

### Incidental Expenses Provision/Staffing Allowance

## Direct payment of suppliers



When	to	use
thi	s f	orm

■ Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

#### About filling in this form

For details of costs you can claim for, see Green Book section 5.13.1.

.....

If you have any doubt about whether you can claim for a cost

	please call 020 7219 1340.
Your details	
Name in CAPITAL LETTERS Constituency	DAVID CLELLAND TYNE BRIDGE
	Office use only Costc Supp/Res ID
Claim details	
Please ensure	your claim totals more than £100 – this will enable us to process your claim more promptly any claims for petty cash do not exceed £250 per month you attach all supplier invoices.
You <b>must</b> specify	the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.
You <b>can</b> specify	the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.
Date of claim	28 102 12008 2007 12008
Allowance year	in your

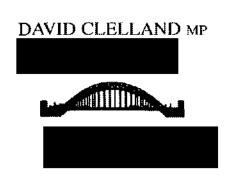
Incidental Expenses Pro	Office us	e only				
Suppliers	Amount	oá	Allow or A/c code	Supplier ID	Exp/ Cat 5	
Item 1 GYNE BRIDGE	. £1,635	. XX P				
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Item 3	£	: р			:	
Item 4	£	р				
Item 5	<u>L£</u>	:р		!		



								1 age 2 or 2
Claim details continue	d							
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	Suppliers		Amount			Allow or A/c code	Supplier ID	Exp! Cat 5
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Item 7			£	/	P	····	····h·····	!
Item 8	ļ <u></u>		<u> </u>	:	р	<u>.                                    </u>		
item 9		$\angle$	£	:	p	:		- ·
		Total	£	¥.	р			
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Signature					MP	/	1	
Date	28 102	2/2	90B			)		
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	For the purposes of the For Authority and therefore the scope of that Act.					of Commons	s Administra	tion is a Public
	Under the Data Protection the House of Commons A							
	notice or how your information of the House).			-	_			
Send your completed form to	Validation Team, Opera Department of Finance			cuse of	Common	s, London S	W1A 0AA	
	Office use only							
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	Allowable expenditure	A	1 1	<del></del>	Processin	9		

Please use margin for comments





Constituency Office, Fax e.mail: Web Site

## Tyne Bridge Constituency Office

## **Expenses for period ending 29 February 2008**

Mobile phone Electricity Printer toners Computer software £146.44 =

£292.49 ~

£394.96 ~

£399.99 ~

total

£1,233.88



## STAPLES

399,99 1 399,99

TOTAL 399.99

£399.99

399,99

1	OFFICE SMALL BUSINESS 20
-	
	SUBTOTAL

VAT Code Ex VAT VAT 1 17.5% 340.42 59.57

TOTAL

Business Account Card #:





#### Invoice

#### No Payment Required







Invoice No:	Custamer Na:	Dell Order No:	Page 1 of 1
MyFinancials PIN Despatch Note No. Despatch Date Payment Terms Invoice Date		Booking Reference: Account Manager Account Manager Tel Account Manager Fax Account Manager Email	

Item No.	Description	Quantity	Unit Price	Net
593-10054	Dell - 5100cn - Black - Standard Capacity Toner	2	22.54	45.08
593-10051	Dell - 5100cn - Cyan - Standard Capacity Toner	1	97.02	97.02
593-10052	Dell - 5100cm - Magenta - Standard Capacity Toner	1	97.02	97.02
593-10053	Dell - 5100cn · Yellow - Standard Capacity Toner	1	97.02	97.02
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00
				<b>•</b> BN

Subtotal			nary	VAT Summ
GBP GBP Freight	GBP	GBP	T Rate	VAT VA
	VAT £	Total Net €	%	Туре
336.14 58.82 Total	50.00		17.5	

Tag Nos.

Dual use goods: Subject to control if exported outside the European Union. These commodities, technology or software were exported in accordance with the US Export Administration Regulations. Diversion contrary to U.S. law prohibited. The purchaser agrees to indemnify the seller and hold the seller harmless from and against all claims, liability, and obligation whatsoever (including, but not limited to, reasonable attorneys' fees) arising out of the transfer of these commodities across national boundaries without proper government licenses and authorizations. Reexport/retransfer without prior authorization from the US Bureau of Export Administration is prohibited. Export, reexport, sale or retransfer to military end-users or end-uses in prohibited destinations and proliferation end-users and end-uses is strictly prohibited without prior authorisation from the US government.



£292.49



**Your Energy Statement** 

Customer account

To contact us by telephone

Loss of supply

To contact us in writing

Statement Date 18 February 2008

This is not a VAT invoice

Supply address
The Labour Party

You can make payment by debit/credit card over the phone by contacting our dedicated Customer Services
Department or

Why not change your payment method to direct debit, you could be eligible to save manage on your future bills? Please call us you would like to set up payment by this method

Summary of charges

Rem	10(a)
Balance brought forward from Invoice dated 9 November 2007	£172.19
Payments	
Payment made 13 November 2007	£172.19 CF

Charges

Charges for period 05/11/07 - 14/02/08 (See attached sheet(s) for a breakdown of the charges)

Total amount now due £292.49

When making payment, please quote your Customer Account Number



#### Account Number:

Statement Number:

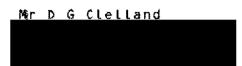
Statement Date:

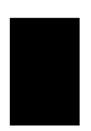


Page 2 of 2

Not sure about something? There's some useful information on the back of this page or you can call 150 from your Orange phone.







### summary of your account

Balance brought forward from last statement Payment received - thanks very much Total charges for this statement 83.02

-83.02

146.44

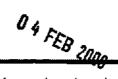
Amount due now £146.44

Please ensure we receive payment straightaway. You'll find information about how to pay on the back of this page.



#### Incidental Expenses Provision/Staffing Allowance

## Direct payment of suppliers





Page 1 of 2

When to use this form

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

Item 1

Item 2

- For details of costs you can claim for, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details	
Name	DAMO CLELLAND TYNE BRIDGE
in CAPITAL LETTERS	The Police
Constituency	MYNE SKIDGE
	Office use only
	Costc
	Supp/Res ID
	•
Claim details	
Please ensure	■ your claim totals more than £100 – this will enable us to process your claim more promptly
	■ any claims for petty cash do not exceed £250 per month
	you attach all supplier invoices.
You <b>must</b> specify	the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.
You <b>can</b> specify	the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.
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Date of claim	01 102 12008
Allowance year	200712008

## Suppliers Amount (524 05 TYNE BRIDGE 25837:770 CONSCITUENCY LCKPICE LE 164:95 p

Item 3	ļ	£	548	;7	7	р
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Incidental Expenses Provision claims

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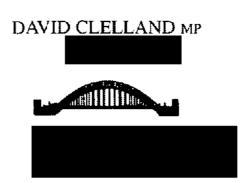
Total	£1,837:	77	p

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



Claim details continued									
	Staffing Allowand	e claim	ıs			Office us	e only		
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Constituency Office,
Tel:
Fax:
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£1,837.77

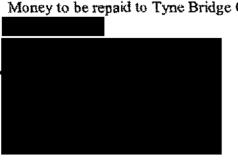
## **Tyne Bridge Constituency Office**

## Expenses for period ending 31 January 2008

Council tax	£374.85
Mobile phones	£72.99
	£83,02
	£58.89
Replacement office chair	£64.99
Lap-top bag	£59,99
Safe	£39.97
Stationary	£67.49
<u> </u>	£24.14
	£35.95
Portable computer drive	£71.98
Printer cartridges	£61.27
Networking cable	£69.99
Internet router	£79.99
Photocopier maintenance	£102,10
Software	£89.99
	£36.91
Newspapers, publications	£77.40
AOL	£53.42
BT Openzone	£17.83
Stamps etc	£58.89
	£59.92
Photocopier maintenance	£28.46
Internet use at airport	£17.34
Cleaner	£80.00
Petty cash	£50.00

total

Money to be repaid to Tyne Bridge Constituency Office account



1	HP 15 BLK C6B15DE		
	0025184204488	19.99	1
1	HP 78 XL TRI COL C6578AE		
	0088698993088	49.49	1
2	HP 27 BLK C8727AE		
	0808736152594	39.98	1
1	A4 MULTIPURPOSE STAPLES		
	3141728707905	20.25	1
	SUBTOTAL	129.71	

VAT Code	Ex VAT	VAT	TOTAL
1 17.5%	110.39	19.32	129.71
TOTAL			£129.71

Business Account 129.71 Card

Customer Post Code:

# DANWOOD



Invoice No.

DAVID CLELLAN MP



Issue Date Tax Point Date Due Date



Payment by: Cheque

Exposure Customer: MR D CLELLAN MP

INVOICE

Agreement Number

Description / Invoice Period

Lease Rental

SHARP ARM160 DIGITAL COPIER

07/03/2008 - 06/06/2008

Net Total VAT (Standard) 86.90 @ 17.50%

Total Amount Due

86.90 15.20

86.90

102.10

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## NATIONAL NON DOMESTIC RATE BILL



Area Code 2007/08 Date of issue 06/03/2007

Address of property giving rise to charge

Property Description OFFICES AND PREMISES

Account No. Rateable Value 1,700

The 2007/2008 multiplier is 0.444, however, those who qualify for small business rate relief will pay a reduced multiplier of 0.441.

Gross Charge Small Business Rlf 749.70 -374.85 CR

**Total Amount Due** 

£374.85



Item 4

Item 5

## Incidental Expenses Provision/Staffing Allowance

## Direct payment of suppliers



2 - --- 2017

Page 1 of 2

Item 3	<u>£</u> : <u>p</u>	
Item 2	CONSTITUELY LONGTICE   E1,313:00 p	
Item 1	Suppliers Amount A/c code ID Cat	
	Incidental Expenses Provision claims  Office use only Allow or Supplier Exp/	
Allowance year	<u>2007/2008</u>	********
Date of claim	20 112 12007	***********
You <b>can</b> specify	the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.	
You <b>must</b> specify	<ul> <li>you attach all supplier invoices.</li> <li>the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.</li> </ul>	
Please ensure	<ul> <li>your claim totals more than £100 – this will enable us to process your claim more promptly</li> <li>any claims for petty cash do not exceed £250 per month</li> </ul>	
Claim details		
	Costc Supp/Res ID	
• • • • • • • • • • • • • • • • • • • •	Office use only	
in CAPITAL LETTERS  Constituency	TYNE BRIDGE	
Your details	DAVID CLELEAND MP	
About filling in this form	<ul> <li>For details of costs you can claim for, see Green Book section 5.13.1.</li> <li>If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.</li> </ul>	
When to use this form	Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.	**********

Total £1,313 : 00 .p

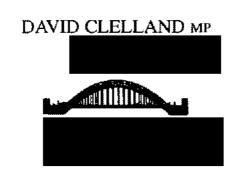


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Form C2 03/05

Please use margin for comments





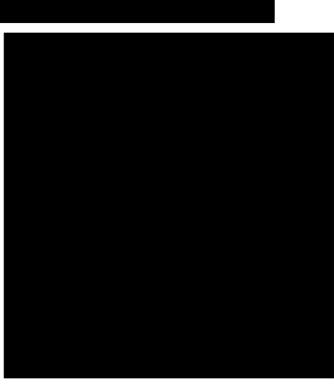
Constituency Office,
Tel: (
Fax:
e.ma
Web Si

## Tyne Bridge Constituency Office

## Expenses for period ending 31 December 2007

Electricity  Locks and fitting		£192.19 £134.03
Telephones		£156.98
-		£64.51
		£84.18
Stationary		£123.44
Photocopier maintenance		£28.46
Mobile phone		£141.01
		£82.73
Internet use at airport		£24.91
Newspapers & periodicals		£68.75
		£32.41
AOL		£49.73
Cleaner		£80.00
Petty cash		£50.00
	total	£1,313.0

20 December 2007





#### Incidental Expenses Provision/Staffing Allowance

## Direct payment of suppliers





10 DEC 2007

Page 1 of 2

When	to	use
thi	c f	arm

■ Use this form to ask us toggay your suppliers for goods and services incurred on your Parliamentary duties

## About filling in this form

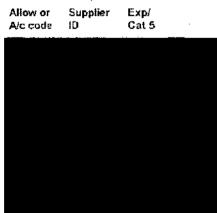
Item 5

- For details of costs you can claim for, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

	please call <b>020 7219 1340</b> .	
Your details		
Name in CAPITAL LETTERS  Constituency	DAMD CUELLAND TYNE BRIDGE	
	Office use only Costc Supp/Res ID	
Claim details		
Please ensure	<ul> <li>your claim totals more than £100 – this will enable us to your claim more promptly</li> <li>any claims for petty cash do not exceed £250 per month</li> <li>you attach all supplier invoices.</li> </ul>	
You must specify	<ul> <li>the Incidental Expenses Provision for costs that include surgery accommodation, equipment and supplies,commodation.</li> </ul>	
You <b>can</b> specify	the Incidental Expenses Provision or the Staffing Allowa include work commissioned or bought in services.	nce for costs that
Date of claim	31/11/2007	
Allowance year	2007 12008	
,,,,,,	Incidental Expenses Provision claims	Office use only Allow or Supplier Exp/

# Incidental Expenses Provision claims Suppliers Amount Item 1 TYNE BRIDGE & : p CONSTITUENCY Item 2 OFFICE & : p Item 3 E : p

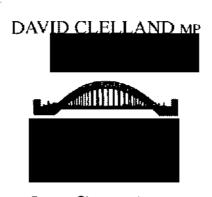
Total £1,454: 00 P





Staffing Allowance claims  Suppliers  Amount  Accode  Accode  Litem 6  Letter 7  Litem 7  Litem 8  Letter 9  Total  Letter 9  Authoristation and declaration  MP  MP  Data protection  The House of Commons Administration will process the information will will be analyzed and the linear Revenue. The information will also be disclosed to the Naminar Audion Diffect for suld purposes. The information may also be disclosed to the Naminar Audion Diffect for suld purposes. The information may also be disclosed to the Naminar Audion Diffect for suld purpose. The information may also be disclosed to the Naminar Audion Diffect for suld purpose. The information may also be disclosed to the Naminar Audion Diffect for suld purpose. The information may also be used within the House of Commons Administration or by its agents for the purpose of business smalysis or research.  For the purposes of the Act.  Under the Data Protection Act 1988, you have the right to see and receive a copy of any personal data the first head will fall within the scope of that Act.  Under the Data Protection Act 1988, you have the right to see and receive an copy of any personal data the first head will fall within the scope of that Act.  Under the Data Protection Act 1988, you have the right to see and receive a copy of any personal data the first head will fall within the scope of that Act.  Under the Data Protection Act 1988, please of the Act of the Purpose of the	Claim details continue	ed					
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Total E : p  Total E : p  Authorisation and declaration  I confirm that the payments requested are in respect of costs incurred wholly, acclusively, and paragraphy in the paddermance of my Parliamentary duties.  Signature	Item 7	L	<u>.</u> £	; p		···-	
Authorisation and declaration  I confirm that the payments requested are in respect of costs incurred wholly, evoluciously and percessarily in the andergoace of any Parliamentary duties.  Signature  Date I 1 2 1 C 7  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 may 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 Date Protection Act 1998, you have the right to see and receive a copy of any personal data the the House of Commons Administration holds about your righs under the Date Protection Act 1998, you have the right to see and receive a copy of any personal data the the House of Commons Administration holds about your first under the Date Protection Act 1998, please call our Date Protection Officer on 020 7219 2032, who acts on behalf of the Date Controller (the Clerk of the House).  Send your completed Validation Initials Date Validation Initials Date  Office use only  Validation Initials Date Validation Initials Date  Claims received 1 1 added to form 1 2 1 2 added to form 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Item 8	<u> </u>	£	; p		· · · · · · · · · · · · · · · · · · ·	
Authorisation and declaration    I confirm that the payments requested are in respect of costs incurred wholly, evaluable and pagestach in the applications of the pagestach in the applications of 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 subsequence. The information will also be disclosed to the National Audit Office for audit purposes. The information makes analysis or research. For the purposes of the Preedom of Information Act 2000 the House of Commons Administration is a Publi 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 your 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).    Validation	ltem 9	£	£	; <u>p</u>		- ·	: 
Data protection  The House of Commons Administration will process the information you provide on this form for the purpose of administrating and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons administration will also be disclosed to the National Audit Office for suiting purposes. The information wall also be disclosed to the National Audit Office for suiting 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 Publia Authority and therefore the information the losts 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 or about your rights under the protection Act 1998, please call our 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 protection Act 1998, please call our Data Protection Act 1998, please call our		То	tal £	: р			
Signature  Date    Date   Label   Labe	Authorisation and	declaration					
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Data protection  The House of Commons Administration will process the information you provide on this form for the purpos 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 purpose of business analysis or research. Londer 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 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 until 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  Office use only  Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA  Office use only  Validation Initials Date Validation Initials Date  Claims received / / Member ID added to form / / / Added to form / / / Added to form / / / / / / / / / / / / / / / / / / /							
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Office use only  Validation Initials Date Validation Initials Date  Claims received I I American Initials Date  Signature check I I American Initials Date  Funds check I I American Initials Date  Allowable expenditure I I I I I I I I I I I I I I I I I I I		the House of Commons Adminis notice or how your information is call our Data Protection Officer of	stration holds abo handled or abou	ut you. If you have it your rights under	questions ab	out the contr lection Act 1	ents of this 998, please
Validation     Initials Date       Claims received     / / added to form       Signature check     / / added to form       Funds check     / / added to form       Allowable expenditure     / / Processing       Input     / / /				ouse of Common	s, London S	W1A 0AA	
Claims received / / Member ID / / added to form  Signature check / / Payment codes / / Payment codes / / / Added to form / / / / / / / / / / / / / / / / / / /		Office use only					
Claims received / / Member ID / / added to form  Signature check / / Payment codes / / added to form  Funds check / / Receipts/ documentation present / / Allowable expenditure / / Processing Input / / /		Validation Initia	its Date	Validation		Initials Dat	te
Signature check / / Payment codes / / / added to form / / / Funds check / / Receipts/ documentation present / / / Allowable expenditure / / Processing Input / /							1 1
Funds check / / Receipts/ / / documentation present / / Allowable expenditure / / Processing Input / /		Signature check	1 1	Payment co	xdes		1 1
Allowable expenditure / / Processing Input / /		Funds check	1 1	Receipts/			1 1
		Allowable expenditure	1 1		•		
Please use margin for comments		<del></del> ···		·			1 1





Constituency Office.
Tel
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## **Tyne Bridge Constituency Office**

## Expenses for period ending 31 November 2007

Subsistence for staff training 15 Nov (London overnight)	£200.00
Petty cash	£50.00
Cleaner	£80.00
AOL	£37.19 £39.99
Newspapers & periodicals	£54.86 £37.19
Internet use at airport	£17.34
•	£74.33
Mobile phone	£128.56
Photocopier maintenance	£28,46
	£24,14
	£129.71
	£71.98
,	£22.30
Stationery & software	£35.95
11100110 pitolio	£43,41
Mobile phone	£68.80
BT Openzone	£172.19 £18.45
Laminated constituency map Electricity	£156.28 £172,19



5 December 2007



When to use

## Incidental Expenses Provision/Staffing Allowance

# Direct payment of suppliers



■ Use this form to ask us to pay your suppliers for goods and services



Page 1 of 2

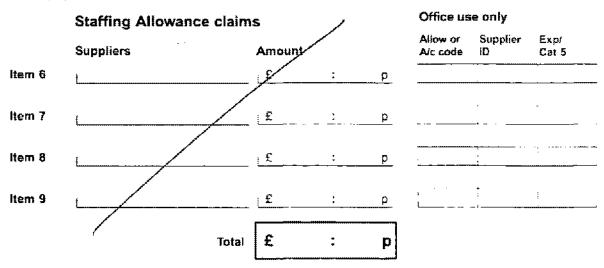
this form	incurred on you	ir Parliamentary duties.				
About filling in this form		osts you can claim for, see <i>Gr</i> doubt about whether you can 7219 1340.			,	14777111241141111
Your details						
Name in CAPITAL LETTERS  Constituency		CHECLAND BRIDGE				
	Office use only Costo Supp/Res ID					
Claim details						
Please ensure	your claim more	petty cash do not exceed £250	•	cess		
You must specify		xpenses Provision for costs the modation, equipment and supp			ravel.	
You <b>can</b> specify		expenses Provision or the Staff commissioned or bought in servi		for costs t	hat	
Date of claim Allowance year	<u>31 / 1</u> 2007/200	0 12007 28		*************		
	Incidental Exp	enses Provision claims	<b>3</b>	Office us	•	
	Suppliers	∆maunt		Allow or	Supplier	Exp/

	Suppliers	_	Amoun	iŧ	
ltem 1	TYME	BRIDGE	£	102:	<u>10 p</u>
ltem 2	CON STIT	UDNCY	(2) El <del>,</del>	16.1	.+ <del>27</del> p
Item 3	l		£	;	þ
ltem 4	<u> </u>		£		р
ltem 5	<u> </u>		£	:	р

Total £1,318:27 p



#### Claim details continued



#### Authorisation and declaration

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

Signature

Date

07 111 12007

Data protection

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

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Send your completed form to Validation Team, Operations Directorate,

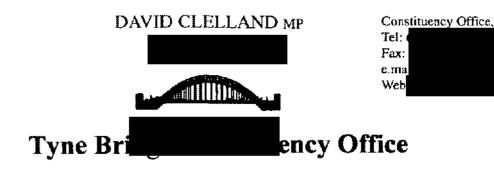
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office	use	onl	١y
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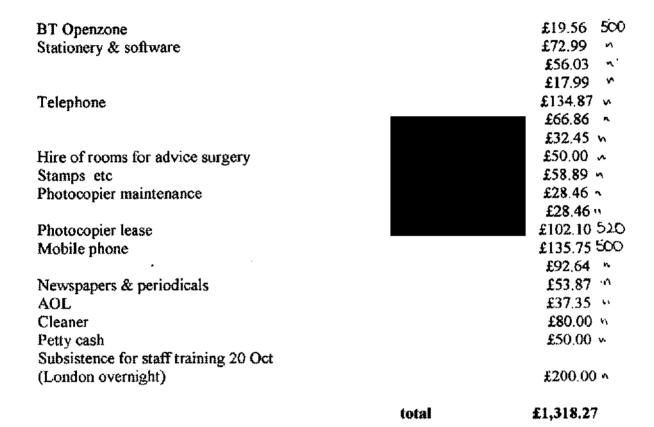
Validation	Initials Date		Validation	Initials Da	ite	
Claims received			Member ID added to form		1	1
Signature check	1	<i>i</i>	Payment codes added to form		1	1
Funds check		1	Receipts/ documentation present		1	<i>I</i>
Allowable expenditure		· <del>_</del>	Processing			
		'	Input		1	

Please use margin for comments





## Expenses for period ending 31 October 2007



5 November 2007



### Incidental Expenses Provision/Staffing Allowance

## Direct payment of suppliers



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Page 1 of 2

When	to	use
thi	s f	erm

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

#### About filling in this form

- For details of costs you can claim for, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost.

Your details					
Name in CAPITAL LETTERS	DAVID CI	LELLAND			
Constituency	TYNE 3	BRIDGE		¬	
	Office use only Costa Supp/Res ID				
Claim details					
Please ensure	your claim more pron	ash do not exceed £250 per mont	·		
You <b>must</b> specify	-	ses Provision for costs that include ion, equipment and supplies,comr		ravel.	
You <b>can</b> specify	-	ses Provision or the Staffing Allow signed or bought in services.	rance for costs t		
Date of claim	05/10				
Allowance year	07/08				
***************************************	Incidental Expense	es Provision claims	Office us	e only	*****************
	Suppliers	Amount	Allow or Alc code	Supplier ID	Exp/ Cat 5

mordenta: Expenses i rovision ciamis							
Suppliers	Amount			Allow or A/c code	Supplier (D	Exp/ Cat 5	
Item 1 TYNE BRIDGE	£1,5	50.1	<u> 5 p</u>				
tem 2 CONSTITUENCY	£	:	р				
item 3	L£	<del>-</del> ;	<u> </u>				
ttem 4	L.E	3	<u> </u>	log - water op - water godding			
Item 5	£		р		_i		

E1,550.13p



#### Claim details continued

#### Office use only Staffing Allowance claims Allow or Supplier Exp/ Suppliers Amount Cat 5 A/c code Item 6 £ р Item 7 Item 8 £ p £ item 9 £ Total

#### Authorisation and declaration

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

Signature

Date

| O 5 | 10 | 200 | 7

#### 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

Validation		initials	Date
Office use	only		

Claims received / / /
Signature check / / /
Funds check / / /
Allowable expenditure / / /

Validation	Initials Date
Member ID	

added to form

Payment codes 
added to form

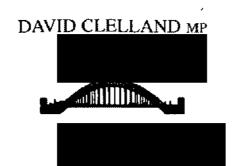
Receipts/
documentation present

Processing

Please use margin for comments

Input







## **Tyne Bridge Constituency Office**

Expenses for period ending 30 Sentember 2007

	total	£1,550.13
(London overnight)	,	£200.00
Subsistence for staff training 11 October		
Petty cash		£50.00
Cleaner		£80.00
AOL		£49.78
Newspapers & periodicals	•	£61.62
Internet use at airport	,	£17.34
		£84.39
		£83.43
Mobile phone		£102,43
Photocopier lease		£102.10
Photocopier maintenance		£28.46
Stamps etc	•	£58.89
		£32.86
		£14.94
		£138.98
Stationery & software		£125.48
BT Openzone		£17.02
		£86.11
	,	£75.62
Telephone		£140.68

5 October 2007

	Incidental Expenses Provision/Staffing Allowance Direct payment of suppliers		
FINANCE & ADMINISTRATION HOUSE OF COMMONS		31 ///	Page 1 of 2
When to use this form	Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.		,
About filling in this form	<ul> <li>For details of costs you can claim for, see Green Book section 5.13.</li> <li>If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.</li> </ul>	1.	
Your details  Name in CAPITAL LETTERS  Constituency	DAVID CLEMAND TYNE BRIDGE  Office use only Costc Supp/Res ID		
Claim details Please ensure	your claim totals more than £100 – this will enable us to process		
	your claim more promptly  any claims for petty cash do not exceed £250 per month  you attach all supplier invoices.		
You must specify	the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies,communication and	travel.	
You <b>can</b> specify	the Incidental Expenses Provision or the Staffing Allowance for costs include work commissioned or bought in services.	that	

Allowance year	2007/2008			••••••				
	Incidental Expenses Pro	ovision cla	ims		Office us	e only		
	Suppliers	Amount			Allow or A/c code	Supplier ID	Exp/ Cat 5	
item 1	THNEBRIDGE	E1,4	41:10	O P				
	CONSTITUTIVELY OFFICE	,			#			-1
Item 2	CHICLE	_ <u>£</u>	:	<u> </u>	<b></b>		·····	_]
Item 3		_ £	h +	p				
		_						7
Item 4		L£	:	<u>p</u>	·····	<u></u>	<u> </u>	اـ
Item 5	L	£	<u>:</u>	р				

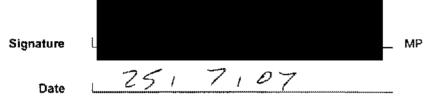
27 107 12007

#### Claim details continued

#### Office use only Staffing Allowance claims Allow or Supplier Exp! Suppliers Amount Aic code ID. Cat 5 Item 6 р Item 7 ρ Item 8 p Item 9 p Total

#### Authorisation and declaration ....

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



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#### **Data protection**

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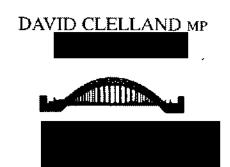
Send your completed form to Validation Team, Operations Directorate,

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

Office use only					
Validation	Initials Date	Validation	Initials D	ate	
Claims received		Member ID added to form			1
Signalure check		Payment codes added to form	:	1	1
Funds check		Receipts/ documentation present		i	/
Allowable expenditure	1 1	Processing			
	······································	input	:	- 1	1

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Constituency Office,
Tel:
Fax:
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## **Tyne Bridge Constituency Office**

## Expenses for period ending 27 July 2007

	total	£1,441.16
Petty cash		£50,00
Cleaner		£80.00
AOL		£35.99
Newspapers & periodicals		£78.69
		£160.85
Mobile phone	•	£132.67
Photocopier maintenance		£28.46
		£52.00
Stamps etc		£55.20
Repair to drain		£80.00
Electrical sundries	-	£60.94
		£47.73
ř		£43.67
Stationery & software		£78.99
Use of rooms for surgery	<b>N</b> .	£75.00
BT Openzone		£15.48
•		£63.47
		£103.66
Telephones	•	£198.36

27 July 2007





When to use

### Incidental Expenses Provision/Staffing Allowance

Use this form to ask us to pay your suppliers for goods and services

## Direct payment of suppliers





0 2 SEb 5001

Page 1 of 2

this form	incurred on your Parliamentary duties.
About filling in this form	For details of costs you can claim for, see <i>Green Book</i> section 5.13.1.  If you have any doubt about whether you can claim for a cost, please call <b>020 7219 1340</b> .
Your details	
Name in CAPITAL LETTERS  Constituency	TYNE BRIDGE
Constituency	Office use only Costc Supp/Res ID
Claim details	
Please ensure	<ul> <li>your claim totals more than £100 – this will enable us to process your claim more promptly</li> <li>any claims for petty cash do not exceed £250 per month</li> <li>you attach all supplier invoices.</li> </ul>
You <b>must</b> specify	the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies,communication and travel.
You <b>can</b> specify	the incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.
Date of claim	131 108107
Allowance year	07/08
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Incidental Expenses Provision claims Office use only

Suppliers	Amount		_	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 1 THNE BRIDGE	E1,53	1:40	<u>p</u>			
CONSTITUENCY Item 2 LOVACE	£		p			V
Item 3	£	:	<u>p</u>		1	.1
Item 4	£	:	<u>p</u>		[	
Item 5	£	:	р			

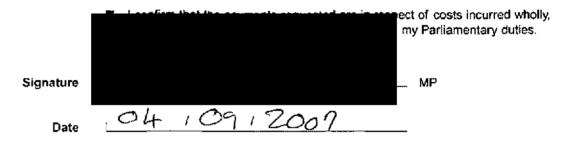
Total £1,531 : 40 p



#### Claim details continued

	Staffing Allowance claims				Office use only			
	Suppliers	Amount			Allow or A/c code	Supplier ID	Exp/ Cat 5	
Item 6		£	/	<u>p</u>				
Item 7	<u> </u>	£	<u></u>	p		<u> </u>		
item 8	L	Ĺ <u>Ē</u>	<u> </u>	р				
Item 9		£	:	p				
	Total	£	÷	p				

#### Authorisation and declaration



#### 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	on	y

Validation	Initials Date	Validation	Initials Date
Claims received	1 1	Member ID added to form	1 1
Signature check	<u> </u>	Payment codes added to form	
Funds check	1 1	Receipts/ documentation present	
Allowable expenditure	1 1	Processing	,
		Input	

Please use margin for comments







Constituency Office,
Tel:
Fax:
e.ma
Web

## Tyne Bridge Constituency Office

## Expenses for period ending 31 August 2007

	total	£1,531.40
(London overnight)		£200.00
Subsistence for staff training 19 Sept		
Petty cash	•	£50.00
Cleaner		£80.00
AOL		£37.35
Newspapers & periodicals		£45.70
Internet use at airport		£17.34
		£74.33
Mobile phone	,	£128.56
Photocopier lease	,	£102.10
Photocopier maintenance		£28.46
Stamps etc		£58,89
Printer		£96.89
Stationery & software		£48.99
BT Openzone		£12,38
Electricity	•	£196.83
Overprinted business cards		£111.86
Overprinted letterheads		£115.15
Water rates		£126,57

4 September 2007





Item 5

## Incidental Expenses Provision/Staffing Allowance

## Direct payment of suppliers



1 & JUN ana-

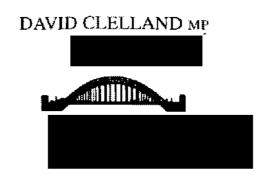
HOMISISTRATION HOUSE OF COMMONS		1 9 2011 200/		Page 1 of 2
When to use this form	Use this form to ask us to incurred on your Parliame	pay your suppliers for goods a entary duties.	nd services	
About filling in	For details of costs you can	an claim for, see Green Book s	action 5 13.1.	:2011111111111111
this form	■ If you have any doubt about please call 020 7219 134	out whether you can claim for a 0.	cost,	
Your details				
Name	JAMO CLEU	LAND		
in CAPITAL LETTERS  Constituency	JAND CIEL	184E		<del></del>
	Office use only			
	Costc			
	Supp/Res ID			
Claim details				
Please ensure	<b>K</b> your claim totals more than	on £100 – this will enable us to p	ornese .	
Fiedde enddie	your claim more promptly	,	1100000	
	<ul> <li>any claims for petty cash :</li> <li>you attach all supplier inventor</li> </ul>	do not exceed £250 per month		
You <b>must</b> specify	■ the Incidental Expenses P	rovision for costs that include of equipment and supplies,commu		
You <b>can</b> specify		Provision or the Staffing Allowan		
	15 060	<b>A</b>		**************
Date of claim	15 10612 2007/2008	<u>eo</u> (		
Allowance year	2007/2008		•••••	••••
/	Incidental Expenses P	rovision claims	Office use only	<b></b> .
	Suppliers	Amount	Allow or Supplier A/c code iD	Exp/ Cat 5
Item 1	JUNE BRIDGE JONSTITUENCY	_ 1255:89 p		
Item 2	20128TITUENCY	<sub>1</sub> £ : p		
nem z	CATTON	<u>                                   </u>		
Item 3	<u></u>	<u>£</u> : p		
lane A		ı£ : p		
Item 4	I	ı£ ; p		

Total \$4,255:89 p

Claim details continued	f							
	Staffing Allowand	e claim	iS			Office u	se only	
	Suppliers		Amou	int		Allow or A/c cade	Supplier ID	Exp/ Cat 5
Item 6	<u> </u>		£	:	р			
							;	
Item 7	<u> </u>		£	<b>.</b>	p	_		<del></del>
Item 8	<u></u>	***************************************	<u>£</u>	:	р	ŀ		i .
Item 9			ı£		D	;		
item 5	L		<u> </u>		P	 -	!	
		Total	£	:	p	,		
A dlu i di	11							
Authorisation and o	leciaration							
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	exclusively and nec	casainy i	ունաց ին	en Orman	ice or my	"amamentary	dunes.	
C:t						400		
Signature					P	ИP		
Date		1			. <u>-</u>			
***************************************			•••••				••••••	
Data protection	The House of Commons A of administering and acco	unting for t	he Mem	bers' Est	imate, maki	ng payments an	d keeping re	cords in
	accordance with the rules also be disclosed to the N	ational Au	dit Office	for audit	purposes.	The information	may also be	used within
	the House of Commons A For the purposes of the Fr			-				
	Authority and therefore the scope of that Act.	e informatio	on it hold	lle) lliw et	within the			
	Under the Data Protection the House of Commons A	Act 1998, dministrati	you hav	ve the rights about vo	it to see and ou. If you ha	d receive a copy ave questions at	of any personal the contract	onal data that ents of this
	notice or how your information or Data Protection O	ation is har	ndled or	about you	ur rights und	ier the Data Pro	tection Act 1	998, please
	the House)							<b>,</b> , , , , , ,
Send your completed	Validation Team, Opera	itions Dire	ectorate	),				
form to	Department of Finance				of Comm	ions, London !	SW1A DAA	
						<del> </del>		
	Office use only							
	Validation	Initials (			Validati Member		Initials Dat	
	Claims received				added to	form	· · · · · · · · · · · · · · · · · · ·	
	Signature check	!		1	Paymen added to			f I
	Funds check		<i>t</i>	<u></u>	Receips docume	si ntation present		1 1
	Allowable expenditure	,	1	1	Process	•		
			·····	·····	Input			1 1

Please use margin for comments





Constituency Office,
Tel:
Fax:
e.ma
Web Sit

## **Tyne Bridge Constituency Office**

## Expenses for period ending 29 June 2007

	total	£4,255.89
Petty cash	•	£50.00
Cleaner		£80.00
AOL		£39.35
Newspapers & periodicals		£63.21
Internet use at airport		£17.34
		£72.67
Mobile phone		£128.74
Photocopier maintenance		£28.46
Stamps etc		£63.70
		£39.98
		£185.49
		£61.92
Stationery & software	*	£25.47
•		£49.90
		£129.66
Telephones		£220,26
PDA/phone		£670.82
Rent		£2,310.00





Invoice/Order number:

**Billing Address** 

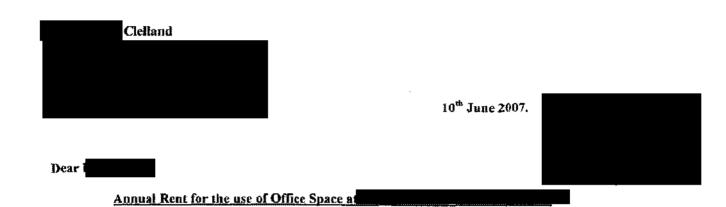
Mr David Clelland

**Delivery Address** 

David Clelland

Invoice Date: 12/06/2007

Product Code	Product Name	Quantity	Price Each	Total Cost
SDM2GB	2GB Mini SD Card + Adapter	1	£10.97	£10.97
HK301	HTC 3 in 1 Charge Sync Kit	1	£9.99	£9.99
нтс75	HTC Advantage X7500 PDA GPS Phone (3G)	1	£544.00	£544.00
Goods Tota				£564.96
Shipping Total: Next Working Day Delivery (UK Mainland) £5.95 (8am - 6pm)				£5.95
Tax Total				£99.91
Discount To	otal			-£0.00
Order Tota	l			£670.82



The Annual Rent of £2,310 for the use of the above premises is now due. I would be grateful if you could arrange to pay the said amount within the next 30 days.





### Incidental Expenses Provision/Staffing Allowance

## Direct payment of suppliers





Page 1 of 2

When	to	use
#h i	æ f	arm

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

## About filling in this form

Item 5

- For details of costs you can claim for, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

piease call 020 7219 1340.					
Your details					
Name in CAPITAL LETTERS Constituency	JAMD CIELLAND TYNE BRIDGE				
	Office use only Costc Supp/Res ID				
Claim details					
Please ensure	<ul> <li>your claim totals more than £ your claim more promptly</li> <li>any claims for petty cash do remains you attach all supplier invoice</li> </ul>	not exceed £250 per month	rocess		
You must specify	the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies,communication and travel.				
You <b>can</b> specif <b>y</b>	the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.				
Date of claim	04 106 120	ρ7			
Allowance year	07108				
	Incidental Expenses Provision claims		Office use only Allow or Supplier Expl		
Item 1	Suppliers  AND BRAGE	Amount £ 1, 672-5/p	A/c code ID Cat 5		
item 2	CONSTITUENCY	£ : p			
Item 3	t	£ : p			
Item 4	L	£ : p			

Total £1,672:51 p

#### Claim details continued

#### Office use only Staffing Allowance claims Allow or Supplier Exp! Suppliers Amount A/c code Cat 5 Item 6 p Item 7 р Item 8 p ŧ Item 9 £ p £ Total

## Authorisation and declaration

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

Signature			<b>4</b> P
Date	04	10612007	······································

Data protection

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

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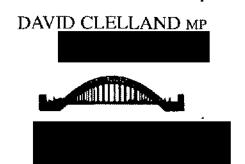
Send your completed form to Validation Team, Operations Directorate,

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

Office use only							
Validation	Initials Da	te		Validation	Initials	Date	
Claims received		1	1	Member ID added to form			1
Signature check		1	7	Payment codes added to form		1	7
Funds check		!	,	Receipts/ documentation present	I	. 1	- l
Allowable expenditure	r ··	;·		Processing			
				Input	,	1	1
						<u></u>	_

Please use margin for comments





Constituency Office,
Tel:
Fax:
e.ma
Web

## **Tyne Bridge Constituency Office**

## Expenses for period ending 31 May 2007

total

Electricity	£249.61
Water charges	£126.56
Toners	£54.05
Stationery & software	£185.49
Batteries, cables	£25.47
Office sundries	£46.72
Stamps etc	£72.00
Photocopier maintenance	£28.46
-	£28.46
Photocopier lease	£102.10
Mobile phone	£142.32
	£68.93
3 New telephone sets	£185.56
Internet use at airport	£26.48
On-line local newspaper subscription	£64.00
Newspapers & periodicals	£86.54
AOL	£49.76
Cleaner	£80.00
Petty cash	£50.00

4 June 2007



£1,672.51

Invoice No.

DAVID CLELLAN MP

Issue Date Tax Point Date 27/04/2007 Due Date

27/04/2007 07/06/2007

Payment by: Cheque

Exposure Customer: MR D CLELLAN MP

INVOICE

Agreement Number

Description / Invoice Period

Lease Rental

SHARP ARM160 DIGITAL COPIER

86.90

Net Total VAT (Standard)86.90 @ 17.50%

Total Amount Due

86.90 15.20 \_\_\_\_\_

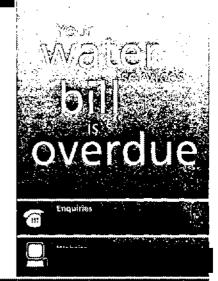
102.10

========





DAVID CLELLAND MP



Issue Date: 03/05/2007

Payment difficulties?

Please contact us

## Customer Reference Number

Please quote the above in any enquiry

Amount Owed £253.13

Pay no later than 10/05/2007

Property Address

## **Reminder Notice**

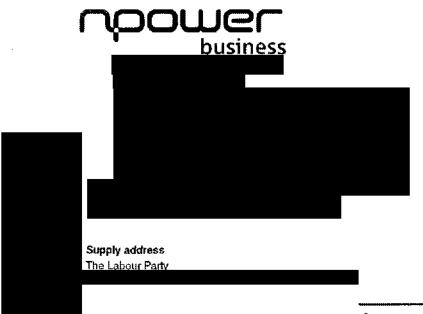
## Please do not ignore this notice

We are writing to inform you that as at 03/05/2007 water services charges of £253.13 remain outstanding.

If your payment is not sent immediately your water supply will be disconnected without further notice. Alternative ways to pay can be found on the back of this notice. If there is any reason why this amount remains unpaid please contact us on the number shown above immediately.

If we have to visit your property in order to collect this debt and/or disconnect your water supply, a mandatory charge will be made of between £50.00 and £350.00 plus V.A.T

Please allow 5 working days for your payment to be credited to your account and ensure payment of all future bills reach us by the due date. If you have paid the outstanding amount within the last 7 days, please ignore this reminder.

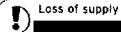


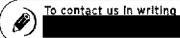
**Your Energy Statement** 

Customer account

To contact us by telephone

from 8:30 to 5:30 Mon to Thur, 5:00 Fri





Statement Date 14 May 2007

This is not a VAT invoice

**Summary of charges** 

Item  Balance brought forward from Invoice dated 2 February 2007	£235.47
Payments	······
Payment made 23 February 2007	£235.47 CR

Charges for period 30/01/07 - 10/05/07

(See altached sheet(s) for a breakdown of the charges)

£249.61

Total amount now due

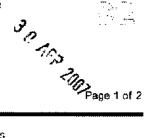
£249.61

When making payment, please quote your Customer Account Number



## Incidental Expenses Provision/Staffing Allowance

## Direct payment of suppliers



PINANCE & ADMINISTRATION HOUSE OF COMMONS		
	_	

When	to	use
thi	s f	orm

Use this form to ask us to pay your suppliers for goods and services. incurred on your Parliamentary duties.

#### About filling in this form

For details of costs you can claim for, see Green Book section 5.13.1

.

If you have any doubt about whether you can claim for a cost,

	please call 020 7219 1340.
Your details	
Name in CAPITAL LETTERS  Constituency	DAVID CLELLAND TYNE BRIDGE
	Office use only Costc Supp/Res ID
Claim details	
Please ensure	<ul> <li>your claim totals more than £100 - this will enable us to process your claim more promptly</li> <li>any claims for petty cash do not exceed £250 per month</li> <li>you attach all supplier invoices.</li> </ul>
You must specify	■ the Incidental Expenses Provision for costs that include office and

surgery accommodation, equipment and supplies, communication and travel.

■ the Incidental Expenses Provision or the Staffing Allowance for costs that You can specify include work commissioned or bought in services.

27 104107 Date of claim Allowance year

	Incidental Expenses Prov	rision cl	aims		Office us	e only
_	Suppliers	Amount			Allow or A/c code	Supp ID
Item 1	TYNE BRIDGE	£	÷	p		
<b></b> 2	CONSTITUENCY	۱ -	705	ΛΛ <u>-</u>		

Item 3 Item 4

Item 5

1	
Page 2 of 2	•

Claim details continue	ed							
	Staffing Allowance claims					Office use only		
	Suppliers		Amount			Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6	L		£	:	<u>p</u>			· · · · · · · · · · · · · · · · · · ·
Item 7			<u>£</u>	:	<u>p</u>	:		<u>!</u>
item 8			L£	:	р	!		
Item 9	<u> </u>		£	:	<u>p</u>		•	i
		Total	£	-	р			
Authorisation and	declaration  I confirm that the p exclusively and nec							
Signature					_ MP			
Date	27 104	- 120	<u>307</u>					
Data protection	The House of Commons of administering and accordance with the rules also be disclosed to the N the House of Commons A	unting for t agreed by lational Auc	he Members the House o lit Office for a	`Estimat f Commo audit pur	le, making pa ons and the I poses. The in	lyments and niand Revention	d keeping re inue. The inf may also be	cords in ormation will used within
	For the purposes of the Fit Authority and therefore the scope of that Act.					f Commons	s Administrat	ion is a Public
	Under the Data Protection the House of Commons A notice or how your information of Data Protection O the House).	idministration ation is han	on holds abo idled or abou	et you. If it your rig	f you have qu ghts under th	uestions ab e Data Pro	out the contr tection Act 1	ents of this 998, please
Send your completed form to	Validation Team, Opera Department of Finance			ouse of	Commons,	London S	5W1A 0AA	
	Office use only							
	Validation	Initials D	ate	•	Validation		initials Dal	ė
	Claims received		1 1		Member ID added to form	n	,	<i>t</i>
	Signature check		1 1		Payment code added to form			1 1
	Funds check		1 1		Receipts/ documentatio	n present		1 1
								_
	Allowable expenditure		i I		Processing Input			1 1





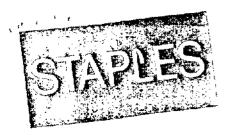
Constituency Office,
Tel:
Fax:
e.ma
Web Sit

## Tyne Bridge Constituency Office

## Expenses for period ending 30 April 2007

Toner cartridges		£480.58	
Toner		£54.05	
Stationery & software		£272.88 <	
		£57.99	
		£38.98	
		£11.99	
		£26.03	
		£43.98	
Stamps etc		£27.45	
Photocopier maintenance		£28.46	
Mobile phone		£97.48	
•		£44.22	
Internet use at airport		£27.40	
Newspapers		£53.87	
AOL		£42.93	
Water rates		£253.13 🗸	•
Computer re-install & updates		£39.95	
Microsoft package	,	£53.61	
Cleaner		£80.00	
Petty cash		£50.00	
	total	£1,785.00	

27 April 2007



## **Business Account**



CLELLAND

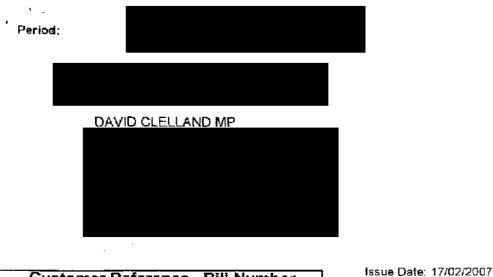
Dear Sirs,

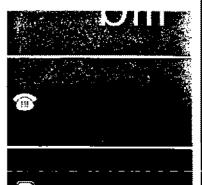
Re: Account Number

Please find below a statement of your account.

## **Transactions**

Transaction Number	Transaction Date	Due Date	Outstanding Value
	05/02/2007	05/02/2007	-19.03
	01/03/2007	30/04/2007	27.99
	02/03/2007	30/04/2007	18.57
	09/03/2007	30/04/2007	74.24
	21/03/2007	30/04/2007	38.98
	23/03/2007	30/04/2007	57,99
**************************************	06/04/2007	31/05/2007	<b>33</b> 347 /
	16/04/2007	31/05/2007	61.92
	22/04/2007	31/05/2007	185.49
			£272.881
Total Balance			471.62





Payment difficulties? Please contact us

VAT%

0.00

0.00

Customer Reference Bill Number

View your bill ine and do your bit for the environment

£

68.40

42.05

Property Address:

WATER CHARGES Fixed @ £68.40 per year Rateable Value Charge £102 @ 41.23p in the £

**SEWERAGE CHARGES** 

Please see over for details of Surface Water Drainage Rebates Fixed @ £95.40 per year Rateable Value Charge £102 @ 46.35p in the £

95.40 0.00 47.28 0.00 253,13 0.00

**TOTAL DUE** 

**TOTAL** 

VAT

£ 253.13

1ST INSTALMENT DUE ON 01/04/2007 2ND INSTALMENT DUE ON 01/10/2007 126.57 126,56

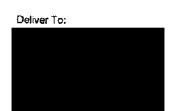




## Invoice

## No Payment Necessary





Invoice No:	Customer No:	Dell Order No	Page 1 of 1
Despatch Note No. Despatch Date Payment Terms Invoice Date		Account Manager Account Manager Tel Account Manager Fax Account Manager Email	

Item No.	Desc	ription			Quantity	Unit Prio	<u>e 1</u>	Net
593-10075	Printe	r Drum Cartridge - fo	y 5100cn - Kii	- RoHS Compliant - Kit	1	9.28	0 89	0.00
593-10051	Stand	ard Capacity Oyan T	oner Cartridg	a for Deli Colour Laser Printer 5100cm - Kit	1	99.1		00.6
593-10052	Stand	ard Capacky Magen	ta Toner Carte	idge for Dall Colour Laser Printer 5100co - Kit	1	99.6	Q 99	OG.6
593-10053	Stand	rinter Drum Cartridge - for 5100cn - Kit - ReHS Compliant - Kit standard Capacity Cyan Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit standard Capacity Megents Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit standard Capacity Pellow Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit standard Capacity Black Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit standard Freight - Toner standard Freight - Toner standard Freight - Toner standard Consumables Delivery 100CN Toner Bundle  GBP GBP Total Net £ VAT £	ge for Dell Colour Laser Printer 5100cn - Kit	1	99.0	0 99	00.0	
593-10054	Stand	tte GBP GBP % Total Net £ VAT £	e for Dell Colour Laser Printer 5109ch - Kit	1	23.0	0 23	3.00	
990-10283	Stand	ard Freight Toner			<b>‡</b>	0.0	10 10	0.00
800-10709	Into - i	Laser Standard Con	gumables Deli	very	<b>\$</b>	0.0	o o	00.0
200-26599	51000	N Toner Bundle			1	t.Q	Ø 0	00.0
VAT Summ	агу	•					GBP	
	Rate	GBP	GBP			Subtotal	409.00	
	%	Total Net £	2 TAV			Freight	0.00	
	17.5	409.00	71.58			VAŤ €	71.58	
						Total	480.58	

Tag Nos.

Duat use goods: Subject to control if exported outside the European Union. These commodities, technology or software were exported in accordance with the US Export Administration Regulations. Diversion contrary to U.S. law prohibited. The purchaser agrees to indemnify the seller and hold the seller harmless from and against all claims, liability, and obligation whatsoever (including, but not limited to, reasonable attorneys fees) arising out of the transfer of these commodities across national boundaries without proper government licenses and authorizations. Reexport/retransfer without prior authorization from the US Bureau of Export Administration is prohibited. Export, reexport, safe or retransfer to military end-users or end-uses in prohibited destinations and proliferation end-users and end-uses is strictly prohibited without prior authorisation from the US government.

Please include Invoice number, Customer Number and Order Number on any correspondence with Deli







## Invoice

No Payment Necessary



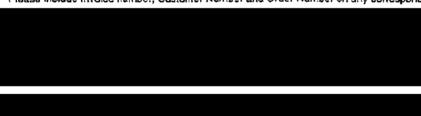


invoice No	):		Custo	mer No:	Dell Order No	,	p	age 1 of 1
Despatch Nor Despatch Dar Payment Ten Invoice Date Booking Rele	t <del>o</del> ms				Account Manager Account Manager Tel Account Manager Fax Account Manager Email			
Item No.	Desc	ription				Quantity	Unit Price	Net
593-10064 990-10283 800-10709	Standa	ard Capacity Black 1 ard Freight - Yoner Laser Standard Con	Ť		r Printer 5100cn - Klt	2 1 1	23.00 0.00 0.00	46.00 0.00 0.00
VAT Summa VAT		GBP Total Net £ 46.00	G8P VAT £ 8.05				Subtotel Freight VAT S	GBP 46.00 0.00 8.05
	,.	40.00	5.00				Total	54.05

Tag Nos.

Dual use goods: Subject to control if exported outside the European Union. These commodities, technology or software were exported in accordance with the US Export Administration Regulations. Diversion contrary to U.S. law prohibited. The purchaser agrees to indemnify the seller and hold the seller harmless from and against all claims, liability, and obligation whatsoever (including, but not limited to, reasonable attorneys' fees) arising out of the transfer of these commodities across national boundaries without proper government licenses and authorizations. Reexport/retransfer without prior authorization from the US Bureau of Export Administration is prohibited. Export, reexport, sale or retransfer to military end-users or end-uses in prohibited destinations and proliferation end-users and end-uses is strictly prohibited without prior authorization from the US government.

Please include Invoice number, Customer Number and Order Number on any correspondence with Dell





Staffing Allowance/Incidental Expenses Provision

# Authority for the payment of one-off salary and/or expenses to staff



Page 1 of 2

When to use this form

- Use this form to request a one-off payment of salary to a temporary or casual employee.
- Use this form to reimburse out-of-pocket expenses to an employee or a volunteer.

About filling in this form

- Please note that payments can be made through the payroll only if we hold a valid National Insurance number for the employee.
- ## If you have any questions about this form, please call 020 7219 1340.

Υ	a	ur	di	et:	ail	S

Name

in CAPITAL LETTERS

Constituency

DAM CLEUAND

TYNE BEIDGE

## Details of staff member

First name

Surname in CAPITAL LETTERS

**Employee status** 

Date of birth

National Insurance number

## Payment details

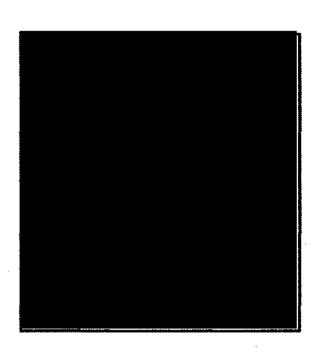
Payslip address

Bank details

## Claim details

- Please claim actual amounts incurred, not round sums
- Please attach receipts or invoices

One off column	Amount		_
One-off salary	1 020	:	<u>p</u> _
Season ticket loan	£	*	р
Travel – home to work	£	:	р
Rail travel	£	:	р
Car travel	£ 30	: 00}	p
Air Iravel	£	# #	р
Taxi	£	:	р
Meals and subsistence	£	:	р
Healthcare	£	:	р
Childcare	£		ρ
fome as office/telephone	E	p	
Office requisites	£	:	р
Total	£ 880	:.00	р



## Authorisation and declaration

I confirm that payments	listed above	were wholly,	exclusively an	d necessarily	incurred
			amentary dut	ies.	

Signature

Date

7/6/2007

Data protection

On behalf of the Data Controller, the employing Member of Parliament, the House of Commons Administration will process the information you provide on this form for the purpose of staff administration, administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the employing member, the House of Commons and the Inland Revenue. The information may also be disclosed to the National Audit Office for audit purposes.

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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	Validation	Initials	Date	
Claims received		Member ID added to form	<u> </u>		1
Signature check		Payment codes added to form		,	1
Funds check		Receipts/ documentation present		1	1
Allowable expenditure		Processing			
Pleasa use margin for	comments	Input			