



Member's reimbursement form

21 MAY 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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

HEARY, JILLIAN

Constituency

N. A. NORFOLK

Office use

Costs/Cat

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, communication and travel.

Period of claim

from 1 1 3 1 08

to 31 12

Allowance year

07 1 08 ✓

	Description of service or goods	Amount
Item 1	telephones - office (bills enclosed)	£ 326 : 71 p ✓
Item 2		£ : p
Item 3	King's Lynn office - annual w/ student payment	£ 160 : 48 p
Item 4	stamp	£ 4 : 80 p
Item 5	Newspapers / journals	£ 189 : 231 p
Item 6	Parliamentary Recording Unit	£ 5 : 88 p
Item 7	mobile phone invoice	£ 98 : 98 p
Item 8	W.H. Smith w/ Smith	£ 6 : 99 p
Item 9	luggage booking	£ 27 : 10 p
Item 10	General office	£ 200 : 00 p
	James office keeper	£ 24 : 59 p
	<b>Total</b>	<b>£ 1,165 : 63 p</b>

**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

19/5/07

**Data protection**

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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		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5	
£	
£	
£	
£	
£	
£	
£	
£	

Comments

Your account and bill number

Date  
9 December 2007

HENRY BELLINGHAM MP



Bringing it all together

RECEIVED 14 DEC 2007

## BT Commitment

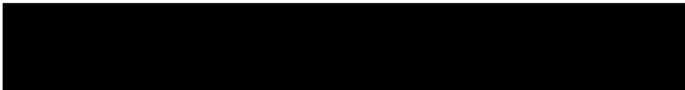
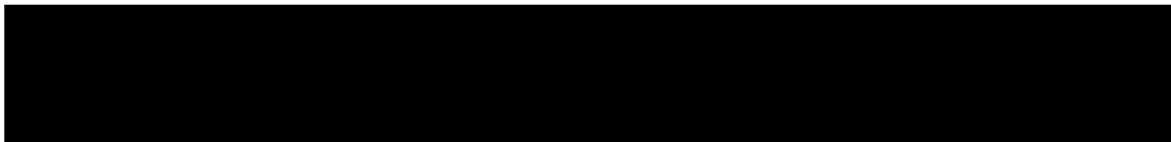
Bill for

Cost of calls	£ 5.26
Package benefits BT Commitment	£ 0.00
Rental charges	£ 43.77
Payment charges	£ 14.50
VAT	£ 8.58

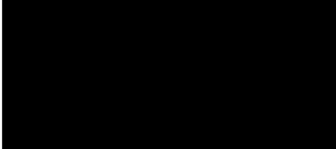
**Total now due**

**£ 72.11**

Please make sure we receive the total now due by  
14 December 2007.



MR H BELLINGHAM



Bringing it all together

Your account number



Bill number



Date  
10 December 2007

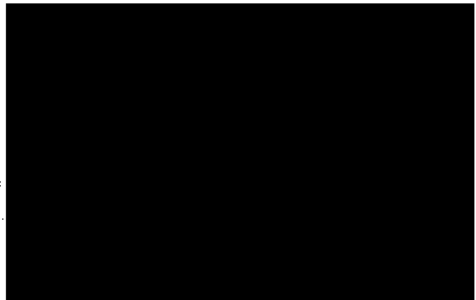
If you have a query  
please see reverse for  
our contact details.

# BT Together Option 1

Bill for account number [redacted]

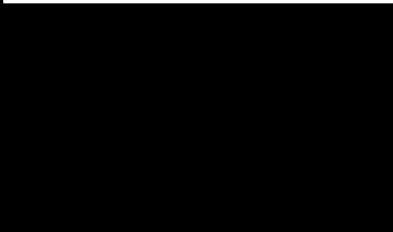
Cost of calls	£ 35.14
Your benefits	£ 0.00
Rental charges	£ 35.69
VAT	£ 12.40

Choose paper-free



**Total now due** **£ 83.23**

*This amount will be debited from your bank or building society account on or after 24 December 07.*



# Direct Debit

– the smart way to pay.

Your account and bill number

HENRY BELLINGHAM MP



Date  
27 December 2007

If you have a query  
please see reverse for  
our contact details.

## Reminder

for

Total now overdue

**£ 67.49**

If you have paid this amount in full within the last few days

- thank you for your payment.
- please accept our apologies for this reminder
- there is no need to call us.

If you have not yet paid this amount in full please do so immediately. See back of the reminder for payment options.

### Please pay this bill immediately

You may incur a late payment charge and/or a reconnection charge if you fail to pay this immediately.

You can pay by either Debit or Credit Card by visiting [www.bt.com/bills](http://www.bt.com/bills).

For details of other payment options, please see the back of this bill.

[Redacted]

[Redacted]

[Redacted]

MR H BELLINGHAM

[Redacted]



Bringing it all together

Your account number

Bill number

Date  
8 March 2007

If you have a query  
please see reverse for  
our contact details.

# BT Together Option 1

Bill for account number [Redacted]

**Total now due** £ 44.08

*Please make sure we receive the total now due by  
19 March 2007.*

[Redacted]

[Redacted]

[Redacted]

Your account and bill number

[REDACTED]  
HENRY BELLINGHAM MP  
[REDACTED]

Date  
7 March 2007

If you have a query  
please see reverse for  
our contact details.



Bringing it all together

## BT Commitment

Bill for [REDACTED]

Cost of calls	£ 9.75
Package benefits BT Commitment	£ 0.00
Service charges	£ 41.15
VAT	£ 8.90

**Total now due**

**£ 59.80**

*Please make sure we receive the total now due by  
18 March 2007.*

Pay by Direct Debit



Member's reimbursement form

[Redacted]

28 MAR 2003

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

HENRY JILLINGS

Constituency

N. E. NORFOLK

[Redacted]

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies
- communication and travel.

Period of claim

from 1 1 1 '08 to 29 1

Allowance year

2007 '08 377 hrs R 2511/8

	Description of service or goods	Amount
Item 1	Printer office	£ 22 : 11 p
Item 2	" "	£ 14 : 64 p
Item 3	" (copy inv.)	£ 249 : 71 p
Item 4	Newspaper Norfolk office	£ 182 : 90 p
Item 5	Stamp Post office	£ 108 : 65 p
Item 6	Office TV. then	£ 21 : 27 p
Item 7	Newspaper London off.	£ 78 : 75 p
Item 8	Printer	£ 27 : 99 p
Item 9	Fred. inv.	£ 90 : 00 p
Item 10	Mobile Tel Office incl. (copy inv.)	£ 108 : 68 p
	Total	£ 1111 : 56 p

Total 1111.56



**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 **X**

28/3/08 Date \_\_\_\_\_ **X**

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

**Office use only**

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

**Input subtotals per Cat 5**

£ 861-79
£
£
£ 247; 71
£
£
£
£ 1111.50

**Comments**

\_\_\_\_\_

# Invoice



*C*

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* Invoice To [REDACTED]

**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Henry Bellingham MP  
 [REDACTED]

Charge To :  
 Henry Bellingham MP  
 [REDACTED]

Banner Business Supplies Ltd  
 Cashier  
 [REDACTED]

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 10/02/2008  
 Amt. Due : 249.71

Page 1 Of 1 Date 10/02/2008  
 Acc. No. [REDACTED] Order Date 06/02/2008  
 Order [REDACTED]  
 C.A.R. [REDACTED]

Delivered To :  
 Henry Bellingham MP  
 [REDACTED]

Customer Services  
 Telephone No : [REDACTED]  
 Fax No : [REDACTED]  
 Sales Order No [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		6001301	HP DESKJET POWER CABLE.0950-4401 PART NO: 0950-4401	1	EACH	12.8200	08/02/08	12.82	17.5	2.24
2		6009999	DELIVERY	1	EACH	0.0000	08/02/08	0.00	17.5	0.00
3		6009614	GRUNDIG SH10 PORTABLE DICTATION PART NO: GRUNDIGSH10	1	EACH	129.9100	08/02/08	129.91	17.5	22.73
4		6000441	GRUNDIG 562 UNIVERSAL HEADSET	1	EACH	34.2900	08/02/08	34.29	17.5	6.00
5		6000440	GRUNDIG 536 UNIVERSAL FOOTPEDAL	1	EACH	35.5100	08/02/08	35.51	17.5	6.21
6		6009999	DELIVERY	1	EACH	0.0000	08/02/08	0.00	17.5	0.00

1506  
 152.64  
 40.29  
 41.72

[REDACTED]

**Please  
 return  
 the slip**

from final page  
 of Invoice with  
 your payment  
 by

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	212.53	37.18

Sales Order Total (VAT excl) 212.53  
 INVOICE GOODS 212.53  
 INVOICE V.A.T. 37.18  
 INVOICE TOTAL 249.71

Settlement : None  
 Discount Terms :



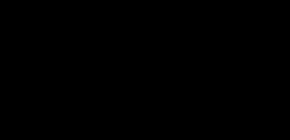
Your account number

Bill number

Date  
9 December 2007

If you have a query  
please see reverse for  
our contact details.

MR H BELLINGHAM



Bringing it all together

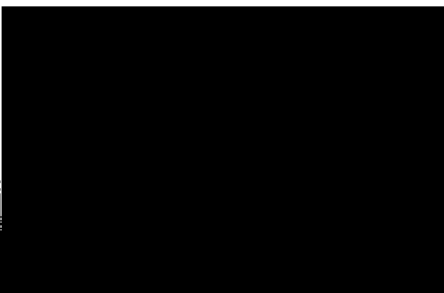
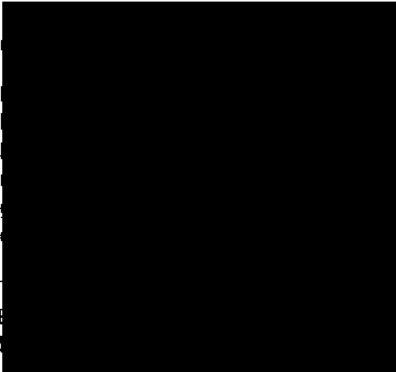
# BT Together Option 1

Bill for account number [redacted]

Cost of calls	£ 90.74
Rental charges	£ 102.07
Payment charges	£ 4.50
VAT	£ 33.75

**Total now due £ 231.06**

*Please make sure we receive the total now due by  
20 December 2007.*





Member's reimbursement form



28 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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DEIRDRE HILL

Constituency

N. W. NORFOLK



Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 1 1 08

to 29 12 108

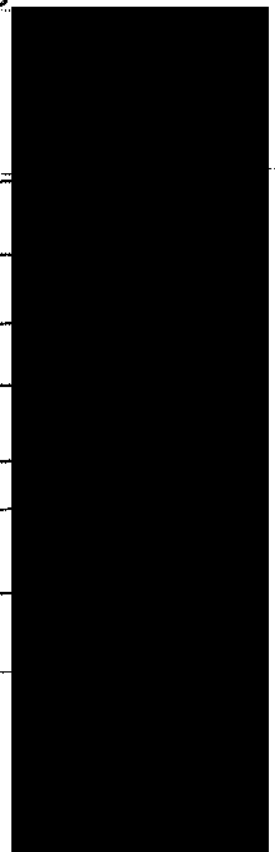
Allowance year

2007/08

Description of service or goods

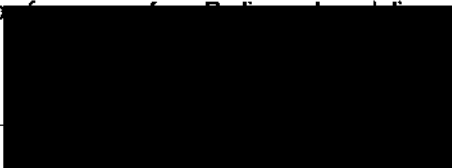
Amount

Item	Description of service or goods	Amount
Item 1	Travel office	£ 22 : 11 p
Item 2	" "	£ 24 : 64 p
Item 3	" (car hire)	£ 249 : 71 p
Item 4	Newspaper Norfolk office	£ 182 : 90 p
Item 5	Wages Post office	£ 160 : 65 p
Item 6	Office TV show	£ 21 : 27 p
Item 7	Newspaper London off	£ 78 : 75 p
Item 8	Photocopy	£ 27 : 99 p
Item 9	Reading	£ 90 : 00 p
Item 10	Mobile Net	£ 168 : 68 p
	Office Tel. (car hire)	271 : 06
	<b>Total</b>	<b>£ 1111 : 56 p</b>



**Authorisation and declaration**

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my duties as a Member of Parliament

Signature  MP

Date 4/4/08


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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		Input subtotals per Cat 5	
Validation	Initials Date		
Claims received	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ <input type="text"/>
Signature check	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ <input type="text"/>
Funds check	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ <input type="text"/>
Allowable expenditure	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ <input type="text"/>
Member Res ID & Costs	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ <input type="text"/>
Ext type/Cat 5 & subtotals added to form	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ <input type="text"/>
Receipts/ documentation present	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ <input type="text"/>
Processing			
Input	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Comments			
<div style="border: 1px solid black; height: 100px;"></div>			

Financial Processing }

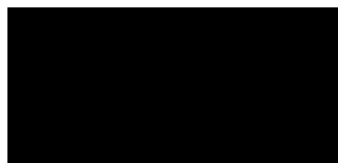
Transaction No

Registration No

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Supplier ID**



or  
or

**Volunteer Yes/No**

**Please check / amend relation**

**Text**

**Invoice No.**

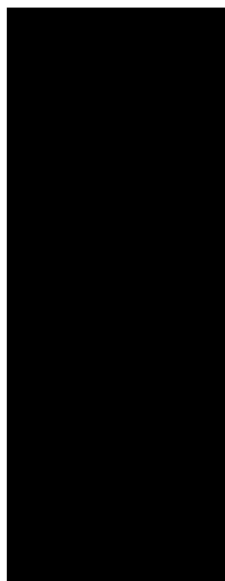


**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

**Expenditure type (Cat5) :**



----	£.....
----	£.....
----	£.....
----	£.....
----	£ 359-00
----	£.....
----	£.....
----	£.....
----	£.....
----	£.....
----	£ 359-00

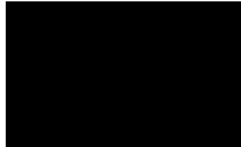
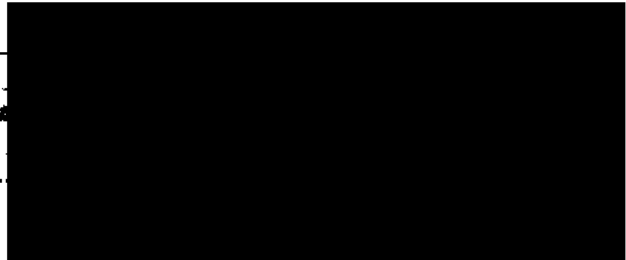
**TOTAL**

PIROK

**Comments:**

*\* Financial Processing purposes only  
Registered by (initials & date)*

*Posted by (initials & date)*



18/3/08



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

27 JAN 2007  
103  
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.

## Your details

Name  
in CAPITAL LETTERS

HENRY JILLIARD

Constituency

N. H. NORFOLK

## 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	£ : p
Season ticket loan	£ : p
Travel - home to work	£ 359 : 00 p
Rail travel	£ : p
Car travel	£ : p
Air travel	£ : p
Taxi	£ : p
Meals and subsistence	£ : p
Healthcare	£ : p
Childcare	£ : p
Home as office/telephone	£ : p
Office requisites	£ : p
<b>Total</b>	<b>£ : p</b>

Taxable	Allow & exp type	Initials
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Authorisation and declaration**

Signature

[Redacted Signature]

... exclusively and necessarily incurred  
... parliamentary duties.

MP

Date

16/2/05

**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
Claims received	<input type="checkbox"/>		/ /
Signature check	<input type="checkbox"/>		/ /
Funds check	<input type="checkbox"/>		/ /
Allowable expenditure	<input type="checkbox"/>		/ /
	Validation	Initials	Date
	Member ID added to form		/ /
	Payment codes added to form		/ /
	Receipts/documentation present		/ /
	Processing Input		/ /

Please use margin for comments





**Expenses Invoice**

**26<sup>th</sup> November 2007 to 21<sup>st</sup> March 2008**

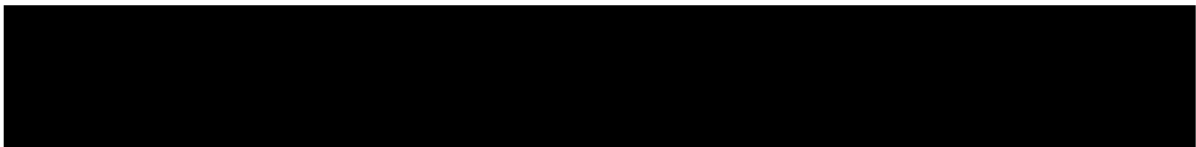
26<sup>th</sup> November – 21<sup>st</sup> December = 4 Weeks

23.20 x 4 weeks = **£ 92.80**

7<sup>th</sup> January – 21<sup>st</sup> March = 11 weeks

24.20 x 11 weeks = **£266.20**

**Total: £359.00**





Incidental Expenses Provision

Member's reimbursement form

C1  
21 DEC 2007  
Page 1 of 2

When to use 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

HENRY JELLINEHAM

Constituency

N. W. NORFOLK

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
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You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 1 07 to 21 12 07

Allowance year

'07 '08

	Description of service or goods	Amount
Item 1	Printer Office	£ 105 : 28 p
Item 2	Printer Office	£ 159 : 27 p
Item 3	Cell Air Mobile	£ 77 : 00 p
Item 4	Cell Air Mobile	£ 182 : 16 p
Item 5	Stamps	£ 69 : 27 p
Item 6	Stamps	£ 120 : 00 p
X	<del>Travel - Alexandria</del>	<del>£ 278 : 20 p</del>
X	<del>Travel - Father's Week</del>	<del>£ 189 : 00 p</del>
	Office Tele Comm	£ 361 : 69 p
	Public Voice Data	£ 105 : 75 p
		£ 542 : 82 p
	<b>Total</b>	<b>£ 2,187.34 p</b>

£ 1120.14

continued on page 2

**Authorisation and declaration**

I claim that the information provided is true and correct and is used wholly, exclusively and necessarily in the course of my duties as a Member of Parliament.

Signature: \_\_\_\_\_ MP

Date: 28/12/07

**Data protection**

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Office use only			Input subtotals per Cat 5	
Validation	Initials	Date		
Claims received		/ /		£ 1196 - 14
Signature check		/ /		£
Funds check		/ /		£
Allowable expenditure		/ /		£
Member Res ID & Costc		/ /		£
Ext type/Cat 5 & subtotals added to form		/ /		£
Receipts/ documentation present		/ /	Comments	
Processing input		/ /		

Your account number

Bill number

Date  
**10 September 2007**

If you have a query  
please see reverse for  
our contact details.

MR H BELLINGHAM



Bringing it all together

## BT Together Option 1

730.69

Bill for account number

Cost of calls	£18.91
Your benefits	£0.00
Service charges	£7.57
VAT	£4.64

**Total now due**                      **£ 31.12**

*This amount will be debited from your bank or building  
society account on or after 24 September 07.*

Your account and bill number

[REDACTED]  
HENRY BELLINGHAM MP  
[REDACTED]



Bringing it all together

Date  
9 September 2007

If you have a query  
please see reverse for  
our contact details.

## BT Commitment

Bill for [REDACTED]

Cost of calls	£ 3.76
Package benefits	£ 0.00
BT Commitment	
Service charges	£ 41.15
Payment charges	£ 4.50
VAT	£ 7.85

**Total now due** £ 57.26

*Please make sure we receive the total now due by  
20 September 2007.*

Your account number

Bill number

Date  
9 September 2007

MR H BELLINGHAM



Bringing it all together

## BT Together Option 1

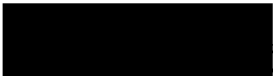
Bill for account number

Cost of calls	£ 95.68
Service charges	£ 132.92
Payment charges	£ 4.50
VAT	£ 40.01

**Total now due**                      **£ 273.11**

*Please make sure we receive the total now due by  
20 September 2007.*

Q

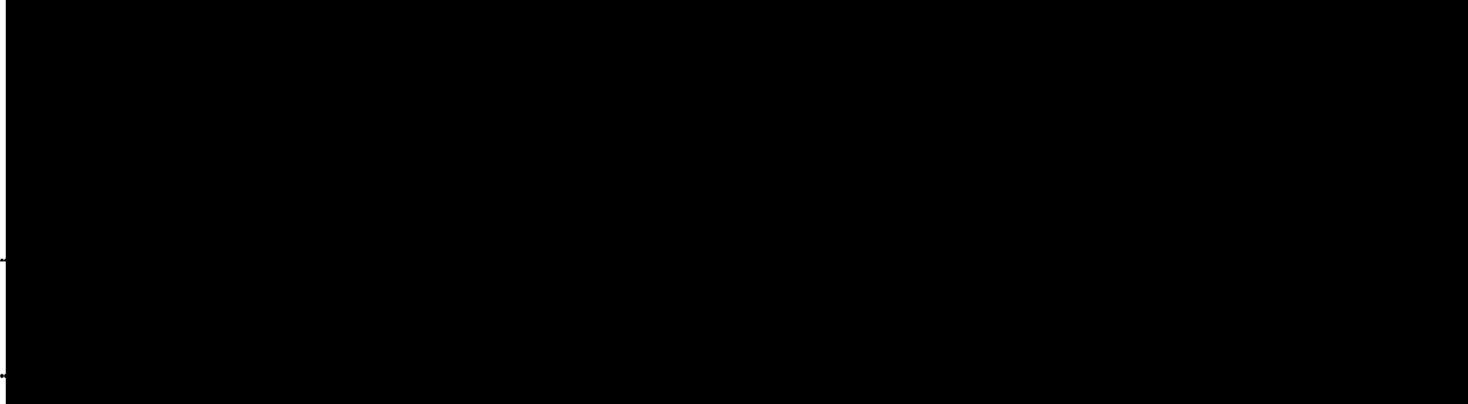


Expenses

3<sup>rd</sup> September - 23<sup>rd</sup> November = 12 Weeks

23.20 x 12 weeks = £ 278.20

I hope this is ok, Henry. Thank you very much!





Member's reimbursement form

VALIDATION

Page 1 of 2

10 OCT 2007

RECEIVED

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, see *Green Book* section 6.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

HENRY WELLS

Constituency

N. H. NORFOLK

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 1 7 07

to 30 1 9 07

Allowance year

2007/2008

	Description of service or goods	Amount
Item 1	BOOKING OFFICE SUPPLIES	£ 164 : 17 p
Item 2	NEWSPAPER - Norfolk Journal	£ 70 : 45 p
Item 3	Laundry	£ 77 : 00 p
Item 4	Telephone	£ 100 : 00 p
Item 5	Mobile Telephone	£ 10 : 19 p
Item 6	General Office	£ 200 : 00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 677 : 77 p



Authorisation and declaration

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

Signature

[Redacted signature]

MP

Date

9/11/07

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...

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...

Send your completed form to

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

Office use only

Table with columns: Validation, Initials, Date. Rows include Claims received, Signature check, Funds check, Allowable expenditure, Member Res ID & Cost, Ext type/Cat 5 & subtotals added to form, Receipts/documentation present, Processing Input.

Input subtotals per Cat 5

Table with input subtotals per Cat 5. Values include £677.77, £, £, £, £, £, £, £677.77.

Comments

[Empty comments box]



# 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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

VALIDATION

10 SEP 2007

RECEIVED

## Your details

Name in CAPITAL LETTERS

HENRY JILLMILLAN

Constituency

N. E. NORFOLK

## Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.
- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work communication and travel.

Period of claim

from 1 1 8 07

to 31 12 07 ✓

Allowance year

2007/08

	Description of service or goods	Amount
Item 1	<u>Temporary laptop</u>	<u>£ 208 : 90 p</u>
Item 2	<u>Mobile phone</u>	<u>£ 154 : 96 p</u>
Item 3	<u>Newspaper/journal</u>	<u>£ 80 : 25 p</u>
Item 4	<u>Stamp</u>	<u>£ 18 : 00 p</u>
Item 5	<u>Holiday journal</u>	<u>£ 55 : 00 p</u>
Item 6	<u>Office journal</u>	<u>£ 50 : 00 p</u>
Item 7		<u>£ : p</u>
Item 8		<u>£ : p</u>
Item 9		<u>£ : p</u>
Item 10		<u>£ : p</u>

Total

£ 515 : 11 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in

Signature

[Redacted Signature]

MP

Date

7/9/07 ✓

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 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

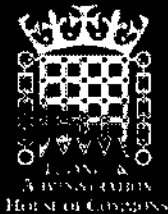
Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

[Redacted]	£ 515.11 ✓
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£ 515.11 ✓

Comments

[Empty Comments Box]



Member's reimbursement form

17 AUG 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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ARMY BELLINGHAM

Constituency

N. G. NORFOLK

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work communication and travel.

Period of claim

from 1 17 07

to 31 17 07

Allowance year

07, '08

Description of service or goods

Amount

Item 1

Home office Tel.

£ 306 : 84 p

Item 2

Home office (cont. a (sheds) Council office

£ 55 : 18 p

Item 3

James P. Clancy

£ 66 : 75 p

Item 4

PC World Computer part

£ 56 : 96 p

Item 5

Verbatim journals

£ 75 : 47 p

Item 6

Home - (1/4 cont)

£ 585 : 76 p

to be allocated to

Item 7

Home office (insurance ad.)

£ 4 : 38 p

Item 8

Mobile phone

£ 104 : 27 p

Item 9

Home

£ 5 : 76 p

Item 10

£ : p

Total

£ 1,260 : 27 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

18/8/07 ✓

**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		/ /
Member Res ID & Costs		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
<b>Processing</b>		
Input		/ /

**Input subtotals per Cat 5**

£1260.27
£
£
£
£
£
£
£
£
£1260.27

**Comments**

[Empty Comments Box]

RECEIVED 15 JUN 2007



Bringing it all together

Your account number

Bill number

Date  
11 June 2007

MR H BELLINGHAM

## Your BT bill

for account number

**Total now due**                      **£ 186.36**

*This amount will be debited from your bank or building society account on or after 25 June 07.*

6

Your account number

Bill number

Date  
10 June 2007

[Redacted]

MR H BELLINGHAM

[Redacted]

[Redacted]



Bringing it all together

# BT Together Option 1

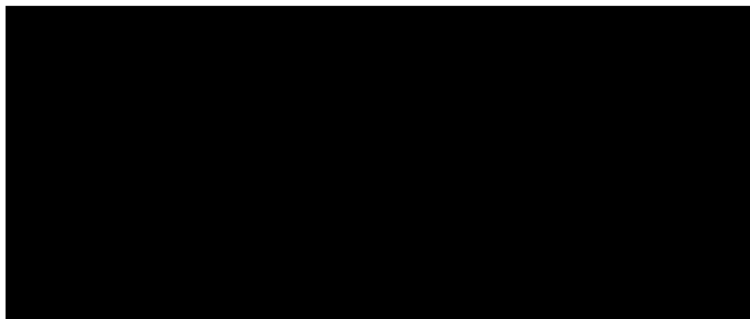
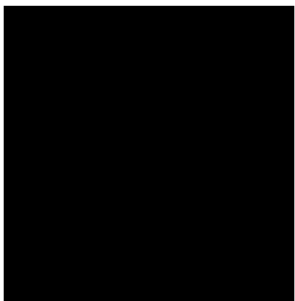
Bill for account number [Redacted]

**Total now due**                      **£ 120.48**


*Please make sure we receive the total now due by  
21 June 2007.*



[Large redacted area]


[Redacted]




**Invoice**

Mr H C Bellingham  


Inv / Crd No.	
Tax Date	24/04/2007
Order No.	
Your Account No	


VAT No. 

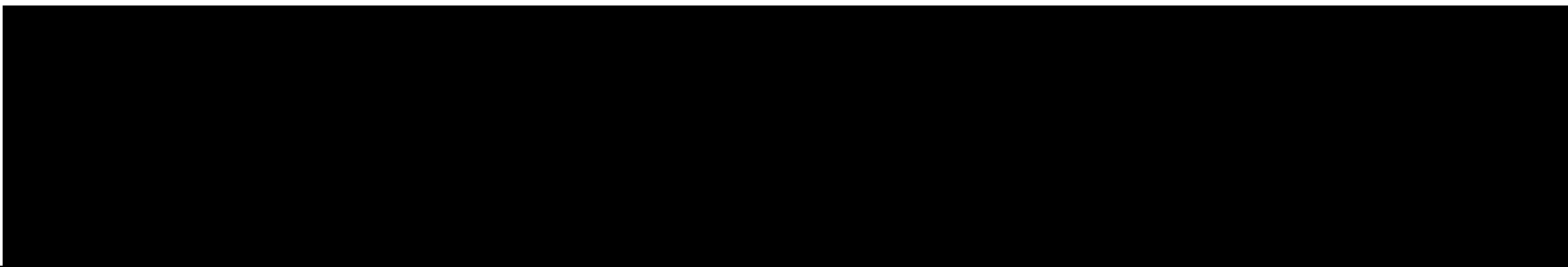
Details	Net Amount	VAT Amount
Installation of 	£1,625.00	£284.38
12 Months Maintenance & Monitoring Charge from 17.04.07.	£367.70	£64.35
Payment Received	£750.00	
Balance Outstanding	£1,591.43	

Please receive  Certificate No 

RECEIVED 27 APR 2007

Total Net Amount	£1,992.70
Total VAT Amount	£348.73
<b>Total</b>	<b>£2,341.43</b>

Please make cheques payable to 





**I. TO BE COMPLETED BY DEPARTMENTS**

Date of Cheque: [REDACTED]

Cheque Number: [REDACTED]

Cheque Payee: \_\_\_\_\_

Account Code	Amount		Cost C	Piro	Who	Exp_Type	Description
	£	p					
[REDACTED]	46	40	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Refund from supplier paid in error
<b>Total</b>	46	40					

**COMPLETED BY:** [REDACTED]

Signature: [REDACTED]

Name: \_\_\_\_\_

Date: \_\_\_\_\_

02/08/07

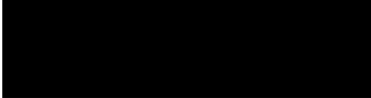
**REMARKS:**

[REDACTED]

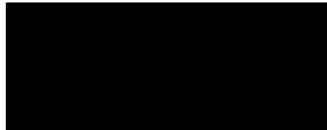


# Johnston Publishing Limited

Johnston Publishing Limited



Telephone:  
Fax:



Web:  
Email:

Cheque Date 18/07/07

Account No.



## REMITTANCE

Cheque No.



PLEASE RETAIN FOR TAX PURPOSES

Date	Type	Item	Reference	Amount
16/07/07				46.40
REFUND OF PAYMENT MADE IN ERROR				
			Cheque Total £	46.40





# 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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

HENRY HILLINGHAM

Constituency

N. NORFOLK

## Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work communication and travel.

Period of claim

from 1. 15 107

to 31. 16 107

Allowance year

2007/08

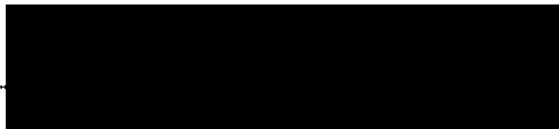
	Description of service or goods	Amount
Item 1	General office	£ 150 : 00 p
Item 2	Mobile phone	£ 123 : 57 p
Item 3	Mobile answering machine	£ 35 : 25 p
Item 4	Mobile phone	£ 26 : 88 p
Item 5	Notes	£ 1 : 39 p
Item 6	Postage	£ 142 : 20 p
Item 7	James Davies	£ 592 : 38 p
Item 8	(Invoice attached)	£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 1,071 : 63 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 3/1/07

**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.  
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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
Validation		
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5	
	£ 1071.63
	£
	£
	£
	£
	£
	£
	£
	£ 1071.63

Comments

# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* \*\*\*\*\*  
 Invoice To [REDACTED]



Banner Business Supplies Ltd

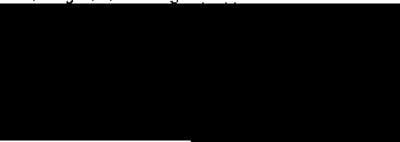


Customer Services  
 Telephone No [REDACTED]  
 Fax No [REDACTED]

Sales Order No [REDACTED]

Henry Bellingham MP

Charge To :  
 Henry Bellingham MP



Delivered To :  
 Henry Bellingham MP



Page 1 OF 1 Date 01/06/2007  
 Acc.N [REDACTED] Order Date 10/05/2007  
 Order [REDACTED]  
 C.A.R. [REDACTED]

**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 01/06/2007  
 Amt. Due : 105.28

Line No.	Line Ref.	Product Code	Description	Quantity	Unit	Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		PRMISCELLANEOUS	HC19-116GA OVERPRINTED WITH HENRY BELLINGHAM MP PRINTED IN GREEN 4 X BX250 ARTWORK SUPPLIED	4	EACH	22.4000	31/05/07	89.60	17.5	15.68

RECEIVED - 6 JUN 2007

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	89.60	15.68

Sales Order Total (VAT excl) 89.60  
 INVOICE GOODS 89.60  
 INVOICE V.A.T. 15.68  
 INVOICE TOTAL 105.28

Settlement : None  
 Discount Terms :

**Please return the slip**  
 from final page of invoice with your payment by

29/06/2007

# Invoice

\*\*\*\*\*  
 \* INVOICE NO: [REDACTED]  
 \* \*\*\*\*\*  
 \* Invoice To: [REDACTED]



Banner Business Supplies Ltd

Customer Services  
 Telephone No [REDACTED]  
 Fax No [REDACTED]

**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Henry Bellingham MP

Charge To :  
 Henry Bellingham MP

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 23/05/2007  
 Amt. Due : 53.51

Page 1 of 1 Date 23/05/2007  
 Acc. No. [REDACTED] Order Date 22/05/2007  
 Order [REDACTED]  
 C.A.R. [REDACTED]

Delivered To :  
 Henry Bellingham MP

Sales Order No [REDACTED]

SW1A 2HZ

Line No.	Line Ref	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		9095013	BANNER BRILL STICKY NOTES 125x75 AS	1	PACK12	2.4100	22/05/07	2.41	17.5	0.42
		9290011	RAPESCO 25/6 STAPLES	1	BX5000	0.2000	22/05/07	0.20	17.5	0.04
		9283009	BANNER LARGE PLAIN PAPERCLIP	1	BX1000	0.4900	22/05/07	0.49	17.5	0.09
		9240027	BANNER RUBBER GRIP GEL INK PEN BK	1	BOX10	1.5100	22/05/07	1.51	17.5	0.26
		9240028	BANNER RUBBER GRIP GEL INK PEN BLUE	1	BOX10	1.5100	22/05/07	1.51	17.5	0.26
		8300032	CONTRACT HIGHLIGHTER YELLOW	1	PACK10	0.9000	22/05/07	0.90	17.5	0.16
		0981004	HP DJET 850C/820CXI CART 51645A BK	2	CRTRDS	19.2600	22/05/07	38.52	17.5	6.74
		0340287	STENO CASSETTE 30 MINUTE	10	EACH	0.0000	22/05/07	0.00	17.5	0.00

V.A.T. Summary

Rate 17.50 Taxable Sum 45.54 V.A.T. Amount 7.97

Sales Order Total (VAT excl) 45.54

VAT Registration : [REDACTED]

INVOICE GOODS 45.54  
 INVOICE V.A.T. 7.97  
 INVOICE TOTAL 53.51

Settlement : None  
 Discount Terms :



**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

20/06/2007

# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED] \*  
 \*\*\*\*\*

Invoice To :

Henry Bellingham MP

[REDACTED]

Charge To :

Henry Bellingham MP

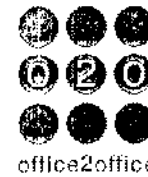
[REDACTED]

Delivered To :

Henry Bellingham MP

[REDACTED]

RECEIVED 13 MAY 2007



Banner Business Supplies Ltd

[REDACTED]

Customer Services  
 Telephone No [REDACTED]  
 Fax No [REDACTED]

Sales Order No : [REDACTED]

## PAYMENT SLIP

Please see reverse  
 for terms of business  
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 11/05/2007

Amt. Due : 127.24

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0981004	HP DJET 850C/820CXI CART 51645A BK	2	CRTROG	19.2600	10/05/07	38.52	17.5	6.74
2		0981672	HP DESKJET 990XCI NO.78 38ml C6578A HP DESKJET 990XCI/990CM/980CXI/970XCI/959C/950 C/930C/1220C/OFFICEJET G55/G85/G95/K60/K80 HP PHOTOSMART PRINTER	2	EACH	31.5200	10/05/07	63.04	17.5	11.03
3		9290010	RAPESCO 24/6 STAPLES Product code 0570023 has been superseded by product code 9290010 which is of equal or higher specification.	1	BX5000	2.0600	10/05/07	2.06	17.5	0.36
4		9100013	BANNER A4 N/FT SOFT NOTEBOOK 80PAGE	1	PACK10	2.2600	10/05/07	2.26	17.5	0.40
5		9095013	BANNER BRILL STICKY NOTES 125x75 AS	1	PACK12	2.4100	10/05/07	2.41	17.5	0.42

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	108.29	18.95

Sales Order Total (VAT excl)

108.29

Settlement : None  
 Discount Terms :

INVOICE GOODS	108.29
INVOICE V.A.T.	18.95
INVOICE TOTAL	127.24

Please  
 return  
 the slip

from final page  
 of invoice with  
 your payment  
 by

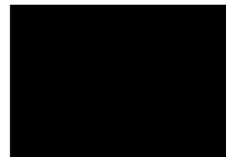
08/06/2007

# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* \*\*\*\*\*



Banner Business Supplies Ltd



Customer Services  
 Telephone No : [REDACTED]  
 Fax No : [REDACTED]

Sales Order No [REDACTED]

**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Acc. No. : [REDACTED]

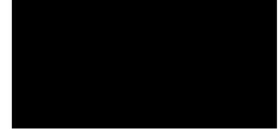
Inv. No. : [REDACTED]

Inv. Date: 06/04/2007

Amt. Due : 45.26

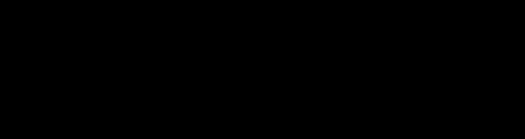
Invoice To :  
 Henry Bellingham MP

Charge To :  
 Henry Bellingham MP



Page 1 Of 1 Date 06/04/2007  
 Acc.No [REDACTED] Order Date 05/04/2007  
 Order [REDACTED]  
 C.A.R. [REDACTED]

Delivered To :  
 Henry Bellingham MP



Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0981004	HP DJET 850C/B20CXI CART 51645A BK	2	CRTRDG	19.2600	05/04/07	38.52	17.5	6.74

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	38.52	6.74

Sales Order Total (VAT excl) 38.52

INVOICE GOODS	38.52
INVOICE V.A.T.	6.74
<b>INVOICE TOTAL</b>	<b>45.26</b>

Settlement : None  
 Discount Terms :

**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

04/05/2007





# Invoice



\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* \*\*\*\*\*  
 Invoice To :

Henry Bellingham MP  
 [REDACTED]

Charge To :  
 Henry Bellingham MP  
 [REDACTED]

Banner Business Supplies Ltd  
 [REDACTED]

Page 1 OF 1 Date 31/03/2007  
 Acc.No [REDACTED] Order Date 30/03/2007  
 Order [REDACTED]  
 C.A.R.

Delivered To : [REDACTED]  
 Henry Bellingham MP  
 [REDACTED]

Customer Services  
 Telephone No [REDACTED]  
 Fax No [REDACTED]

Sales Order No : [REDACTED]

Line No.	Line Ref	Product Code	Product Description	Quantity	U.C.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0983163	HP NO 56 INKJET CART C6656A BLACK	2	EACH	25.9100	30/03/07	51.82	17.5	9.07
2		0981991	HP 990XCI No78 TNR 19ml C6578D TRI HP 990XCI No78 TONER 19ml C6578D TRI-COLOUR C6578D	2	EACH	15.4500	30/03/07 30/03/07 30/03/07	30.90	17.5	5.41

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	82.72	14.48

Sales Order Total (VAT excl)

82.72

Settlement : None  
 Discount Terms :

INVOICE GOODS	82.72
INVOICE V.A.T.	14.48
INVOICE TOTAL	97.20

# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED] \*  
 \* \*\*\*\*\*  
 Invoice To [REDACTED]



Banner Business Supplies Ltd

Henry Bellingham MP

Charge To :  
 Henry Bellingham MP

Delivered To [REDACTED]  
 Henry Bellingham MP

Customer Service [REDACTED]  
 Telephone No [REDACTED]  
 Fax No [REDACTED]

Page 1 Of 1 Date 16/03/2007  
 Acc.No [REDACTED] Order Date 15/03/2007  
 Order ORDER NO - [REDACTED]  
 C.A.R.

Sales Order No : [REDACTED]

**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 16/03/2007  
 Amt. Due : 105.28

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (exc)	VAT Rate	Line VAT
1		PRMISCELLANEOUS	HC19-116GA OVERPRINTED WITH HENRY BELLINGHAM MP PRINTED IN GREEN 4 X BX250 ARTWORK SUPPLIED	4	EACH	22.4000	15/03/07 15/03/07 15/03/07 15/03/07 15/03/07	89.60	17.5	15.68

RECEIVED 21 MAR 2007

V.A.T. Summary			Sales Order Total (VAT excl)		89.60
Rate	Taxable Sum	V.A.T. Amount			INVOICE GOODS 89.60
17.50	89.60	15.68	VAT Registration : [REDACTED]		INVOICE V.A.T. 15.68
			Settlement : None		INVOICE TOTAL 105.28
			Discount Terms :		



**Please return the slip**  
 from final page of invoice with your payment by

13/04/2007

# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* \*\*\*\*\*



Invoice To :  
 Henry Bellingham MP

Charge To :  
 Henry Bellingham MP

Banner Business Supplies Ltd

[REDACTED]

[REDACTED]

[REDACTED]

Page 1 Of 1 Date 11/03/2007  
 Acc.No [REDACTED] Order Date 09/03/2007  
 Order [REDACTED]  
 C.A.R.

Delivered To [REDACTED]  
 Henry Bellingham MP

Customer Services  
 Telephone No : [REDACTED]  
 Fax No : [REDACTED]

Sales Order No : M6271734

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0405622	FELL R-KIVE BASICS STD STORAGE BOX	4	PACK10	12.4700	09/03/07	49.88	17.5	8.73

RECEIVED 16 MAR 2007

V.A.T. Summary		
Rate	Taxable Sum	V.A.T. Amount
17.50	49.88	8.73

Sales Order Total (VAT excl) 49.88

INVOICE GOODS	49.88
INVOICE V.A.T.	8.73
<b>INVOICE TOTAL</b>	<b>58.61</b>

Settlement : None  
 Discount Terms :



**PAYMENT SLIP**  
 Please see reverse  
 for terms of business  
 and how to pay

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 11/03/2007  
 Amt. Due : 58.61

**Please  
 return  
 the slip**  
 from final page  
 of invoice with  
 your payment  
 by

08/04/2007



Direct payment of suppliers

30 APR 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

HENRY WILLIAMS

Constituency

N. W. NORFOLK

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

24 4 07

Allowance year

2007 2008

30 APR 2007

Incidental Expenses Provision claims

Table with columns: Item, Suppliers, Amount. Row 1: Item 1, PRU, £1,938 : 75 p. Total: £ : p

Grid of empty boxes for additional claim details

Claim details continued on page 2

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, or in part, in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

24 / 4 / 01

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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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

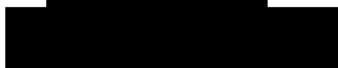


# Parliamentary Resources Unit



## *INVOICE*

VAT Registration



### Service

For the provision of research services from the PRU, for the period 1 April 2007 to 31 March 2008.

### Fee

Part payment of Standard contract: £1650 plus VAT: **Total £1938.75**

