



Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

- 4 MAR 2008

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

GISELA SMART

Constituency

Derwentham ED41875W

Office use only

Costs

Supp/Res ID

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 01/02/08 to 29/02/08

Allowance year

08/08

Description of service or goods

Amount

Shops

£ 168 : 02 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 168 : 02 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

29/12/07



Communications Allowance
Member's reimbursement form

05 FEB 2008

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.
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Your details

Name in CAPITAL LETTERS

GISEL STUART GISEL STUART

Constituency

BIRMINGHAM EDGEMONTON



Office use only

Costs



Supp/Res ID



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 01/01/07 to 31/07/07

Allowance year

07/07

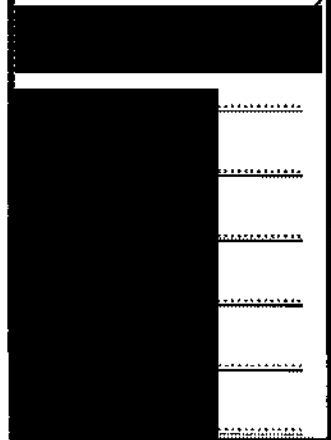
Description of service or goods

Amount

<u>Stamps</u>	£ <u>192.00</u> p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow. / Exp. Type (cat5)



Total

£ 192.00 p

Authorisation and declaration

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

Signature



MP

Date

21/2/08



Communications Allowance
Member's reimbursement form

Comms1
page 1 of 2

VALIDATION
08 JAN 2008
RECEIVED

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Your details

Name
in CAPITAL LETTERS

GISELA STUART

Constituency

BIRMINGHAM EDGEBASTON

Office use only

Costs

Supp/Res ID

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 31 / 12 / 07

Allowance year

07 / 07

Description of service or goods

Amount

Shops/ Postage

£ 216 : 00 p

Public Transport - sups tickets

£ 433 : 79 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 649 : 79 p

649.79

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

31/01/08

Invoice

Page. 1

Gisela Stuart MP



Invoice No.



Invoice/Tax Date

14/11/2007

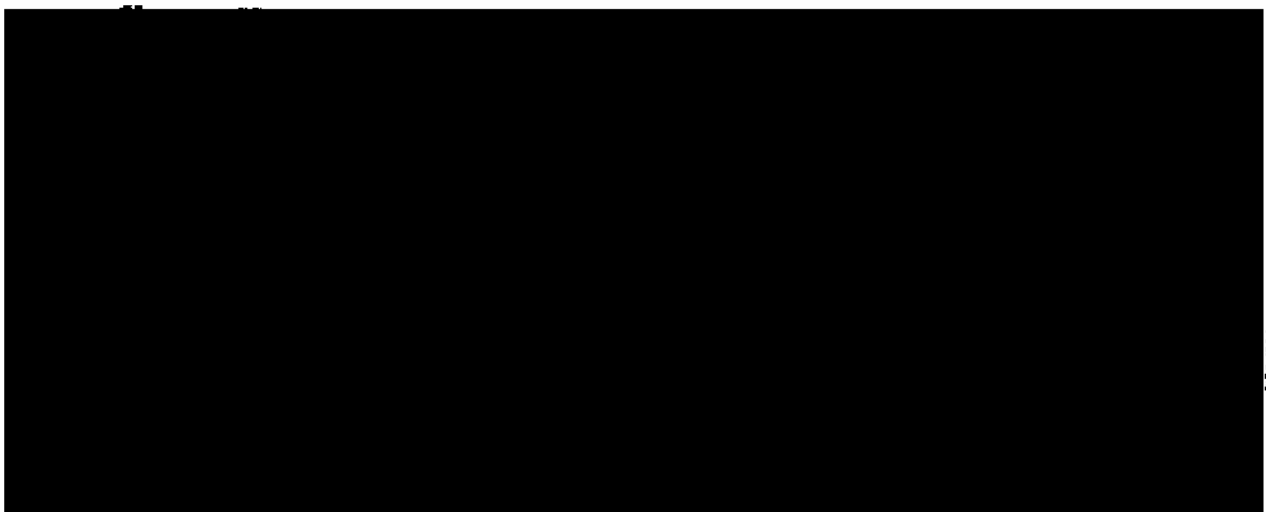
Cust. Order No.

Account Ref.



Quantity Details

	Disc%	Disc Amount	Net	VAT Rate	VAT
1.00 Leaflets - 2008 Surgery Details 2pp DL Colour 5K	0.00	0.00	405.00	0.00	0.00
1.00 Delivery Scale A	0.00	0.00	24.50	17.50	4.29



Total Net Amount

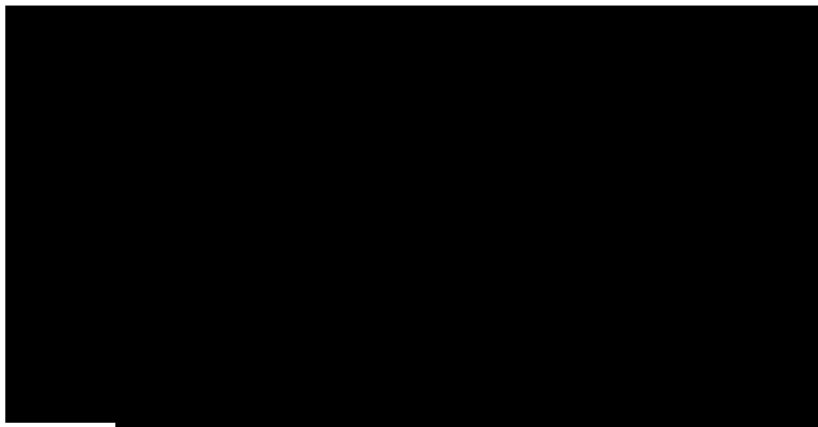
429.50

Total VAT Amount

4.29

Invoice Total

433.79





Communications Allowance 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

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 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

GUSON STUART ✓

Constituency

Donnyhew Ferrygate

Office use or

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 01/11/07 to 30/11/07

Allowance year

Description of service or goods

Amount

Print costs

£ 76.38 p ✓

Print telephone

£ 76.38 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

01/12/07



Communications Allowance
Direct payment of suppliers

12 NOV 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 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

Gisela Stuart

Constituency

Birmingham Edgbaston

Office use only	Costs	
-----------------	-------	--

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 01/10/07 to 31/10/07 Allowance year 07/08

Suppliers

Amount

1279.58
£ ~~1089.00~~ p

Mars Direct Ltd

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type
(Cat 5)

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

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

2/11/07

Invoice



morse design & print limited

Gisela Stuart MP

Deliver Address:

Gisela Stuart MP

Invoice No: 00019036

Date: 4/10/07

Page: 1

16 NOV 2007

Description	Amount	Vat
Gisela Stuart Letterheads Size A4 Qty 40000	£1,089.00	S



NET:	£1,089.00	S
VAT:	£190.58	
Total Amount:	£1,279.58	
Paid Today:	£0.00	
Balance Due:	£1,279.58	





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

Gueda Street

Constituency

Birmingham Edgbaston

Office use only

Costc

Supp/Res ID

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 07/09/07 to 07/10/07

Allowance year

06/07

Description of service or goods

Amount

Stamps

£ 1680 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 1680 : 00 p

Office use only

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

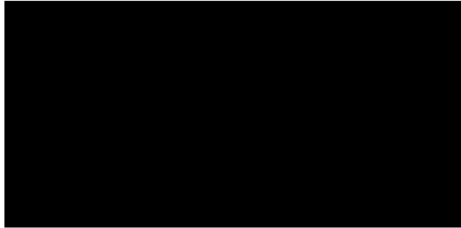


Royal Mail

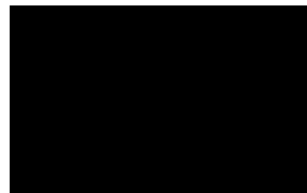
Despatch Note



Despatch to



Invoice to



Customer Code
Your Reference



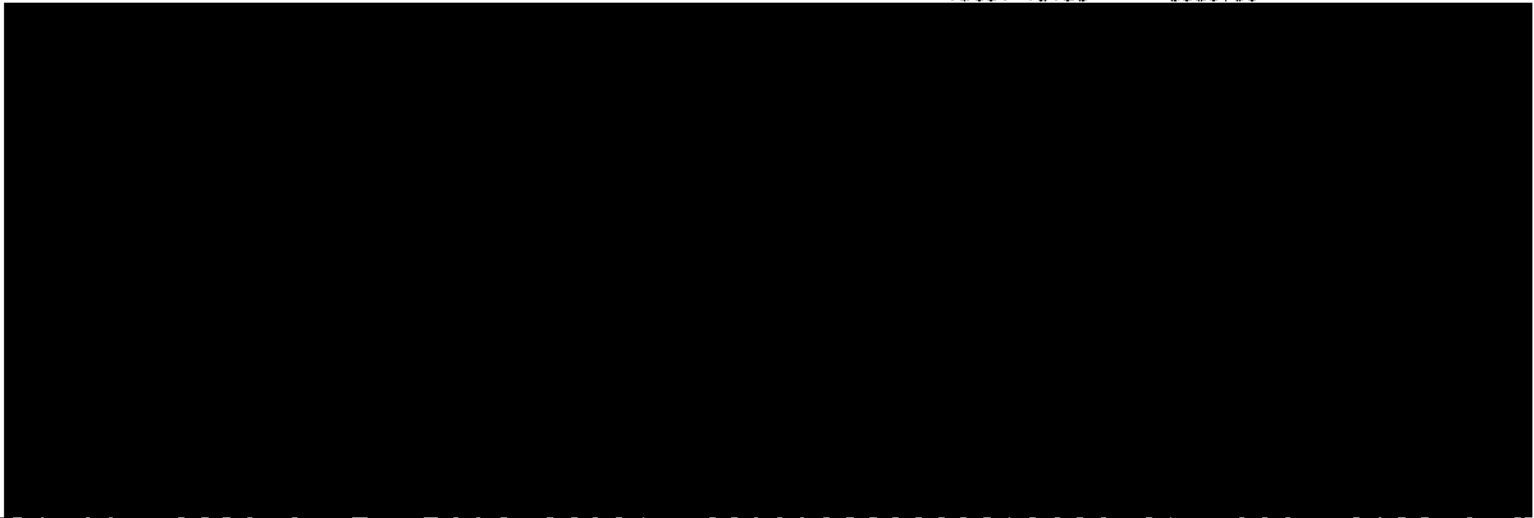
Despatch Number



Despatch Date 1/10/07

Stock code	Description	Quantity	Bin
SDN2	20 X 100 SELF ADHESIVE STAMPS	70	

Total Value 1680.00





Communications Allowance

Member's reimbursement form

[Redacted]

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

Gisela Stuart

Constituency

Donnybrook, Edgbaston

Office use only

Cost: M _____ Supp/Res ID 71 _____

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 07 / 09 / 07 to 30 / 09 / 07 Allowance year 07 / 08

Description of service or goods

Amount

Stamps	£ 1680 : 00 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow. / Exp. Type (cat5)

[Redacted]	_____
[Redacted]	_____
[Redacted]	_____
[Redacted]	_____
[Redacted]	_____
[Redacted]	_____
[Redacted]	_____
[Redacted]	_____

Total

£ 1680 : 00 p

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

4/10/07 ✓



Despatch Note



Despatch Date 1/10/07

Customer Code
Your Reference



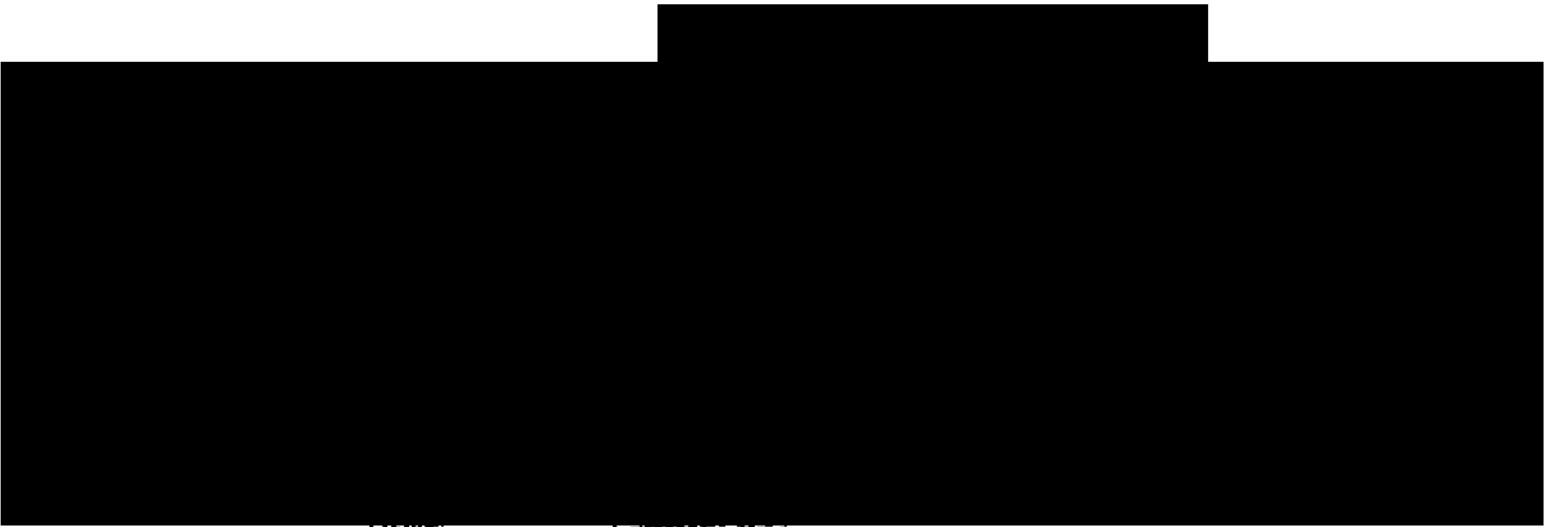
Despatch Number



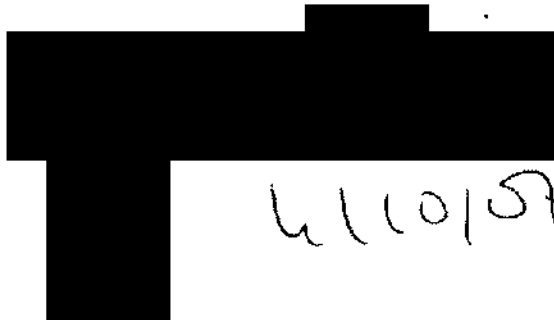
Quantity	Description	Unit Price	Total
SDN2	2C X 100 SELF ADHESIVE STAMPS	70	

Total Value

1680.00



Royal Mail is a trading name of Royal Mail Group plc. Registered in England.



6110157



Direct payment of suppliers

Comms1

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

GIBSON STUART ✓

Constituency

Derby, North East Derbyshire

Office use only

Costs

1 ✓

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.

14 SEP 2007

14.9.07

Period of claim

from 07 / 09 / 07 to 30 / 09 / 07

Allowance year

07 / 07 ✓

Suppliers

Amount

Suppliers	Amount
Shops ✓	£ 192.00 p ✓
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Supp ID / Exp.Type (Cat 5)

Allow.	Supp ID	Exp.Type (Cat 5)
5		
5		
5		
5		
5		
5		
5		
5		
5		
5		

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

10 / 09 / 07 ✓



Communications Allowance
Direct payment of suppliers

11 SEP 2007

Comms2

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 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

GIBBY STUART

Constituency

BRIMINGTON EAST

Office use only

Costs

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 01/09/07 to 30/09/07

Allowance year

07/08

Suppliers

Amount

Bloomfield

£ 2975.00 p

Office use only

Allow. / Supp ID / Exp.Type

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

/ 87 / 514

Authorisation and declaration

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

Signature

MP

Date

10/9/07

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 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.

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 SW1AA

Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments 	

Bloomfield Limited

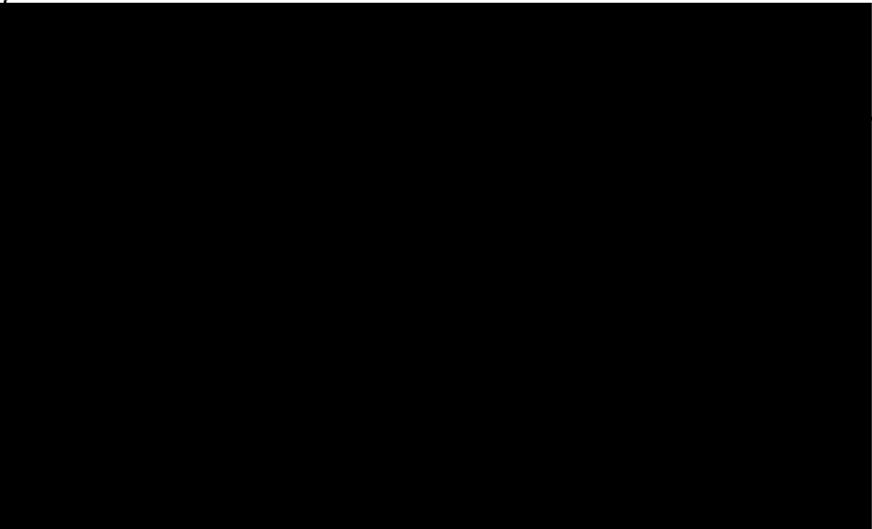


VAT No [REDACTED]

Gisela Stuart MP
[REDACTED]

INVOICE NO.	[REDACTED] ✓
DATE/TAX POINT	31/08/2007 ✓
YOUR ORDER NO.	[REDACTED]
ACCOUNT NO.	[REDACTED]

DETAILS	NETT PRICE	VAT
40,000 A4 8pp Parlimentary Reports Newsletters	2,975.00	0.00
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]



Total Net Amount	2,975.00
Carriage Net	0.00
Total VAT Amount	0.00
Invoice Total	2,975.00

✓



Communications Allowance
Member's reimbursement form

VALIDATION
07 AUG 2007
RECEIVED

Comms1
page 1 of 2

When to use this form

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About filling in this form

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 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

GUSLA STUART

Constituency

BIRMINGHAM EDGEMOND

Office use only
Cost: [redacted] Supp/Res ID: [redacted]

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.

13 AUG 2007

Period of claim

from 01/07/07 to 31/07/07

Allowance year

07/08

Description of service or goods

Amount

Stamp

£ 192 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 192 : 00 p

Office use only

Allow. / Exp. Type (cont'd)

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

4/8/07



Direct payment of suppliers

11 JUL 2007

COMMS 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

CASEY STUART

Constituency

102 MILLWATER RD EDG BARTON

Office use only

Cost:



Supp/Res ID

7 1

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

10 / 07 / 07

Allowance year

07 / 08

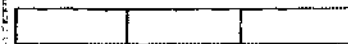
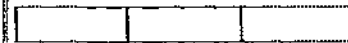
Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	Mace	£ 1298 : 38 p
Item 2	Mace	£ 392 : 45 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total **£ 1298 : 38 p**
1690 83

Office use only

Allow or Supplier Exp/



Claim details *continued*

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ : p
Item 7	_____	£ : p
Item 8	_____	£ : p
Item 9	_____	£ : p
	Total	£ : p

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

Authorisation and declaration

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

Signature _____ MP

Date 10 / 07 / 07

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

Invoice



morse design & print limited

Gisela Stuart MP

Deliver Address:

Gisela Stuart MP

Invoice No:

Date:

2/7/07

Order No:

Page:

1

Description	Amount	Vat
Letterheads Size A4 Qty 50,000 (Material Supplied)	£1,105.00	S
[REDACTED]		
[REDACTED]		
NET:	£1,105.00	S
VAT:	£193.38	
Total Amount:	£1,298.38	
Paid Today:	£0.00	
Balance Due:	£1,298.38	



Invoice



morse design & print limited

Gisela Stuart MP

Deliver Address:

Gisela Stuart MP

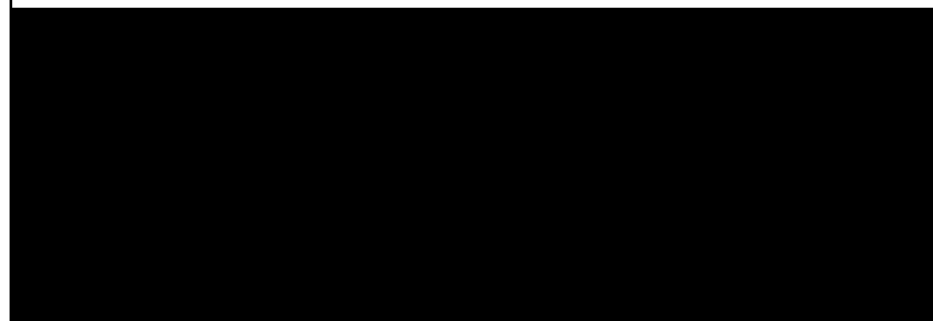
Invoice No: [REDACTED]

Date: 22/6/07

Order No:

Page: 1

Description	Amount	Vat
Letterheads - Overprint Size A4 Qty 5000	£334.00	S
[REDACTED]		



NET:	£334.00	S
VAT:	£58.45	
Total Amount:	£392.45	
Paid Today:	£0.00	
Balance Due:	£392.45	





Communications Allowance

Member's reimbursement form

05 JUL 2007

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

GISELA STUART

Constituency

BIRMINGHAM EDGBASTON

Office use only

Costc

Supp/Res ID

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 01/05/07 to 30/06/07

Allowance year

07/07

Checked with MP - both to be used solely for mass communication. EC.

Description of service or goods

Amount

Prints and cartridges £ 375 : 60 p

Stamps £ 240 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow / Exp Type (ca5)

514

514

514

514

514

Total

£ 615 : 60 p

Authorisation and declaration

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

Signature

MP

Date

30/6/07



Invoice No
[Redacted]

Invoice Date
26/06/07

Our Ref
[Redacted]

Your Ref
[Redacted]

Order Date
25/06/07

Delivery Date
26/06/07

Account No
[Redacted]

Product Code	Description	Unit Cost	Qty	VAT%	Price GB
DI 0033S0515	Lexmark E352dn	226.17	1	17.50	226.17
DI 0E352H11E	Lexmark E35X 9K RP Toner Cartridge	89.50	1	17.50	89.50
A4DEL	A4 Printer Delivery	3.99	1	17.50	3.99
Total Excl VAT GB					319.66
VAT Total GB					55.94
VAT TOTAL GB					375.60

