



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.

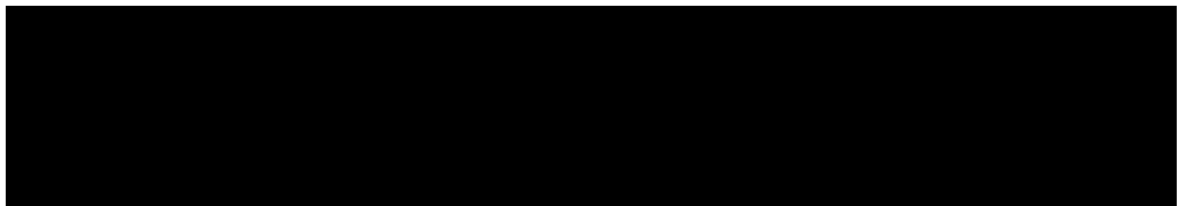
Your details

Name
in CAPITAL LETTERS

DAVID MACLEAN

Constituency

PENNINE + THE BORDER



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

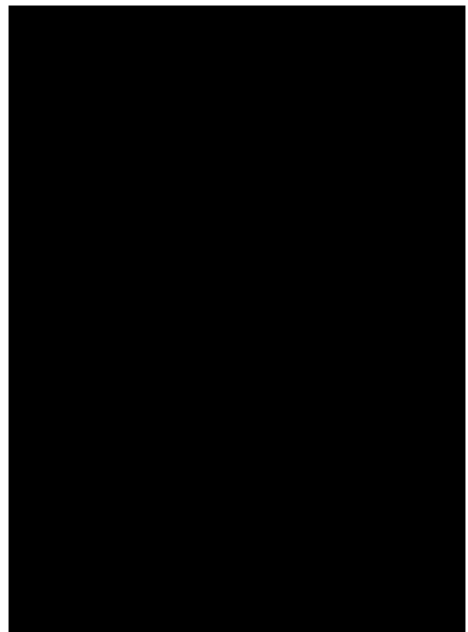
22 / 03 / 06

Allowance year

2005 / 2006

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	_____	£ : p
Item 2	_____	£ : p
Item 3	_____	£ : p
Item 4	_____	£ : p
Item 5	_____	£ : p
	Total	£ : p



Claim details continued

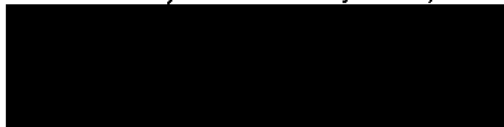
Staffing Allowance claims

	Suppliers	Amount
Item 6	CIVIL SERVICE	£2000 : 00 p
Item 7	COACHING	£ : p
Item 8		£ : p
Item 9		£ : p
Total		£2000: 00 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

22 / 03 / 06

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			



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27 JAN 2006

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DAVID NACLEAN

Constituency

PENWITH & THE BODEN.

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Date of claim

24 / 1 / 06

Allowance year

2005 / 2006

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	_____	£ : p
Item 2	_____	£ : p
Item 3	_____	£ : p
Item 4	_____	£ : p
Item 5	_____	£ : p
	Total	£ : p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount	
Item 6	CIVIL SERVICE COACHING	£ 2 000 :	p
Item 7		£ : :	p
Item 8		£ : :	p
Item 9		£ : :	p
Total		£ 2 000 :	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

24 / 1 / 06

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30 NOV 2005

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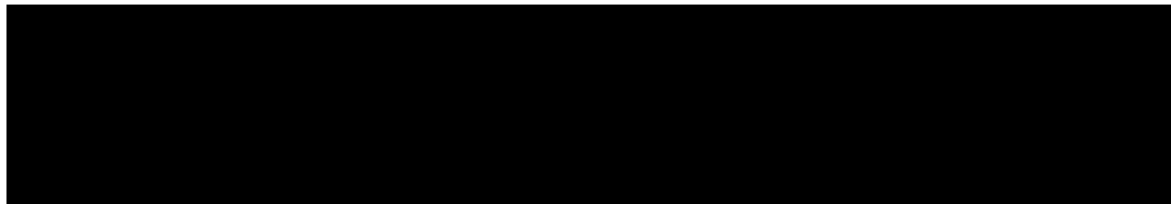
Your details

Name
in CAPITAL LETTERS

DAVID MACLEAN

Constituency

PENWITH & THE BORDER.



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Date of claim

28 / 11 / 05

Allowance year

2005 / 2006

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	_____	£ : p
Item 2	_____	£ : p
Item 3	_____	£ : p
Item 4	_____	£ : p
Item 5	_____	£ : p
	Total	£ : p



Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	CIVIL SERVICE COACHING CO.	£1,000 : 00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Total		£1,000 : — 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 / 11 / 05

Data protection

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CIVIL SERVICE
COACHING

INVOICE

27 MAR 2006

27 MAR 2006

INVOICE TO:

Rt Hon David Maclean MP

TAX DATE	INVOICE NO.	TERMS
14/03/06		

DESCRIPTION	RATE
Briefing in respect of House of Commons Commission, for periods: 8 Feb 06 – 8 Mar 06 8 Mar 06 – 8 Apr 06	£1000.00 per calendar month
TOTAL	£2000.00

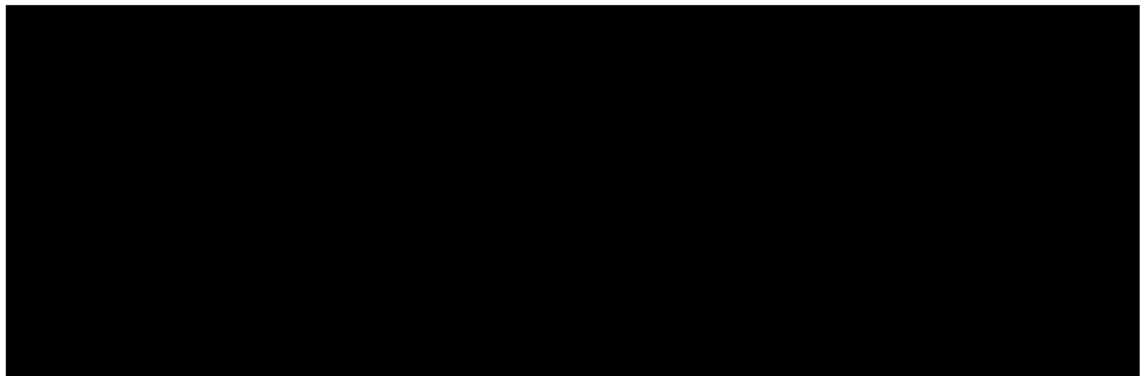
CIVIL SERVICE
COACHING

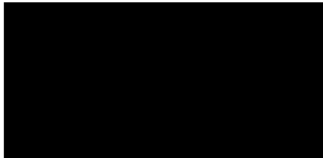
INVOICE

INVOICE TO:
Rt Hon David Maclean MP

TAX DATE	INVOICE NO.	TERMS
20/11/06		

DESCRIPTION	RATE
Briefing in respect of House of Commons Commission, for periods: 8 Dec 05 - 7 Jan 06 8 Jan 06 - 8 Feb 06	£1000.00 per calendar month
TOTAL	£2000.00





CIVIL SERVICE
COACHING

INVOICE

INVOICE TO:
Rt Hon David Maclean MP

TAX DATE	INVOICE NO.	TERMS
8/11/05		

DESCRIPTION	RATE
Briefing in respect of House of Commons Commission	£1000.00 per calendar month
TOTAL	£1000.00

