



Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

When to use this form

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

About filling in this form

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

Your details

Name
in CAPITAL LETTERS

DAVID CLELLAND

Constituency

TYNE BRIDGE

Office use only

Costs

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 can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

28 10 2008

Allowance year

2007/2008

Incidental Expenses Provision claims

Office use only

	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 1	TYNE BRIDGE CONSTITUENCY OFFICE	£1,233.88 p			
Item 2		£ : p			
Item 3		£ : p			
Item 4		£ : p			
Item 5		£ : p			

Total

£1,233.88 p

Claim details *continued*

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

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



MP

Date

28 10 2008

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	Date
Claims received		/ /	Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments



DAVID CLELLAND MP




Constituency Office,

Tel: 

Fax: 

e.mail: 

Web Site: 

Tyne Bridge Constituency Office

Expenses for period ending 29 February 2008

Mobile phone	£146.44 ✓
Electricity	£292.49 ✓
Printer toners	£394.96 ✓
Computer software	£399.99 ✓

total **£1,233.88**


28 February 2008



STAPLES

1 OFFICE SMALL BUSINESS 20

[REDACTED]

399.99 1

SUBTOTAL

399.99

VAT Code	Ex VAT	VAT	TOTAL
1 17.5%	340.42	59.57	399.99

TOTAL £399.99

Business Account 399.99

Card #: [REDACTED]



Invoice

No Payment Required

Invoice to:

Deliver To:

Clelland,

Invoice No: [REDACTED] Customer No: [REDACTED] Dell Order No: [REDACTED] 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 - 5100cn - 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

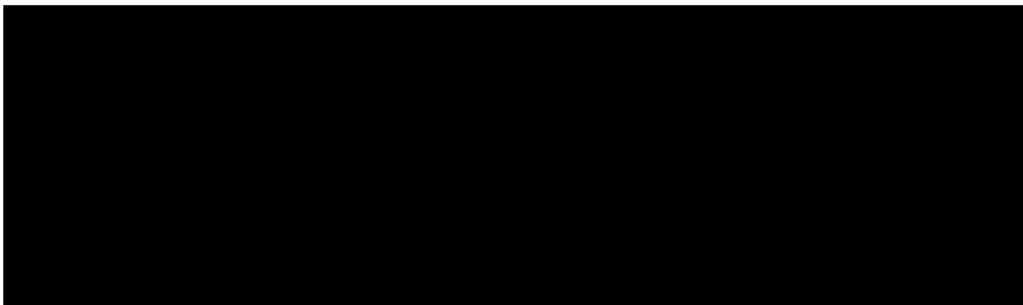
VAT Summary

VAT Type	VAT Rate %	GBP Total Net £	GBP VAT £
S	17.5	336.14	58.82

	GBP
Subtotal	336.14
Freight	0.00
VAT £	58.82
Total	394.96

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.



npower
business

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

Summary of charges

Item	Total
Balance brought forward from Invoice dated 9 November 2007	£172.19
Payments	
Payment made 13 November 2007	£172.19 CR
Charges	
Charges for period 05/11/07 - 14/02/08 (See attached sheet(s) for a breakdown of the charges)	£292.49

Total amount now due

£292.49

When making payment, please quote your Customer Account Number

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 money on your future bills? Please call us or you would like to set up payment by this method



Account Number:
[REDACTED]

Statement Number:
[REDACTED]

Statement Date:
19 Feb 2008

Orange Payment Processing
[REDACTED]

Statement

Mr D G Clelland
[REDACTED]

Page 2 of 2

Not sure about something?
There's some useful information on
the back of this page or you can
call 160 from your Orange phone.

summary of your account

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

try the mobile internet for free

0800 0 1000
About 2008



Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

04 FEB 2008

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Your details

Name in CAPITAL LETTERS

DAND CLELLAND

Constituency

TYNE BRIDGE

Office use only

Costs

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 can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

01 10 2008

Allowance year

2007/2008

Incidental Expenses Provision claims

Office use only

	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 1	TYNE BRIDGE CONSTITUENCY OFFICE	£1,837.77 p			
Item 2		£ 164.95 p			
Item 3		£ 348.77 p			
Item 4		£ : p			
Item 5		£ : p			

Total

£1,837.77 p

Claim details continued

Staffing Allowance claims			Office use only		
	Suppliers	Amount	Allow or A/c code	Supplier ID	Expl/ Cat 5
Item 6	_____	£ : p	_____	_____	_____
Item 7	_____	£ : p	_____	_____	_____
Item 8	_____	£ : p	_____	_____	_____
Item 9	_____	£ : p	_____	_____	_____
Total		£ : p			

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

_____ MP

Date

6 / 1 / 02 / 2008

Data protection

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Office use only

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Claims received	_____	____/____/____	Member ID added to form	_____	____/____/____
Signature check	_____	____/____/____	Payment codes added to form	_____	____/____/____
Funds check	_____	____/____/____	Receipts/ documentation present	_____	____/____/____
Allowable expenditure	_____	____/____/____	Processing input	_____	____/____/____

Please use margin for comments



DAVID CLELLAND MP



Constituency Office,

Tel:

Fax:

e.ma

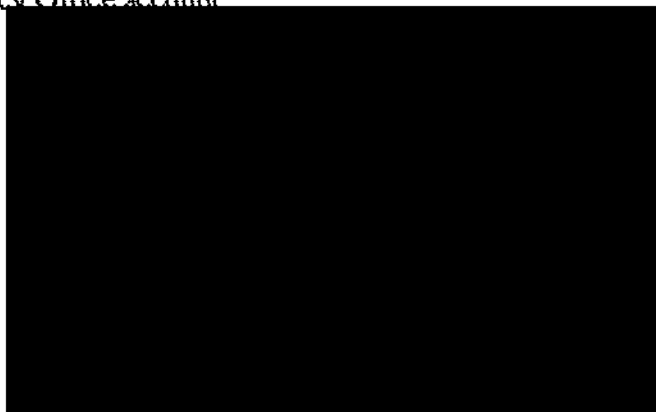
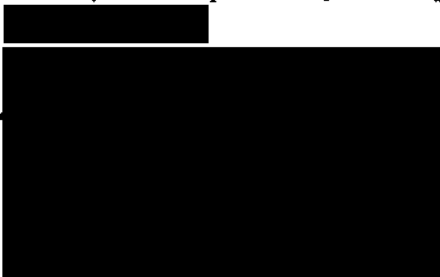
Web

Tyne Bridge Constituency Office

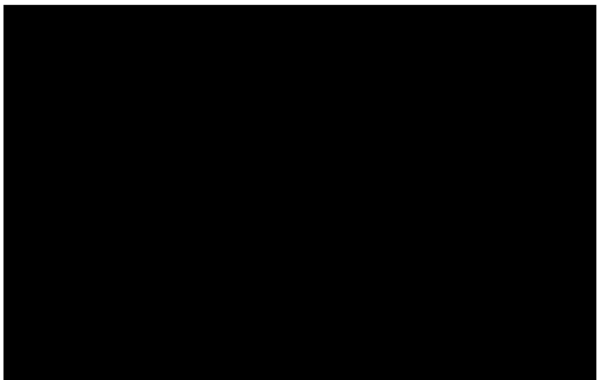
Expenses for period ending 31 January 2008

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
	£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	£1,837.77

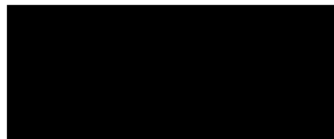
Money to be repaid to Tyne Bridge Constituency Office account



D A N W O O D



DAVID CLELLAN MP



Invoice No. [REDACTED]

Issue Date [REDACTED]

Tax Point Date [REDACTED]

Due Date [REDACTED]

Payment by: Cheque

1	HP 15 BLK C6815DE		
	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	

Exposure Customer: MR D CLELLAN MP

INVOICE

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

Business Account Card [REDACTED] 129.71

Customer Post Code: [REDACTED]

Agreement Number

Description / Invoice Period



Lease Rental
SHARP ARM160 DIGITAL COPIER
[REDACTED]
07/03/2008 - 06/06/2008

86.90

Net Total

86.90

VAT (Standard) 86.90 @ 17.50%

15.20

Total Amount Due

102.10

REMITTANCE ADVICE



NATIONAL NON DOMESTIC RATE BILL

Area Code

2007/08

Date of issue

06/03/2007

[Redacted]

Address of property giving rise to charge
[Redacted]

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 RIF

749.70
-374.85 CR

Total Amount Due

£374.85



Direct payment of suppliers

2 DEC 2007

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Your details

Name in CAPITAL LETTERS

DAVID CLELAND MP

Constituency

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 can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

20 12 2007

Allowance year

2007/2008

Incidental Expenses Provision claims

Office use only

Table with 3 columns: Item, Suppliers, Amount. Row 1: Item 1, TYNE BRIDGE, £ : p. Row 2: Item 2, CONSTITUENCY OFFICE, £1,313:00 p. Rows 3-5 are blank.

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

Total

£1,313 : 00 p

Claim details *continued*

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

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



MP

Date

20 / 12 / 2007

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Send your completed form to

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

Office use only

Validation

Initials Date

Claims received

____ / ____ / ____

Signature check

____ / ____ / ____

Funds check

____ / ____ / ____

Allowable expenditure

____ / ____ / ____

Validation

Initials Date

Member ID added to form

____ / ____ / ____

Payment codes added to form

____ / ____ / ____

Receipts/ documentation present

____ / ____ / ____

Processing

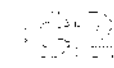
Input

____ / ____ / ____

Please use margin for comments



Direct payment of suppliers



RECEIVED
10 DEC 2007

07 DEC 2007

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Your details

Name in CAPITAL LETTERS

DANIEL CUELLAND

Constituency

TYNE BRIDGE

Office use only

Costs

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 can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

31 11 2007

Allowance year

2007/2008

Incidental Expenses Provision claims

Office use only

Table with 3 columns: Item, Suppliers, Amount. Contains handwritten entries for Tyne Bridge Constituency Office and a total of £1,454.00 p.

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

Claim details continued

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

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

_____ MP

Date

6/12/07

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Signature check	_____	____/____/____	Payment codes added to form	_____	____/____/____
Funds check	_____	____/____/____	Receipts/ documentation present	_____	____/____/____
Allowable expenditure	_____	____/____/____	Processing Input	_____	____/____/____

Please use margin for comments



DAVID CLELLAND MP



Constituency Office.

Tel

Fax

e.m

We

Tyne Bridge Constituency Office

Expenses for period ending 31 November 2007

Laminated constituency map		£156.28
Electricity		£172.19
BT Openzone		£18.45
Mobile phone		£68.80
		£43.41
Stationery & software		£35.95
		£22.30
		£71.98
		£129.71
		£24.14
Photocopier maintenance		£28.46
Mobile phone		£128.56
		£74.33
Internet use at airport		£17.34
Newspapers & periodicals		£54.86
		£37.19
AOL		£39.99
Cleaner		£80.00
Petty cash		£50.00
Subsistence for staff training 15 Nov (London overnight)		£200.00
	total	£1,454.0

5 December 2007



Direct payment of suppliers

0th NOV 2007

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DANIEL CUELLAND

Constituency

TYNE BRIDGE

Office use only

Costs

Supp/Res ID

Claim details

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Date of claim

31 / 10 / 2007

Allowance year

2007/2008

Incidental Expenses Provision claims

Office use only

Table with 2 columns: Suppliers, Amount. Includes handwritten entries for Tyne Bridge Constituency Office and a total of £1,318.27 p.

Allow or A/c code, Supplier ID, Expl Cat 5

Claim details continued

Staffing Allowance claims

Office use only

	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6		£ : p			
Item 7		£ : p			
Item 8		£ : p			
Item 9		£ : p			
Total		£ : p			

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

07 / 11 / 2007

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Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments



Tyne Bridge Constituency Office

Expenses for period ending 31 October 2007

BT Openzone		£19.56	500
Stationery & software		£72.99	"
		£56.03	"
		£17.99	"
Telephone		£134.87	"
		£66.86	"
		£32.45	"
Hire of rooms for advice surgery		£50.00	"
Stamps etc		£58.89	"
Photocopier maintenance		£28.46	"
		£28.46	"
Photocopier lease		£102.10	520
Mobile phone		£135.75	500
		£92.64	"
Newspapers & periodicals		£53.87	"
AOL		£37.35	"
Cleaner		£80.00	"
Petty cash		£50.00	"
Subsistence for staff training 20 Oct (London overnight)		£200.00	"
	total	£1,318.27	

[REDACTED]

5 November 2007

[REDACTED]



Direct payment of suppliers

2007 100 8 0

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Name
in CAPITAL LETTERS

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Constituency

TYNE BRIDGE

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Costs

Supp/Res ID

Claim details

Please ensure

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You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

05/10/2007

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	TYNE BRIDGE	£1,550.13 p			
Item 2	CONSTITUENCY OFFICE	£ : p			
Item 3		£ : p			
Item 4		£ : p			
Item 5		£ : p			
Total		£1,550.13 p			

Claim details *continued*

Staffing Allowance claims

Office use only

	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6		£ : p			
Item 7		£ : p			
Item 8		£ : p			
Item 9		£ : p			
Total		£ : p			

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



MP

Date

05/10/2007

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

/ /

Validation

Initials Date

Member ID added to form

/ /

Payment codes added to form

/ /

Receipts/ documentation present

/ /

Processing Input

/ /

Please use margin for comments



DAVID CLELLAND MP



Cons
Tel: C
Fax:
e.ma
Web

Tyne Bridge Constituency Office

Expenses for period ending 30 September 2007

Telephone	£140.68
	£75.62
	£86.11
BT Openzone	£17.02
Stationery & software	£125.48
	£138.98
	£14.94
	£32.86
Stamps etc	£58.89
Photocopier maintenance	£28.46
Photocopier lease	£102.10
Mobile phone	£102.43
	£83.43
	£84.39
Internet use at airport	£17.34
Newspapers & periodicals	£61.62
AOL	£49.78
Cleaner	£80.00
Petty cash	£50.00
Subsistence for staff training 11 October (London overnight)	£200.00
total	£1,550.13

5 October 2007



Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

31 Jun 2007 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

- 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

DAVID CLELAND

Constituency

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 can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

27 107 12007

Allowance year

2007/2008

Incidental Expenses Provision claims

Office use only

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

	Suppliers	Amount
Item 1	TYNE BRIDGE CONSTITUENCY	£1,441:16 p
Item 2	OFFICE	£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total **£1,441:16 p**

Claim details continued on page 2

Claim details *continued*

Staffing Allowance claims

Office use only

	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6		£ : p			
Item 7		£ : p			
Item 8		£ : p			
Item 9		£ : p			
Total		£ : p			

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



MP

Date

25/7/07

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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Send your completed form to

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

Office use only

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

Please use margin for comments



DAVID CLELLAND MP



Constituency Office,

Tel: [Redacted]

Fax: [Redacted]

e.m: [Redacted]

Web S: [Redacted]

Tyne Bridge Constituency Office

Expenses for period ending 27 July 2007

Telephones	£198.36
	£103.66
	£63.47
BT Openzone	£15.48
Use of rooms for surgery	£75.00
Stationery & software	£78.99
	£43.67
	£47.73
Electrical sundries	£60.94
Repair to drain	£80.00
Stamps etc	£55.20
	£52.00
Photocopier maintenance	£28.46
Mobile phone	£132.67
	£160.85
Newspapers & periodicals	£78.69
AOL	£35.99
Cleaner	£80.00
Petty cash	£50.00
total	£1,441.16

[Redacted]
27 July 2007
[Redacted]



Incidental Expenses Provision/Staffing Allowance
Direct payment of suppliers

1

2007 SEP 5 0

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

DAVID CLELLAND ✓

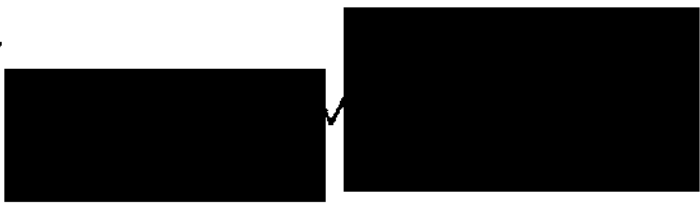
Constituency

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 can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

31 10 07

Allowance year

07/08

Incidental Expenses Provision claims

Office use only

	Suppliers	Amount
Item 1	TYNE BRIDGE CONSTITUENCY OFFICE	£1,531:40 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

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

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		£ : p				
Item 7		£ : p				
Item 8		£ : p				
Item 9		£ : p				
Total		£ : p				

Authorisation and declaration

Signature  MP

Date 04/09/2007

I declare that the amounts requested are in respect of costs incurred wholly, my Parliamentary duties.

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

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

Please use margin for comments



DAVID CLELLAND MP



Constituency Office,

Tel:

Fax:

e.m:

Web

Tyne Bridge Constituency Office

Expenses for period ending 31 August 2007

Water rates	£126.57
Overprinted letterheads	£115.15
Overprinted business cards	£111.86
Electricity	£196.83
BT Openzone	£12.38
Stationery & software	£48.99
Printer	£96.89
Stamps etc	£58.89
Photocopier maintenance	£28.46
Photocopier lease	£102.10
Mobile phone	£128.56
	£74.33
Internet use at airport	£17.34
Newspapers & periodicals	£45.70
AOL	£37.35
Cleaner	£80.00
Petty cash	£50.00
Subsistence for staff training 19 Sept (London overnight)	£200.00
total	£1,531.40

4 September 2007



Direct payment of suppliers

18 JUN 2007

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

DAVID CLELLAND

Constituency

TUNE BRIDGE

Office use only

Costs

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 can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

15 10 2007

Allowance year

2007, 2008

Incidental Expenses Provision claims

Office use only

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

Table with 3 columns: Item, Suppliers, Amount. Row 1: Item 1, TUNE BRIDGE CONSTITUENCY OFFICE, £4,255:89 p. Row 2: Item 2, empty. Row 3: Item 3, empty. Row 4: Item 4, empty. Row 5: Item 5, empty.

Total £4,255:89 p

Claim details continued

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

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

_____ MP

Date

____/____/____

Data protection

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Send your completed form to

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

Office use only

Validation

Initials Date

Claims received

____/____/____

Signature check

____/____/____

Funds check

____/____/____

Allowable expenditure

____/____/____

Validation

Initials Date

Member ID added to form

____/____/____

Payment codes added to form

____/____/____

Receipts/ documentation present

____/____/____

Processing

Input

____/____/____

Please use margin for comments

[REDACTED]
[REDACTED]
Invoice/Order number: [REDACTED]

Billing Address

Mr David Clelland
[REDACTED]
[REDACTED]

Delivery Address

David Clelland
[REDACTED]

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
HTC75	HTC Advantage X7500 PDA GPS Phone (3G)	1	£544.00	£544.00
Goods Total				£564.96
Shipping Total: Next Working Day Delivery (UK Mainland) £5.95 (8am - 6pm)				£5.95
Tax Total				£99.91
Discount Total				-£0.00
Order Total				£670.82

[REDACTED]

Clelland

10th June 2007.

Dear

Annual Rent for the use of Office Space at

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.

Yours sincerely



Direct payment of suppliers

06 JUN 2007

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

DANIEL CLELAND

Constituency

TYNE BRIDGE

Office use only

Costs

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 can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

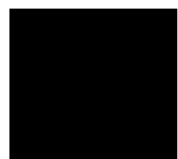
04 10 2007

Allowance year

07 08

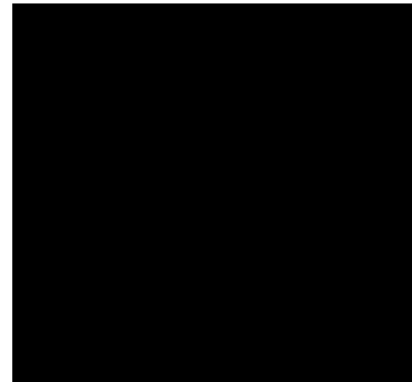
Incidental Expenses Provision claims

Office use only



	Suppliers	Amount
Item 1	TYNE BRIDGE CONSTITUENCY	£1,672.51 p
Item 2	OFFICE	£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

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



Total

£1,672.51 p

Claim details *continued*

Staffing Allowance claims

Office use only

	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6		£ : p			
Item 7		£ : p			
Item 8		£ : p			
Item 9		£ : p			
Total		£ : p			

Authorisation and declaration

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

Signature

[Redacted Signature] MP

Date

04 10 2007

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	Date
Claims received		/ /	Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments



DAVID CLELLAND MP



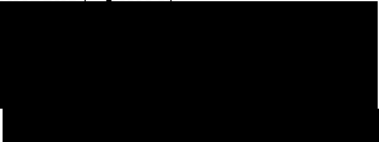
Constituency Office,

Tel:

Fax:

e.m:

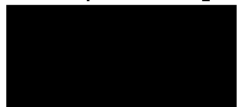
Web



Tyne Bridge Constituency Office

Expenses for period ending 31 May 2007

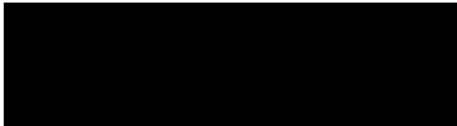
Electricity	£249.61
Water charges	£126.56
Toners	£54.05
Stationery & software	£185.49
Batteries, cables	£25.47
Office sundries	£46.72
Stamps etc	£72.00
Photocopier maintenance	£28.46
	£28.46
Photocopier lease	£102.10
Mobile phone	£142.32
	£68.93
3 New telephone sets	£185.56
Internet use at airport	£26.48
On-line local newspaper subscription	£64.00
Newspapers & periodicals	£86.54
AOL	£49.76
Cleaner	£80.00
Petty cash	£50.00
total	£1,672.51



4 June 2007

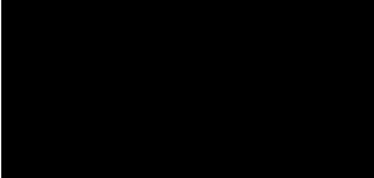


D A N W O O D



Invoice No. [REDACTED]

DAVID CLELLAN MP



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



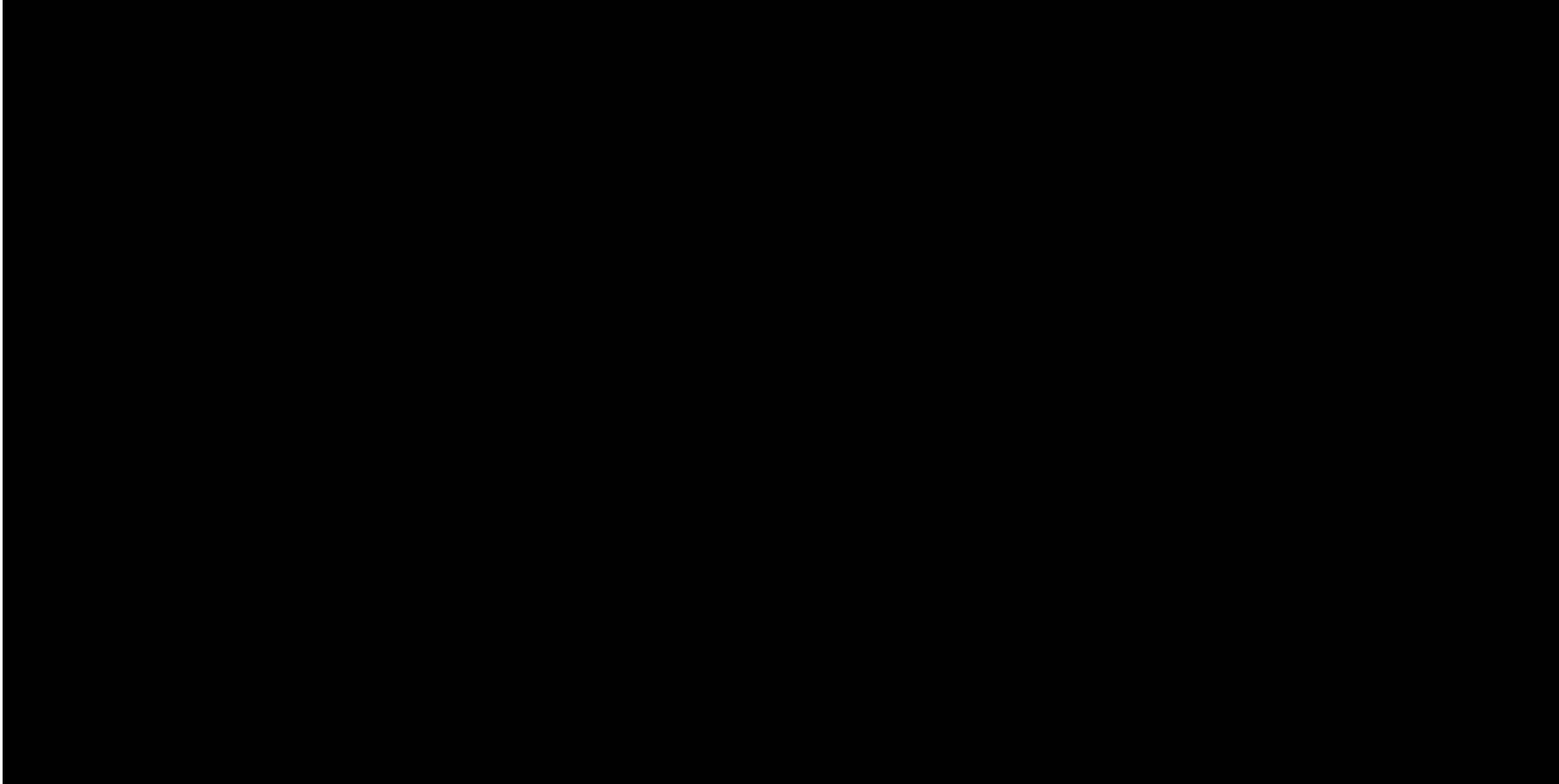
Net Total 86.90
VAT (Standard) 86.90 @ 17.50%

15.20

Total Amount Due

102.10

=====
=====





**NORTHUMBRIAN
WATER**



DAVID CLELLAND MP
[Redacted]

Your
water
bill
is
overdue



Enquiries



Issue Date: 03/05/2007

Payment difficulties? Please contact us

**Customer
Reference Number**

[Redacted]
Please quote the above in
any enquiry

**Amount Owed
£253.13**

**Pay no later than
10/05/2007**

Property Address
[Redacted]

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
[REDACTED]
-  To contact us by telephone
[REDACTED] from 8:30 to 5:30 Mon to Thur, 5:00 Fri
-  Loss of supply
[REDACTED]
-  To contact us in writing
[REDACTED]

Statement Date 14 May 2007

This is not a VAT invoice

Supply address
The Labour Party

Summary of charges

Item	Total
Balance brought forward from Invoice dated 2 February 2007	£235.47
Payments	
Payment made 23 February 2007	£235.47 CR
Charges	
Charges for period 30/01/07 - 10/05/07 (See attached 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

30 APR 2007 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

- 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

DAVID CLELLAND

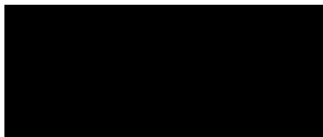
Constituency

TYNE BRIDGE

Office use only

Costs

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 can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

27/04/07

Allowance year

07/08

Incidental Expenses Provision claims

Office use only

	Suppliers	Amount
Item 1	TYNE BRIDGE	£ : p
Item 2	CONSTITUENCY OFFICE	£ 1,785.00 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

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



Total **£1,785.00 .p**

Claim details *continued*

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

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

27 10 4 2007

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	Date
Claims received		/ /	Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments



DAVID CLELLAND MP



Constituency Office,

Tel: [REDACTED]

Fax: [REDACTED]

e.ma [REDACTED]

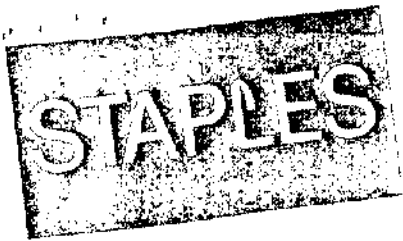
Web Sit [REDACTED]

Tyne Bridge Constituency Office

Expenses for period ending 30 April 2007

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

[REDACTED]
[REDACTED]
27 April 2007



Business Account

[REDACTED] CLELLAND
[REDACTED]

Dear Sirs,

Re: Account Number [REDACTED]

Please find below a statement of your account.

Transactions

<u>Transaction Number</u>	<u>Transaction Date</u>	<u>Due Date</u>	<u>Outstanding Value</u>
[REDACTED]	05/02/2007	05/02/2007	-19.03
[REDACTED]	01/03/2007	30/04/2007	27.99
[REDACTED]	02/03/2007	30/04/2007	18.57
[REDACTED]	09/03/2007	30/04/2007	74.24
[REDACTED]	21/03/2007	30/04/2007	38.98
[REDACTED]	23/03/2007	30/04/2007	57.99
[REDACTED]	06/04/2007	31/05/2007	47.17
[REDACTED]	16/04/2007	31/05/2007	61.92
[REDACTED]	22/04/2007	31/05/2007	185.49
Total Balance			<u>£ 272.88</u> 471.62



Period:



DAVID CLELLAND MP



011

Payment difficulties?
Please contact us

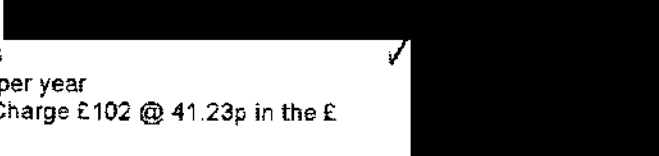
Issue Date: 17/02/2007

Customer Reference Bill Number



View your bill on-line and do your bit for the environment

Property Address:



WATER CHARGES

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

£	VAT%
68.40	0.00
42.05	0.00

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

TOTAL	253.13
VAT	0.00

TOTAL DUE £ 253.13

1ST INSTALMENT DUE ON 01/04/2007	£	126.57
2ND INSTALMENT DUE ON 01/10/2007	£	126.56



Invoice

No Payment Necessary

Invoice To:

Deliver To:

Invoice No: [REDACTED] Customer No: [REDACTED] Dell Order No: [REDACTED] Page 1 of 1

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
593-10075	Printer Drum Cartridge - for 5100cn - Kit - RoHS Compliant - Kit	1	85.00	89.00
593-10051	Standard Capacity Cyan Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1	99.00	99.00
593-10052	Standard Capacity Magenta Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1	99.00	99.00
593-10053	Standard Capacity Yellow Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1	99.00	99.00
593-10054	Standard Capacity Black Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1	23.00	23.00
890-10283	Standard Freight - Toner	1	0.00	0.00
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00
200-26599	5100CN Toner Bundle	1	0.00	0.00

VAT Summary

VAT Rate	GBP	GBP	Subtotal	GBP
%	Total Net £	VAT £	Freight	
17.5	409.00	71.58	VAT £	71.58
			Total	480.58

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.

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





Invoice

No Payment Necessary

Invoice To:

Deliver To:

Invoice No: [REDACTED] Customer No: [REDACTED] Dell Order No: [REDACTED] Page 1 of 1

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	Standard Capacity Black Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	2	23.00	46.00
990-10283	Standard Freight - Toner	1	0.00	0.00
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00

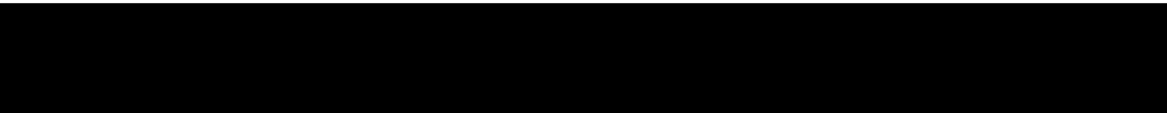
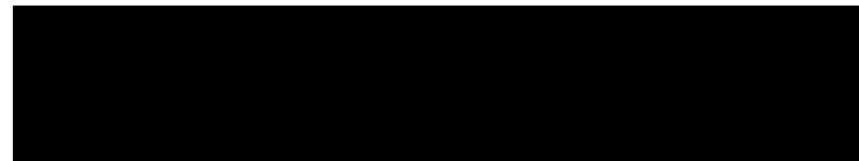
VAT Summary

VAT Rate	GBP	GBP	Subtotal	GBP
%	Total Net £	VAT £	Freight	
17.5	46.00	8.05	VAT £	8.05
			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





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

2002 NOV 1 1

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.

Your details

Name
in CAPITAL LETTERS

DAVID CLELLAND

Constituency

TYNE BRIDGE

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

	Amount
One-off salary	£ 850 : 00 p
Season ticket loan	£ : p
Travel – home to work	£ : p
Rail travel	£ : p
Car travel	£ 30 : 00 p
Air travel	£ : p
Taxi	£ : p
Meals and subsistence	£ : p
Healthcare	£ : p
Childcare	£ : p
Home as office/telephone	£ : p
Office requisites	£ : p
Total	£ 880 : 00 p



Authorisation and declaration

I confirm that payments listed above were wholly, exclusively and necessarily incurred in the performance of my parliamentary duties.

Signature

[Redacted Signature]

MP

Date

7/6/2007

Data protection

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Send your completed form to

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

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