



Member's reimbursement form

When to use this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

For details of costs you can claim for please refer to booklet on Communications Allowance. If you have any doubt about whether you can claim for a cost, please call 020 7219 1340

Your details

Name in CAPITAL LETTERS

GILLIAN MELLON

Constituency

LINCOLN

Office use only

Cost

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above

Period of claim

from 1 / 2 / 08 to 31 / 3 / 08

Allowance year

07 / 08 ✓

Description of service or goods

Amount

POSTAGE

£ 51.50 p ✓

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 51.50 p ✓

Office use only

Allow. / Exp. Type (cat5)

Authorisation and declaration

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

Signature

[Redacted Signature] MP

Date

1 / 4 / 08

**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 HM Revenue & Customs. 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**

Initials / Date

Input subtotals per Cat 5

Validation completed

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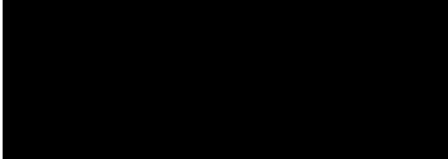
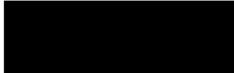
£
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£
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<b>Comments</b>



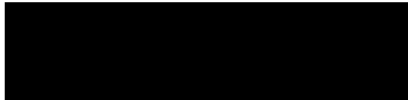
26-02-08



£51.50



Please debit my account  
with the total amount.  
AUTH CODE





**Communications 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 please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call **020 7219 1340**.

**Your details**

**Name** in CAPITAL LETTERS GILLIAN MERRON  
**Constituency** LINCOLN

Office use only      Cost:

**Claim details**

*You can only request*       payment to suppliers for goods and services directly relating to Communications Allowance.  
*Please ensure*               you attach all supplier invoices.

**Period of claim** from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_      **Allowance year** 07/08 ✓

Suppliers	Amount
<u>PRONTAPRINT</u>	<u>£ 65 21 p</u>
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

Office use only  
Allow / Supp ID / Exp.Type /

**Authorisation and declaration**

I confirm that the payments requested are in respect of costs incurred wholly, or in part, in the performance of my Parliamentary duties.

**Signature** **MP**      **Date** 20/7/08

**Data protection**

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Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

**Office use only**

Initials / Date

Validation  
completed**Comments**

# P

01 FEB 2008

## Invoice

Gillian Merron MP ✓  
[Redacted]

No. [Redacted] ✓

Date

30/01/2008 ✓

Customer P.O. No.

Ordered By [Redacted]

Tel No. [Redacted]

Customer No. [Redacted]

QUANTITY	DESCRIPTION	AMOUNT
1,000	Overprinting Surgery Dates, Customer's Stock  [Redacted]	£55.50
<i>Thank you for your valued order</i>		
		SUBTOTAL £55.50
		VAT @ 17.5% £9.71
		TOTAL £65.21 ✓

10 MAR 2008

prontaprint...trusted to deliver, every time.

Design

Print

Display

Direct Mail

Finish



Communications Allowance  
Member's reimbursement form

Comms1  
page 1 of 2

When to use  
this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

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this form

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Your details

Name  
in CAPITAL LETTERS

GILLIAN MERRON

Constituency

LINCOLN

Office use only

Costs

Claim details

You can only claim for  costs you have actually paid.

Please ensure  you attach all receipts or invoices for items of £250 and above.

Period of claim

from 1 / 1 / 08 to 31 / 1 / 08

Allowance year

07 / 08

Description of service or goods

Amount

POSTAGE

£ 84 : 24 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 84 : 24 p

Office use only

Allow. / Exp. Type (cat5)

Authorisation and declaration

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

Signature

MP

Date

14/2/08

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Initials / Date

Input subtotals per Cat 5

Validation completed

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	£ 84.24
	£

**Comments**





Communications Allowance  
Direct payment of suppliers

21 DEC 2007

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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 please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name  
in CAPITAL LETTERS

GILLIAN MERRON ✓

Constituency

LINCOLN

Office use only

Co

Claim details

You can only request  
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Allowance year

07 / 08

Suppliers

Amount

Office use only

Allow. / Supp ID / Exp Type (Cat 5) ✓

Prontaprint

£ 2532.60

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

\_\_\_\_\_

**Data protection**

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**Send your completed form to**

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Department of Finance & Administration, House of Commons, London SW1AA

**Office use only**

Initials / Date

Validation completed

**Comments**

# P

## Invoice

Gillian Merron MP



No.



Date

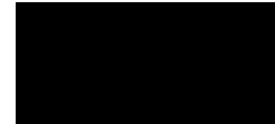
05/10/2007 ✓

Customer P.O. No.

Ordered By

Gillian Merron

Tel No.



Customer No.

QUANTITY	DESCRIPTION	AMOUNT
3,500	Post Office Mailouts Letters, A4 Ultra White Pioneer 100gsm	£300.32
12,000	Surveys, A4 Ultra White Pioneer 100gsm ASBO Mailouts Letters, A4 Ultra White Pioneer 100gsm	£692.58
15,500	Surveys, A4 Ultra White Pioneer 100gsm Folding and inserting in to C5 Envelopes ready for Mailing	£1,162.50
<i>Thank you for your valued order</i>		
	SUBTOTAL	£2,155.40
	VAT @ 17.5%	£377.20
	TOTAL	£2,532.60 ✓

prontaprint...trusted to deliver, every time.

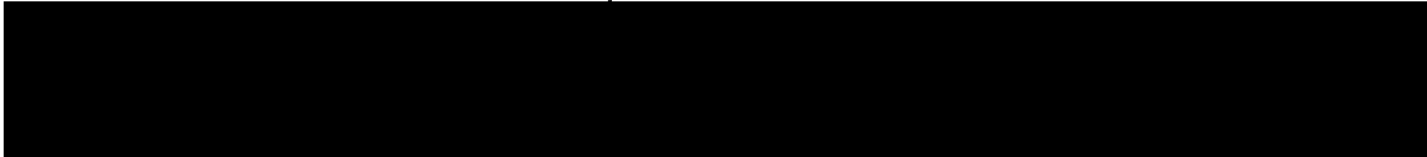
Design

Print

Display

Direct Mail

Finish





Communications Allowance  
Member's reimbursement form

23/12/07

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this form

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Your details

Name  
in CAPITAL LETTERS

GILLIAN MERRON

Constituency

LINCOLN

Office use only

Costs

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above

Period of claim

from 1 / 12 / 07 to 15 / 12 / 07

Allowance year

07 / 08

Description of service or goods

Amount

POSTAGE

£ 273.60 p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

Total

£ 273.60 p

Office use only

Allow. / Exp. Type (cat5)

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

11/12/07





# POST OFFICE

Post Office Ltd.  
Your Receipt



S/a 2ndx100		
5	@ 24.00	120.00
TOTAL DUE TO POST OFFICE		120.00
Mastercard	FROM CUSTOMER	120.00
BALANCE		0.00

### Payment Retail



Amount: £120.00





Post Office Ltd.  
Your Receipt

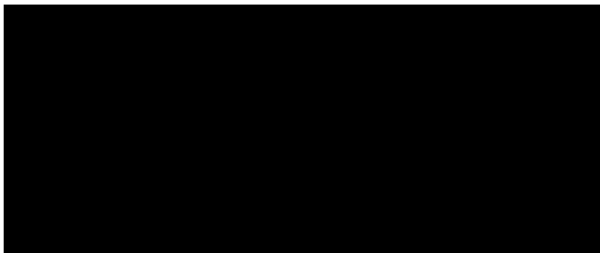


S/n 2ndx100		
1	£	24.00
2nd class stmp		
40	£	0.24
TOTAL DUE TO POST OFFICE		33.60
Visa Debit	FROM CUSTOMER	33.60
BALANCE		0.00

Payment Retail



Amount: £33.60





Post Office Ltd.  
Your Receipt

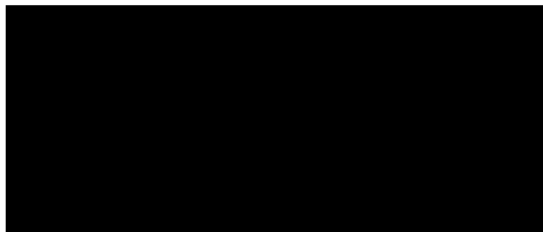


S/a 2ndx100		
5 @ 24.00		120.00
TOTAL DUE TO POST OFFICE		120.00
Visa Debit	FROM CUSTOMER	120.00
BALANCE		0.00

Payment Retail



Amount: £120.00







Communications Allowance  
Direct payment of suppliers

10 OCT 2007

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page 1 of 2

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**Your details**

Name in CAPITAL LETTERS GILLIAN MERRON  
Constituency LINCOLN

Office use only Costc [Redacted]

**Claim details**

You can only request  payment to suppliers for goods and services directly relating to Communications Allowance.  
Please ensure  you attach all supplier invoices.

Period of claim from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Allowance year 07/08 ✓

Suppliers	Amount
<u>Prontaprint</u>	£ <u>607</u> : <u>48</u> p
<u>Andrew Weekes</u>	£ <u>246</u> : <u>75</u> p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only  
Allow. / Supp ID ✓ Exp. Type (Cat 5) ✓

**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] MP Date 09/10/07

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Send your completed form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA


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**Office use only**

Initials / Date

Validation completed

Comments

Gillian Merron MP ✓  


## SALES INVOICE

No. 

Date


05/09/2007 ✓

Customer P.O. No.

Ordered By 

Tel No.

Customer No.

QUANTITY	DESCRIPTION	AMOUNT
3,000	Surgery Notices, A4 White Gloss Art 300gsm, printed 2 up 4 colours front in Four Colour Process ink	£386.50
1,000	Overprinting Surgery Dates, Customer's Stock, printed 1 colour front in Black ink	£55.50
	Re Design & Setting of Artwork	£75.00
		
<i>Thank you for your valued order</i>		
	SUBTOTAL	£517.00
	VAT @ 17.5%	£90.48
	TOTAL	£607.48

# andrewweekes

p h o t o g r a p h y

GILLIAN MERRON MP ✓  
[REDACTED]

12 september 2007 ✓

INVOICE NO: [REDACTED] ✓

Purchase Order No:

ordered by [REDACTED]

VAT NO: [REDACTED]

## fee

Photographers Fee - special agreed all in fee £200.00

includes :

digital capture  
image manipulation  
cd production  
travel

extras : special postage £10.00

Total £210.00

VAT @ 17.5% £36.75

Grand Total £246.75 ✓

THIS INVOICE IS NOW DUE FOR PAYMENT

[REDACTED]