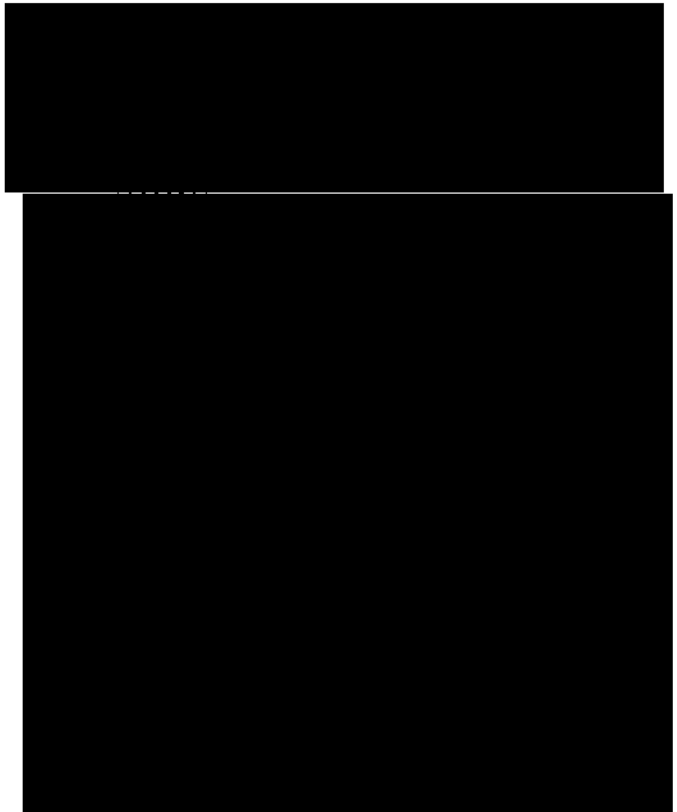
HOUSE OF FRASER



Tily 48 x 38 si 576014187 £120.00
 Winter Sale 20% -£24.00
 Price to Pay £96.00
 FRASERCARD 10% 10% -£9.60
 Price to Pay £86.40

TOTAL

£86.40





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

SPINK GORB

Constituency

Castle Point

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 / 2005

to 30 / 11 / 2005

Allowance year

05 / 06

	Description of service or goods	Amount
Item 1	Neat Ideas	£ 123 : 33 p
Item 2	COST CO	£ 158 : 60 p
Item 3	Home as Office	£ 250 : 00 p
Item 4	Telephones	£ 40 : 00 p
Item 5	Petty Cash	£ 150 : 00 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 721 : 93 p

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

130 / 11 / 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.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

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

[Redacted]

£ 440.00

£ 281.93

£

£

£

£

£

£

£

£


£ 721.93


Comments

[Empty Comments Box]


=====
=====
invoice address

DR SPINK MP

Date	Our reference	Your reference	Debit	Credit
06/10/2005			£123.33	
Under 30 days			Account balance	
£0.00			£123.33	
Over 30 days				
£123.33				
Over 60 days				
£0.00				



COSTCO WHOLESALE



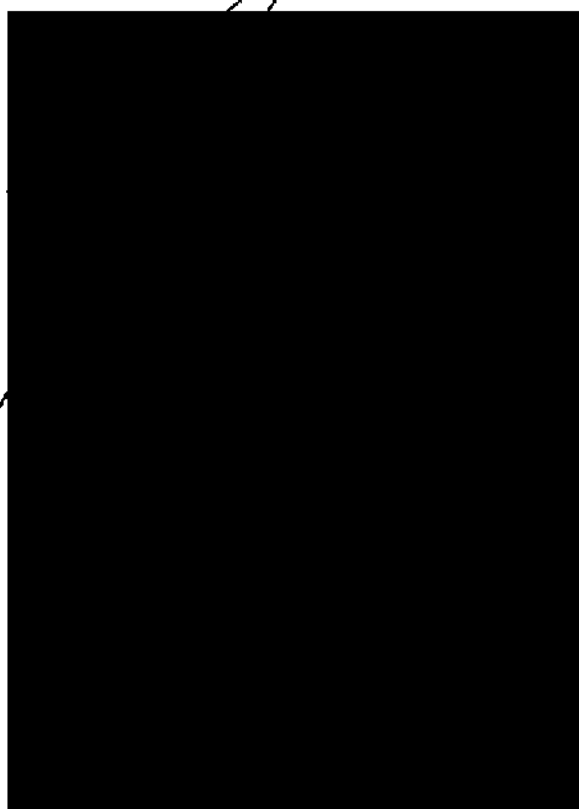
HUSKY HM31 STELLA			
0069264	1x	94.99	94.99 1
SWISS COMPUROLLER			
0868611	1x	39.99	39.99 1
H'WAY FLEECE PANT			
0479804	1x	6.49	6.49 1
HEAD FLEECE GLOVE			
0088226	1x	5.79	5.79 1
GARLAND LIGHTS			
0066968	1x	9.99	9.99 1
WLKRS MINCE PIES			
0069477	1x	3.95	3.95 0

plus VAT

94.99
39.99
 134.98 *
 23.62. VAT
158.60

~~39.99~~

WLKRS MINCE PIES			
0069477	1x	3.95	3.95 0
C'LETTO P/GRIG. 5L			
0069479	1x	15.99	15.99 1
PRINGLE 6PK SOCK			
0066132	1x	8.79	8.79 1
LOVE LESSONS			
0071196	1x	8.99	8.99 0
STOWELLS SAUV BLAN			
0042606	1x	13.95	13.95 1
SHILTON BUCKLE BAG			
0077778	1x	39.99	39.99 1
C. VIEJO RES. CASE			
0061454	1x	29.95	29.95 1
MINI BUD 24/207NRB			
0059120	1x	6.99	6.99 1
GREY GOOSE VOD. 1LT			
0055390	1x	19.99	19.99 1
MARTELL GIFTPACK			
0060433	1x	12.75	12.75 1
MARTELL XXX 7OCL			
0025938	1x	12.49	12.49 1
FOIL EMBOSSED ROLL			
0987987	1x	5.99	5.99
PRINGLE 6PK SOCK			
0066132	1x	8.79	8.79
PRINGLE LYCRA BOXE			
049355	1x		
PRINGLE LYCRA			





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

BOB SPINK

Constituency

Castle Point

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 / 10 / 05

to 31 / 10 / 05

Allowance year

05 / 06

	Description of service or goods	Amount
Item 1	Meet Ideas	£ 123 : 33 p
Item 2	Home as Office	£ 250 : 00 p
Item 3	Telephones	£ 80 : 00 p
Item 4	Petty Cash	£ 250 : 00 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 703 : 33 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

31 / 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.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only		
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	
[Redacted]	£ 580.00
[Redacted]	£ 123.33
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£ 703.33

Comments




NEAT*ideas*



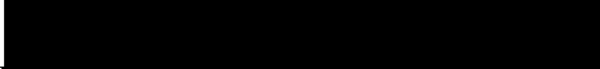
Invoice address *

DR SPINK MP



Delivery address

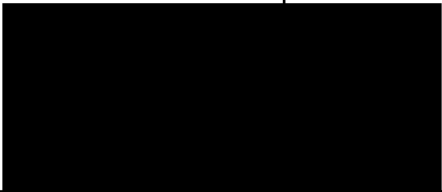
DR SPINK MP



Description	Catalogue code	Order qty	Ship qty	Unit price	VAT code	Value
HP INKC BK 51645A	M7343506	3	3	£20.99	2	£62.97
HP INKC CL C6578A	M7359730	1	1	£41.99	2	£41.99

VAT summary

Code	Rate (%)	Goods	Carriage	Discount	VAT
1	0	£0.00	£0.00	£0.00	£0.00
2	17.5	£104.96	£0.00	£0.00	£18.37



Goods total	£104.96
Carriage total	FREE
Discount total	£0.00
Net total	£104.96
VAT total	£18.37
Invoice total	£123.33
Amount paid	£0.00

Financial Processing }

Transaction No

Registration No

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 e

Text

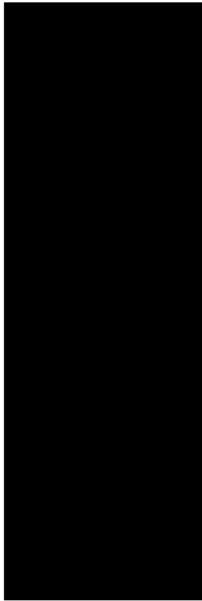
Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



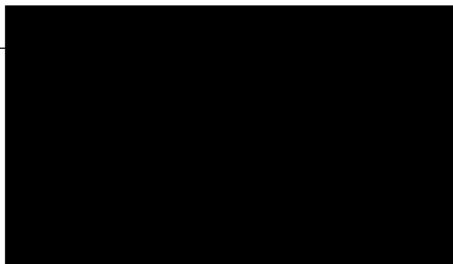
TOTAL

E..... 425.00
 E..... 93.99
 E.....
 E.....
 E.....
 E.....
 E.....
 E.....
 E.....
 E..... 518.99

Comments:

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

Posted by (initials & date)





Member's reimbursement form

05 OCT 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.

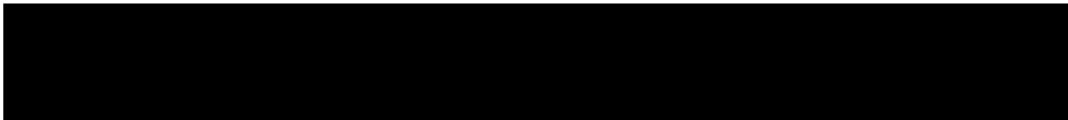
Your details

Name in CAPITAL LETTERS

BOB SPINK

Constituency

Castle Point



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 / 9 / 05

to 30 / 9 / 05

Allowance year

05 / 06

	Description of service or goods	Amount
Item 1	Neat Ideas	£ 93 : 99 p
Item 2	Home as Office	£ 250 : 00 p
Item 3	Telephone	£ 80 : 00 p
Item 4	Petty Cash	£ 95 : 00 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 518 : 99 p

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

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.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form toValidation 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

--

Invoice address

DR ROBERT SPINK MP

Statement date
23/08/2005

Date	Our reference	Your reference	Debit	Credit
21/07/2005			£93.99	
	Under 30 days	Over 30 days	Over 60 days	Account balance
	£0.00	£93.99	£0.00	£93.99

Financial Processing }

Transaction No.

Registration No.

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 ex

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



TOTAL

£ 376 . 08

£.....-

£.....-

£.....-

£.....-

£.....-

£.....-

£.....-

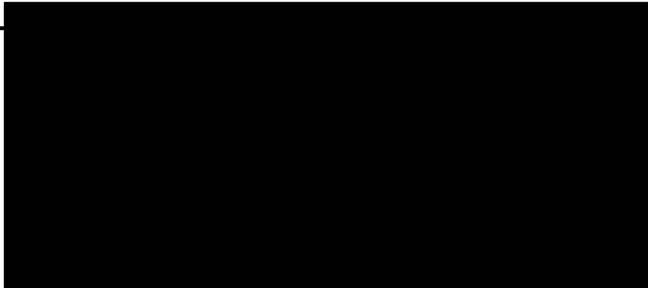
£.....-

£ 376 . 08

Comments:

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

Posted by (initials & date)





Member's reimbursement form

02 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

BOB SPINK

Constituency

CASTLE POINT

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 / / to / /

Allowance year

/

	Description of service or goods	Amount
Item 1	Next Ideas Cars (invoice)	£ 41 : 08 p
Item 2	Home Ar Office	£ 200 : 00 p
Item 3	Telephones	£ 55 : 00 p
Item 4	Petty Cash	£ 80 : 00 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

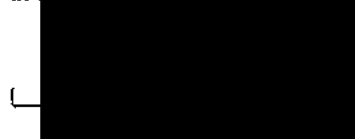
£ 376 : 08 p

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

1/9/05

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' Estimates, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business, analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Validation	Initials	Date	Input subtotals per Cat 5
Claims received		/ /	514500 £
Signature check		/ /	514505 £
Funds check		/ /	514520 £
Allowable expenditure		/ /	514525 £
Member Res ID & Costs		/ /	514530 £
Ext type/Cat 5 & subtotals added to form		/ /	514535 £
Receipts/ documentation present		/ /	514540 £
Processing		/ /	514565 £
Input		/ /	£

Comments

Invoice address

DR SPINK MP

Statement date

05/08/2005

Date	Our reference	Your reference	Debit	Credit
05/07/2005				£41.08
	Under 30 days	Over 30 days	Over 60 days	Account balance
	£0.00	£41.08	£0.00	£41.08

Financial Processing)

Transaction No.

Registration No.

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

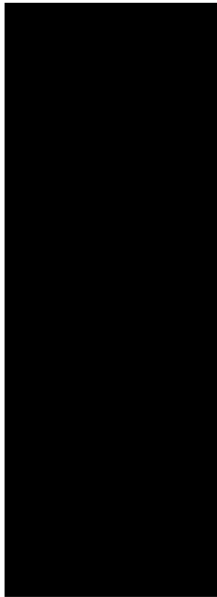
Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



TOTAL

£.....

£.....

£.....

£.....

£.....

£ 213.09

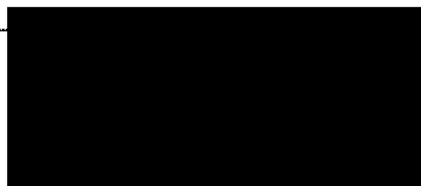
£.....

£.....

£ 6658.99

Comments:

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



Posted by (initials & date)



Member's reimbursement form

08 AUG 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

BOB SANK

Constituency

CASTLE POINT

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 / 7 / 05 to 31 / 7 / 05

Allowance year

1

	Description of service or goods	Amount
Item 1	Neat Ideas Dictaphone/cass	£ 93 : 99 p
Item 2	Home as Office	£ 150 : 00 p
Item 3	Telephone	£ 65 : 00 p
Item 4	Petty Cash	£ 50 : 00 p
Item 5	Surgery Advertisement Canary Island Football club	£ 300 : 00 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 658 : 99 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

4/8/05

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.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only**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

--

NEAT*ideas*

Invoice address

DR SPINK MP

Delivery address

DR SPINK MP,

Description	Catalogue code	Order qty	Ship qty	Unit price	VAT code	Value
D/COPY CARD X 250 PINK	T3218273PK	1	1	£7.99	2	£7.99
D/COPY CARD RED X 250	T3243520RD	1	1	£8.99	2	£8.99
D/COPY CARD DARK GRN X250	T3243520DG	1	1	£8.99	2	£8.99
D/COPY CARD DARK BLUE 250	T3243520DB	1	1	£8.99	2	£8.99

VAT summary						Goods total	£34.96
Code	Rate (%)	Goods	Carriage	Discount	VAT	Carriage total	FREE
1	0	£0.00	£0.00	£0.00	£0.00	Discount total	£0.00
2	17.5	£34.96	£0.00	£0.00	£6.12	Net total	£34.96
						VAT total	£6.12
						Invoice total	£41.08
						Amount paid	£0.00

NEAT*ideas*

Invoice address

DR ROBERT SPINK MP

Delivery address

DR ROBERT SPINKS,

Description	Catalogue code	Order qty	Ship qty	Unit price	VAT code	Value
381 POCKET MEMO		1	1	£79.99	2	£79.99

VAT summary

Code	Rate (%)	Goods	Carriage	Discount	VAT
1	0	£0.00	£0.00	£0.00	£0.00
2	17.5	£79.99	£0.00	£0.00	£14.00

Goods total	£79.99
Carriage total	FREE
Discount total	£0.00
Net total	£79.99
VAT total	£14.00
Invoice total	£93.99
Amount paid	£0.00

Financial Processing }

Transaction No

Registration No

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 ex

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



£.....

£.....

£.....

£.....

£.....

£.....

£.....

£8810.50 /

£.....

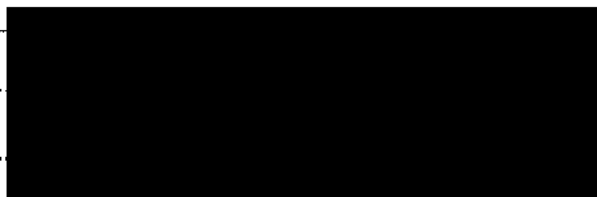
£8812.50 .

TOTAL

Comments:

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

Posted by (initials & date)



Financial Processing }

Transaction

Registration

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/

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



TOTAL

£.....

£.....

£.....

£.....

£.....

£ 6099.00

£.....

£.....

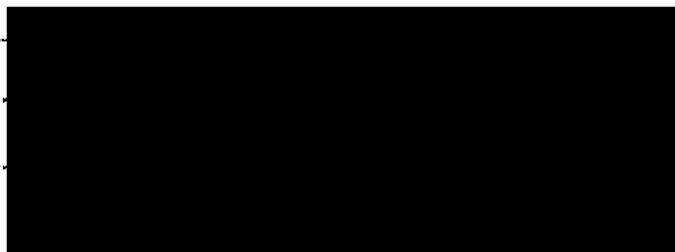
£.....

£ 690.00

Comments:

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

Posted by (initials & date)



Financial Processing }

Tran
Regi

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedi

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



TOTAL

Comments:

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

Posted by (initials & date)

£ 570.41

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£ 570.41

03 JUN 2005

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 31: 5: 05 as detailed below.

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

Item	Description of service / goods	Amount £
1	PC World Anti Virus Software	237.49
2	Banner Invoice.	20.41
3	CURRYS. Computer ^{invoice} 12/4/05	699.99
4	Home as Office	300.00 250.00
5	Telephone & Sundry	50.00
6	Petty Cash.	250.00
7		
8		
9		
10		
		£ 1270.40

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

SIGNED..... [Redacted]MP

PRINTED NAME..... Rob SPINK

DATE 2/6/05 CONSTITUENCY Castle Point



EMA 5250+AIO+ C+SW+15

£699.99

1 x 0000374532 @ £699.99

1-> HEWLETPACK P5C1217 AIO
0000721524

1-> VECTOR OEM CLRY5 PAC K C5
0000425031

1-> EMACHINES 5250 P4 515
0000705366

1-> PC LINE USB A-B CBL 1.8M
0000439717

1-> EMACHINES E15T TFT
0000899192

1-> FUJI 605 DIGITAL
0000485858

AMOUNT DUE

£699.99

REMITTANCE ADVICE



MR BOB SPINK MP

NOTE:

Fax no:

Email:

Inv Date	Invoice Number	Allowance	
02/06/2005		Incidental Expenses Allowance	570.41
		COMPUTER PAYMENT WITHHELD PLS SEND INVOICE	X
16/06/2005		Travel	140.00
		1999/47610 CONS MILES 1-11 APR & M	
16/06/2005		Travel	717.60
		1999/47610 A WEST - CONS	✓
Paid into your bank			1,428.01

Financial Processing }

Transac

Registra

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicate

Text

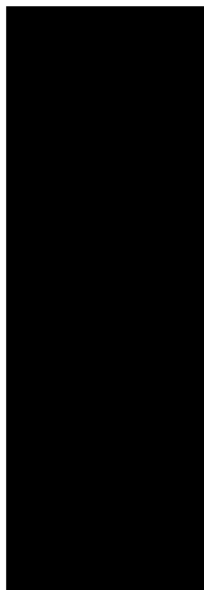
Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



£.....560.00

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

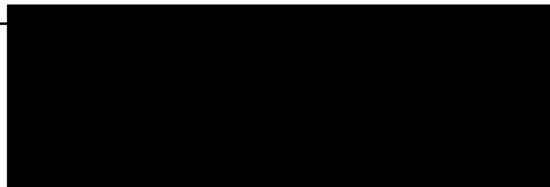
£.....

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 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.

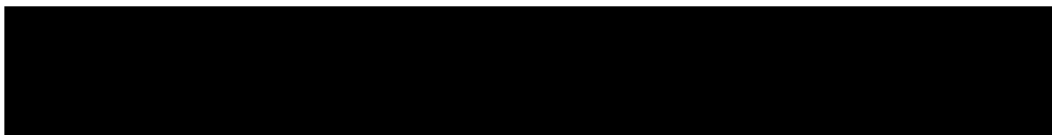
Your details

Name
in CAPITAL LETTERS

BOB SPINK

Constituency

CASTLE POINT



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 6 05 to 30 6 05

Allowance year

05/06

	Description of service or goods	Amount
Item 1	<u>Telephone</u>	<u>£ 60 : 00 p</u>
Item 2	<u>Petty Cash/Sundry</u>	<u>£ 250 : 00 p</u>
Item 3	<u>Home as Office</u>	<u>£ 250 : 00 p</u>
Item 4		<u>£ : p</u>
Item 5		<u>£ : p</u>
Item 6		<u>£ : p</u>
Item 7		<u>£ : p</u>
Item 8		<u>£ : p</u>
Item 9		<u>£ : p</u>
Item 10		<u>£ : p</u>

Total

£ 560 : 00 p

continue 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

5/7/05

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.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

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

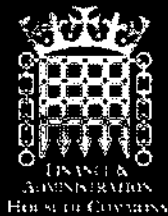
[] / [] / []

Input subtotals per Cat 5

[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£

Comments

[Empty Comments Box]



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 BOB SPINK

Constituency CASTLE POINT

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 / 5 / 2005 to 30 / 6 / 2005

Allowance year 05 / 06

	Description of service or goods	Amount
Item 1	Solicitors Services	£ 8812 : 50 p
Item 2	Bill att ^d previously agreed with fees office.	£ : p
Item 3	£1500 + £132.50 VAT.	£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p


Total £ 8812 : 50 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

5/7/05

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.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only**Validation**

Initials Date

Claims received

	/	/
--	---	---

Signature check

	/	/
--	---	---

Funds check

	/	/
--	---	---

Allowable expenditure

	/	/
--	---	---

Member Res ID
& Cost

	/	/
--	---	---

Ext type/Cat 5 &
subtotals added to form

	/	/
--	---	---

Receipts/
documentation present

	/	/
--	---	---

Processing

Input

	/	/
--	---	---

Input subtotals per Cat 5

£	
£	
£	
£	
£	
£	
£	
£	

Comments



Member's reimbursement form

09/11/2006

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

- 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

BOB SPINK

Constituency

Castle Point

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 / 2 / 2006 to 28 / 2 / 2006

Allowance year

05 / 06

	Description of service or goods	Amount
Item 1	Petty Cash	£ 250 : 00 p
Item 2	Telephones	£ 63 : 47 p
Item 3	Home as Office	£ 250 : 00 p
Item 4	Office Table	£ 199 : 99 p
Item 5	New Office lights	£ 376 : 71 p
Item 6	Office Chair	£ 67 : 99 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p
	Total	£ 1208.16 p

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] MP
Date 28 / 2 / 2006

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only		
Validation	Initials	Date
Claims received	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Signature check	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Funds check	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Allowable expenditure	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Member Res ID & Costc	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Ext type/Cat 5 & subtotals added to form	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Receipts/ documentation present	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Processing		
Input	<input type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>

Input subtotals per Cat 5	
[Redacted]	£863.47
[Redacted]	£376.71
[Redacted]	£
[Redacted]	£267.98
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£1,208.16

Comments