



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

JOHN HORAM

Constituency

ORPINGTON

Office use only

Costs/Cat 2

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

13 / FEB / 2008

Allowance year

2007 / 2008 ✓

Incidental Expenses Provision claims

Suppliers

Amount:

Item	Suppliers	Amount:
1	ORPINGTON COMMUNITARY	£ 2,000 : 00 P
2	BANK OF AMERICA	£ 605 : 36 P
3	4	£ 4 : 14 P
4		£ : P
5		£ : P

Total

£ 2,609 : 50 P

Office use only

Allow or A/c code

Supplier ID

Exp/ Cat 5

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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature  MP

Date 13 Feb 2008

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			
		ii	
Validation	Initials	Date	
Claims received		/ /	Validation
Signature check		/ /	Member ID added to form
Funds check		/ /	Payment codes added to form
Allowable expenditure		/ /	Receipts/ documentation present
			Processing
			Input
			Please use margin for comments

30th January 2008 ✓✓

Hon. John Horam MP ✓

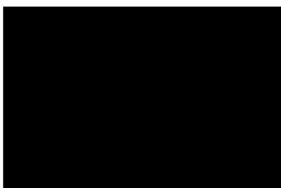


INVOICE

Re: Provision of services as agreed for the quarter (1st January – 31st March 2008)

Total due: £2,000.00 ✓

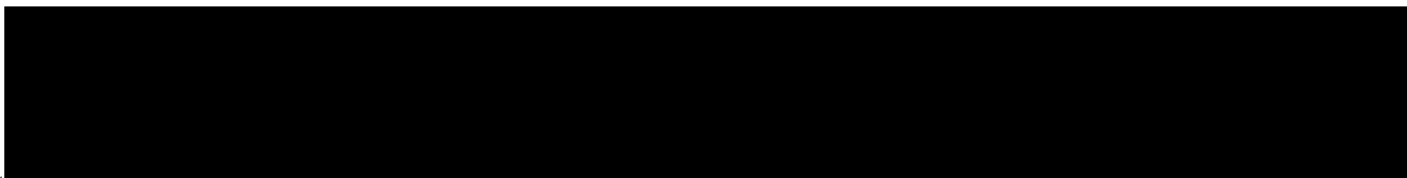
Many thanks



John Eales
Chairman

Please make cheques payable to "Orpington Conservative Association".

Thank you.



Invoice

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

Invoice To :
 John Horam MP

Charge To :
 John Horam MP ✓

[REDACTED]



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: 01/02/2008 ✓

Amt. Due : 605.36 ✓

Page 1 of 1 Date 01/02/2008

Acc.No. [REDACTED] Order Date 18/01/2008

Order ORDER NO [REDACTED]

C.A.R.:

Delivered To [REDACTED]
 John Horam MP

[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		PRMISCELLANEOUS	HC19-138G OVERPRINTED WITH JOHN HORAM MP DETAILS WITH FULL COLOUR PHOTOGRAPH 20 X BY250 ARTWORK SUPPLIED	20	EACH	25.7600	31/01/08	515.20	17.5	90.16

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	515.20	90.16

Sales Order Total (VAT excl) 515.20

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	515.20
INVOICE V.A.T.	90.16
INVOICE TOTAL	605.36

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

29/02/2008

Invoice

 * INVOICE NO. [REDACTED] *

Invoice To :

John Horam MP

Charge To :

John Horam MP ✓



Banner Business Supplies Ltd

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

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 04/01/2008 ✓

Amt. Due : 4.14 ✓

Page 1 Of 1 Date 04/01/2008

Acc.No. [REDACTED] Order Date 03/01/2008

Order [REDACTED]

C.A.R.

Delivered To :

John Horam MP

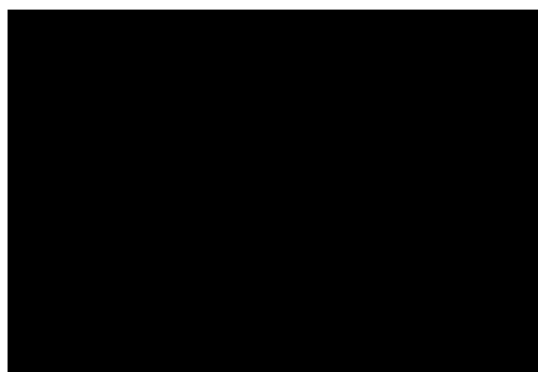
Customer Services

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		9290011	RAPESCO 26/6 STAPLES	1	BX5000	0.1200	03/01/08	0.12	17.5	0.02
2		0500773	PENAC LIQUID INK BALL PEN 0.5mm AS	1	WLT3	3.4000	03/01/08	3.40	17.5	0.60



03/01/2008

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	3.52	0.62

Sales Order Total (VAT excl)

3.52

Settlement : None
 Discount Terms :

INVOICE GOODS	3.52
INVOICE V.A.T.	0.62
INVOICE TOTAL	4.14

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by



Direct payment of suppliers

G2

19 FEB 2008

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

JOHN HORAM ✓

Constituency

ORPINGTON

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

17 / 12 / 2008

Allowance year

2007 / 2008 ✓

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	PRU	£ 3,877 : 50 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 3,877 : 50 p

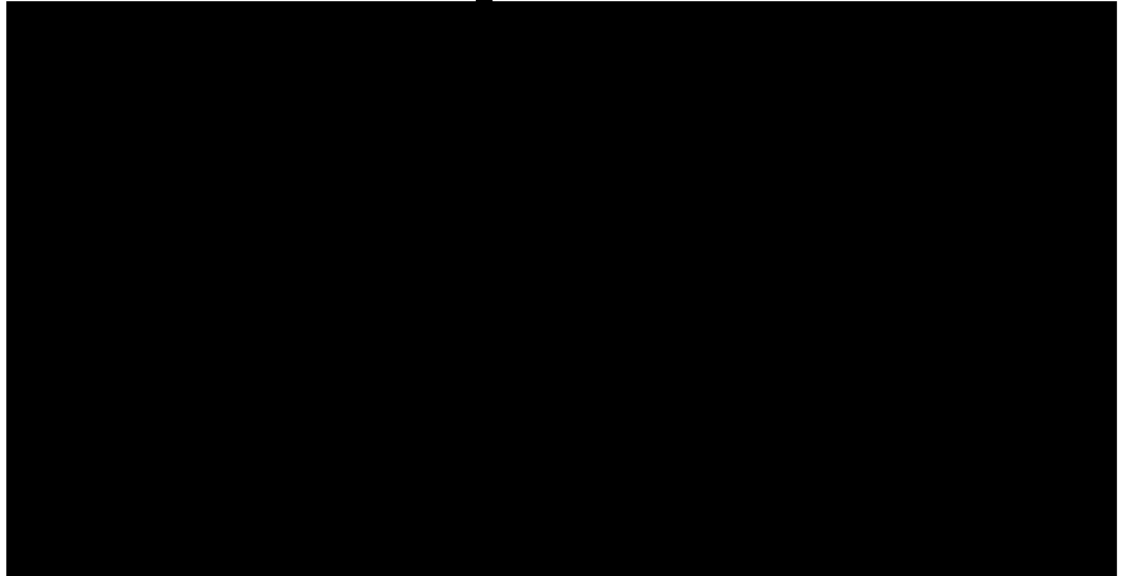
Office use only

Allow or Exp/
A/c code ID Cat 5

Claim details continued on page 2



Parliamentary Resources Unit

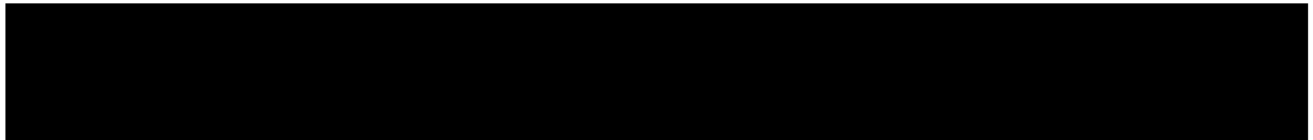


Service

For the provision of research services from the PRU, for the period 1 April 2008 to 31 March 2009.

Fee

Standard contract: £3,300 plus VAT: **Total £3,877.50** ✓



**Parliamentary Resources Unit
February 2008**



Member's reimbursement form

25 JAN 2008

C1

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

JOHN HORAM

Constituency

ORPINGTON

Office use only

Costs/Cat 2

M					
---	--	--	--	--	--

Supp/Res ID

7	1				
---	---	--	--	--	--

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 January 2008 ✓ to 1 / 1

Allowance year

2007 / 2008 ✓

Office use only

Allow or Exp/
A/c code Cat 5

	Description of service or goods	Amount
Item 1	Advice Bureau: Kings Rooms	£ 320 : 00 p
Item 2	Senile amputee	£ 72 : 00 p
Item 3	Talk: constituency calls	£ 30 : 00 p
Item 4	Advice Bureau Advice	£ 99 : 88 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 501 : 88 p

continued on page 2

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

24 Jan 2008 ✓

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' Estimates, 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		Input subtotals per Cat 5	
Validation	Initials Date		
Claims received	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted] ✓	
Signature check	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Funds check	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Allowable expenditure	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Member Res ID & Costc	<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"/>		
Receipts/ documentation present	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Processing		514505	
Input	<input type="text"/> / <input type="text"/> / <input type="text"/>	£ 449.88 ✓	
		Comments	
		<input type="text"/>	

THE TEMPLE



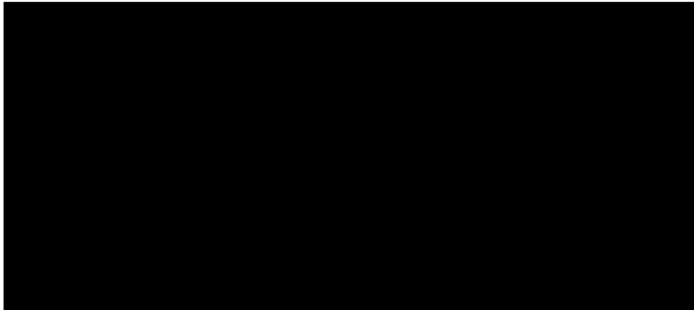
Invoice number:



Dated: 21.01.2008

To:-

Mr John Horam MP



Cost per session £40.00

January, February, April, June, July
September, October and November

Total payable £320.00



BIGGIN HILL NEWS LTD

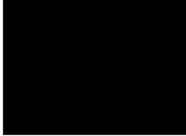


To: JOHN HORAM MP



Invoice Date: 17/01/08

Invoice No:



Account No:

I N V O I C E

d e s c r i p t i o n

a m o u n t



£85.00

NET TOTAL

£85.00

VAT at 17.50%

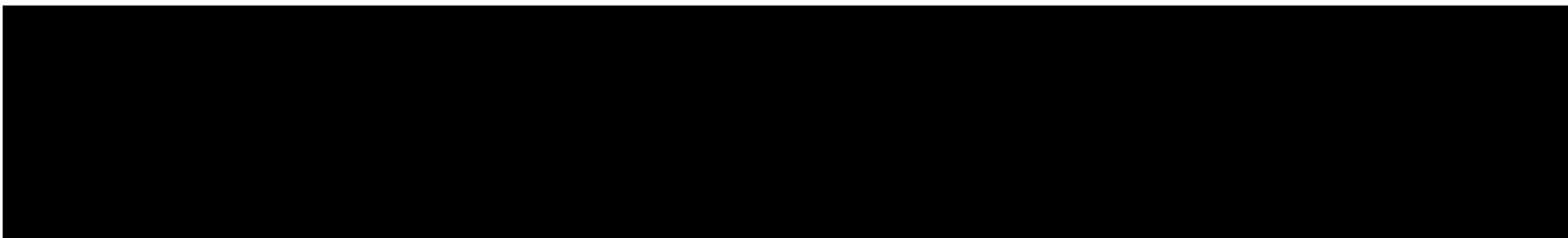
£14.88

Invoice No:



TOTAL TO BE PAID

£99.88





Direct payment of suppliers

VALIDATION

04 DEC 2007

Page 1 of 2

RECEIVED

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

JOHN HORAN

Constituency

DUBLINSEVEN

Office use only

Costs/Cat 2

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

2 / Dec / 2007

Allowance year

2007 / 2008

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	PALACE COMPUTING	£ 1,175 : 00 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Total		£ 1,175 : 00 p

Office use only

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

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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature  MP

Date 21 Dec 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	<input type="text"/>	<input type="text"/>	
Signature check	<input type="text"/>	<input type="text"/>	
Funds check	<input type="text"/>	<input type="text"/>	
Allowable expenditure	<input type="text"/>	<input type="text"/>	
Validation	Initials	Date	
Member ID added to form	<input type="text"/>	<input type="text"/>	
Payment codes added to form	<input type="text"/>	<input type="text"/>	
Receipts/ documentation present	<input type="text"/>	<input type="text"/>	
Processing input	<input type="text"/>	<input type="text"/>	

Please use margin for comments

PALACE COMPUTING



INVOICE TO

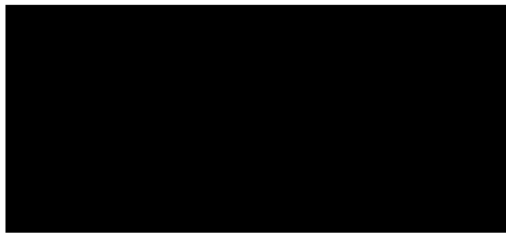
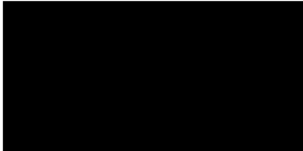
John Horam MP

Invoice

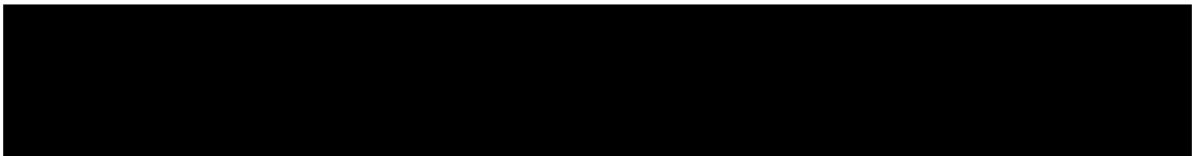


TAX DATE	INVOICE NO	TERMS	VAT REG NO
14/11/2007		Due By Return	

DESCRIPTION	QTY	RATE	VAT AMT	AMOUNT
Web Space And Domain Services For One Year 3 December 2007 to 2 December 2008	1	1,000.00	175.00	1,000.00



VAT SUMMARY		
£ 175.00 @ 17.5% ;	SUBTOTAL	1,000.00
	VAT TOTAL	175.00
	Total	£1,175.00



FORM F023

CORRECTION TO GENERAL LEDGER

Finance and Administration		Reason for Amendment: Reallocation from IEP to Comms
Prepared by: <i>(print and sign)</i>	NP	
Authorised by: <i>(print and sign)</i>	AM	
Date:	20/12/2007	

Transfer Description	Account Code	Cost Centre								Debit £	Credit £
			Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7			
Transfer from IEP to Comms			07-08								1,175.00
Transfer from IEP to Comms			07-08							1,175.00	

Total	1,175.00	1,175.00
--------------	-----------------	-----------------

All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference:

Date received:

Input by: *(Signature)*

Date Input onto Computer:

Checked by: *(Signature)*



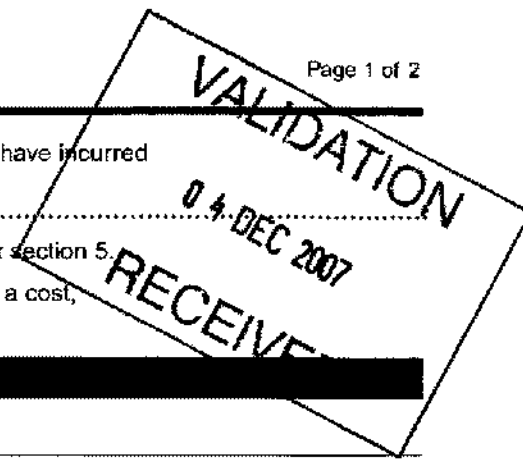
Member's reimbursement form

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

JOHN MORAN

Constituency

ORPINGTON

Office use only

Costs/Cat 2

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 SEPT 2007

to 1 NOV 2007

Allowance year

2007 / 2008

Office use only

Allow or Exp/ A/c code Cat 5

Description of service or goods

Amount

Item	Description of service or goods	Amount
Item 1	ADVILE BUREAU RENT	£ 120 : 00 p
Item 2	BUSINESS CARDS	£ 82 : 25 p
Item 3	BT (Broadband Rental)	£ 32 : 99 p
Item 4	BT (Fax)	£ 33 : 64 p
Item 5	Talk: Cons Firmly calls	£ 40 : 00 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

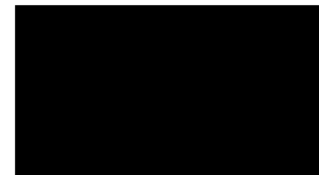
£ 308 : 88 p

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 _____



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

Input subtotals per Cat 5



£ 308.88

Comments

Empty box for comments

THE TEMPLE



Invoice number: [REDACTED]

Dated: 16/08/2007

To:-

John Horam

Re: [REDACTED] afternoon surgeries

Description of service provided:-

Hire of the Back rooms

Session	Cost
Sep	£40.00
Oct	£40.00
Nov	£40.00





LANGFORD PRINTERS



Invoice

John Horam MP

Invoice Number	
Date / Tax Point	02/10/2007

Account Number	
----------------	--

Details	Net Price	VAT
1000 x 2 Colour House of Commons Visiting		
Cards printed on 400gsm White Board	70.00	12.25

Plus

Delivery Address:

Total Net	70.00
Total VAT	12.25
INVOICE TOTAL £	82.25





Incidental Expenses Provision

Member's reimbursement form

File



11 DEC 2007

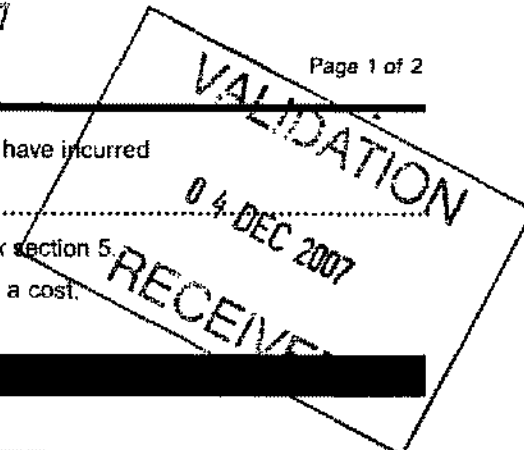
Page 1 of 2

When to use this form

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

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

JOHN HOBAN

Constituency

ORPINGTON

Office use only

Cost/Cat 2

M [] [] [] [] [] [] [] []

Supp/Res ID

7 1 [] [] [] [] [] [] [] []

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 SE 1 SEPT 1 2007

to

1 NOV 1 2007

Allowance year

2007 / 2008

	Description of service or goods	Amount
Item 1	ADVILE BUREAU RENT	£ 120 : 00 p
Item 2	BUSINESS CARDS	£ 82 : 25 p
Item 3	BT (Broadband Rental)	£ 32 : 99 p
Item 4	BT (Fax)	£ 33 : 64 p
Item 5	Talk: Constituency calls	£ 40 : 00 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 308 : 88 p

continued on page 2

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

Edm 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.

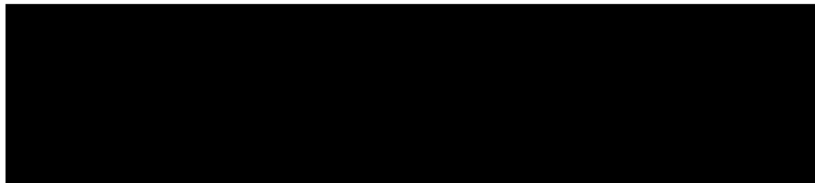
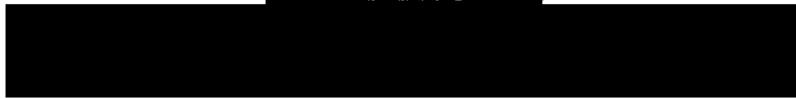
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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			Input subtotals per Cat 5	
Validation	Initials	Date		£
Claims received		/ /	[Redacted]	
Signature check		/ /	[Redacted]	
Funds check		/ /	[Redacted]	
Allowable expenditure		/ /	[Redacted]	
Member Res ID & Costc		/ /	[Redacted]	
Ext type/Cat 5 & subtotals added to form		/ /	[Redacted]	
Receipts/ documentation present		/ /	[Redacted]	
Processing				
Input		/ /		
			Comments	

THE TEMPLE



Invoice number: [REDACTED]

Dated: 16/08/2007

To:-

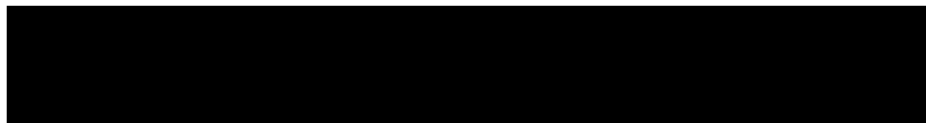
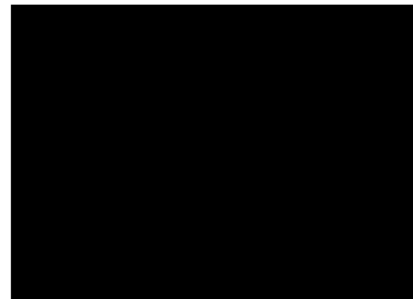
John Horam

Re: [REDACTED] afternoon surgeries

Description of service provided:-

Hire of the Back rooms

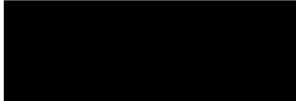
Session	Cost
Sep	£40.00
Oct	£40.00
Nov	£40.00




LANGFORD PRINTERS

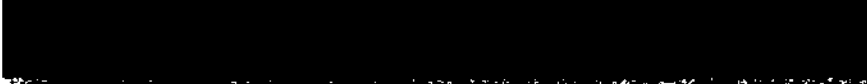




Invoice

John Horam MP


Invoice Number	
Date / Tax Point	02/10/2007

Account Number	
----------------	---

Details	Net Price	VAT
1000 x 2 Colour House of Commons Visiting Cards printed on 400gsm White Board	70.00	12.25
		

Delivery Address:


Total Net	70.00
Total VAT	12.25
INVOICE TOTAL £	82.25



Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

C2

13 NOV 2007
④

2007 NOV, 1

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 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.



Your details

Name in CAPITAL LETTERS

JOHN HOKAM ✓

Constituency

ORPINGTON ✓

Office use only

Costo/Cat 2

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

9, NOV, 2007

Allowance year

2007, 2008

Incidental Expenses Provision claims

Suppliers	Amount
ORPINGTON CONSERVATIVE ASSOCIATION	£ 2,000 : 00 p
	£ : p
Item 3	£ : p
Item 4	£ : p
Item 5	£ : p
Total	£ 2,000 : 00 p

Office use only

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



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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature _____ MP

Date 9, Nov, 2005

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

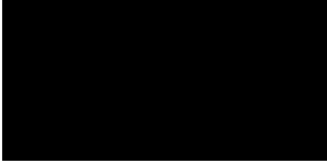
Office use only

Validation	Initials	Date	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

13th July 2007 ✓

Hon. John Horam MP

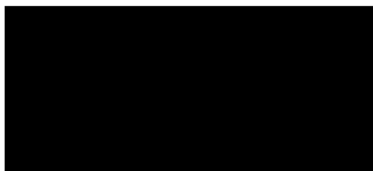


INVOICE

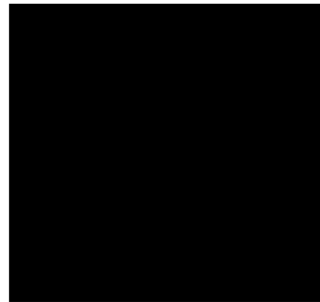
Re: Provision of services as agreed for the quarter (1st July – 30th September 2007)

Total due: £2,000.00 ✓

Many thanks



Chairman



*Please make cheques payable to "Orpington Conservative Association".
Thank you.*

Member of Parliament: Mr John Horam





Direct payment of suppliers

23 OCT 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

JOHAN HORAM

Constituency

ORPINGTON

Office use only

Cost/Cat 2

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

21 OCT 2007

Allowance year

2007 / 2008

Incidental Expenses Provision claims



Suppliers	Amount
ORPINGTON CONSERVATION ASSOCIATION	£ 2,000 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p

Total £ 2,000 : 00 p

Office use only

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

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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature _____ MP
 Date 21 / 04 / 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



Orpington
Conservatives

5th October 2007 ✓

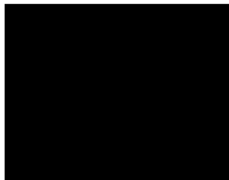
Hon. John Horam MP ✓


INVOICE

Re: Provision of services as agreed for the quarter (1st October – 31st December 2007)

Total due: £2,000.00 ✓

Many thanks



Chairman

*Please make cheques payable to "Orpington Conservative Association".
Thank you.*

Member of Parliament: Mr John Horam




Direct payment of suppliers

18 SEP 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

JONN MORAM

Constituency

ORPINGTON

Office use only

Costs/Cat 2

[Redacted] ✓

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

26 / SEP / 2007

Allowance year

2007 / 2008 ✓

Incidental Expenses Provision claims

Suppliers

Amount

Item 1

PLS

£ 4,817 : 50 p

Item 2

£ : p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Total

£ 4,817 : 50 p

Office use only

Allow or A/c code ✓

Supplier ID ✓

Exp/ Cat 5 ✓

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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature _____ MP

Date 27 Sept, 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

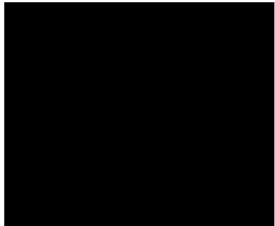
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only			
Validation	Initials	Date	
Claims received		/ /	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			

Invoice



Parliamentary
Liaison Services
Limited

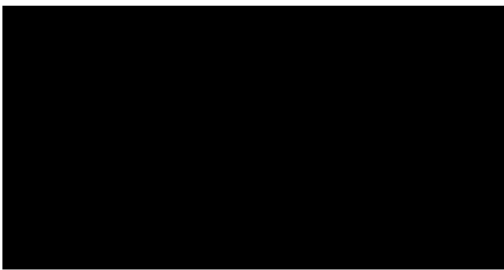


Invoice To
John Horam Esq MP ✓



VAT REG NO	Tax Date	Invoice No	Ref No	Terms
	21/09/2007			Due on receipt

Description	Net Amount	VAT %	VAT AMT
Research & Office Support	4,100.00	17.50%	717.50



SUBTOTAL	£4,100.00
VAT TOTAL	£717.50
Total	£4,817.50 ✓





Member's reimbursement form

VALIDATION 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.

22 AUG 2007

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.

RECEIVED

Your details

Name in CAPITAL LETTERS

JOHN HORAM

Constituency

ORPINGTON

Office use only

Cost/Cat 2

M [] [] [] [] [] [] [] [] [] []

Supp/Res ID

7 1 [] [] [] [] [] [] [] [] [] []

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 JULY 2007

to 1 AUGUST 2007

Allowance year

2007 / 2008

Table with 3 columns: Item, Description of service or goods, Amount. Includes items like DATAPROTECTION RENEWAL, BT BROADBAND, BT FAX, and PUBLIC PHONE CALLS.

Office use only

Allow or Exp/ A/c code Cat 5

Total

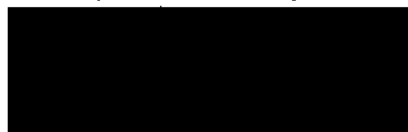
£ 142 : 63 p

continued on page 2

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

20 August 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

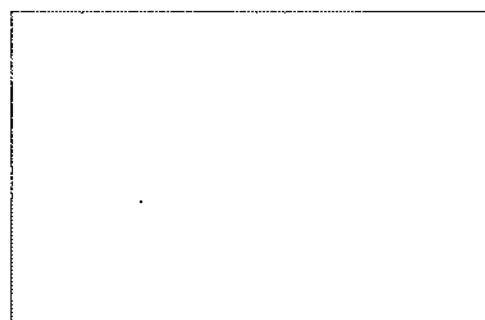
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Validation	Initials	Date
Claims received	<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"/> / <input type="text"/>

Input subtotals per Cat 5

E142.63

Comments



07/08

C2

Direct payment of suppliers

17 JUL 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

JOHN HORAM

Constituency

ORPINGTON

Office use only

Cost/Cat 2

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

13 17 2007

Allowance year

2007, 2008

Incidental Expenses Provision claims

Item	Suppliers	Amount
Item 1	ORPINGTON CAMERAS RESOLUTIONS	£2,000 : 00 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Total		£2,000 : 00 p

Office use only

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

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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature  MP

Date 16 11 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			

✓
13th July 2007

Hon. John Horam MP

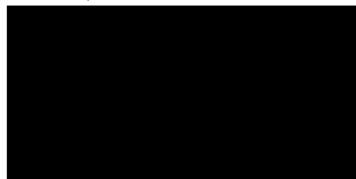


INVOICE

Re: Provision of services as agreed for the quarter (1.4.07-30.6.07)

Total due: £2,000.00 ✓

Many thanks



Chairman

*Please make cheques payable to "Orpington Conservative Association".
Thank you.*

Member of Parliament: Mr John Horam





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

JOHN HORAN

Constituency

ORLINGTON

Office use only

Costs/Cat 2

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

11 / JUNE / 2007

Allowance year

2007 / 2008

Incidental Expenses Provision claims

Suppliers

Amount

1

RAINBOW OFFICE SUPPLIES LTD

£ 4059 : 64 p

2

£ : p

3

£ : p

4

£ : p

Item 5

£ : p

Total

£ 4059 : 64 p

Office use only

Allow or A/c code

Supplier ID

Exp/ Cat 5

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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature _____ MP

Date 11 June 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


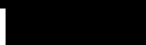
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

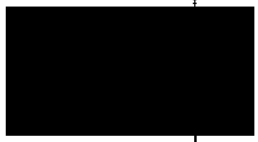
Office use only			
Validation	Initials	Date	
Claims received		/	/
Signature check		/	/
Funds check		/	/
Allowable expenditure		/	/
Validation	Initials	Date	
Member ID added to form		/	/
Payment codes added to form		/	/
Receipts/ documentation present		/	/
Processing Input		/	/

Please use margin for comments

ORPINGTON CONSERVATIVE


JOHN HORAM


date	your reference	a/c	our reference	invoice no.
16-04-07				

quantity	description	code	price	units	amount
	Goods 13-04-07 Ref: 51788				
1	1800mm x 2000mm ROYAL BLUE SCREEN		555.00	3	555.00
1	1500mm x 2000mm ROYAL BLUE SCREEN		505.00	3	505.00
	ALL ABOVE TO GO IN OPENING IN FRONT OF RECEPTION DESK.				
3	1800mm x 2000mm ROYAL BLUE SCREEN		505.00	3	1515.00
	ABOVE FOR OPENING NEAR JOHN HORAM'S DESK AND FIRE ESCAPE LINKING BARS TO CONNECT				
4	SCREENS		32.50	3	130.00
10	RE-INFORCED STABILISING FEET FOR 2000MM HIGH SCREENS		75.00	3	750.00
					

* VAT code
 3 17.50% 604.64
 Orpington

special instructions
 Please notify any queries to the Accounts Department within 14 days of the invoice date.

goods total	3455.00
total VAT	604.64
total amount	4059.64

Terms & Conditions: Payment terms are 30 days from date of invoice. E & OE.
 All goods remain the property of Rainbow Office Supplies Ltd until paid for in full.





Member's reimbursement form

VALIDATION
12 JUN 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 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

JOHN HORAN

Constituency

ORPINGTON

Office use only

Costs/Cat 2

M

Supp/Res ID

7 1

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 May 2007) to 31 May 2007

Allowance year

1

Description of service or goods (MAX) Amount

Item	Description of service or goods (MAX)	Amount
Item 1	ADVICE BOREAVADUZZI	£ 99 : 88 p
Item 2	9 (ATKIL)	£ 99 : 88 p
Item 3	BEST BAND + FAX	£ 32 : 99 p
Item 4		£ 23 : 83 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£256 : 58 p

Office use only

Allow or Exp/ No. of Cat 2

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 11 June 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

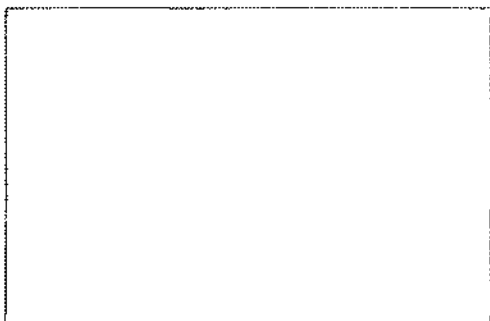
Validation	Initials	Date
Claims received	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Signature check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Funds check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Allowable expenditure	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Member Res ID & Cost	<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"/> / <input type="text"/>

Input subtotals per Cat 5



(Comms 511500)

Comments



BIGGIN HILL NEWS LTD

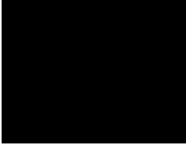


To: JOHN HORAM MP



Invoice Date: 15/03/07

Invoice No:



Account No:

I N V O I C E

d e s c r i p t i o n a m o u n t

Display ad. (3rd in series of 6) in BROMLEY NEWS 15/03/07

Our ref: 00023510/ORP

Appeared in section: ROP

7 cms x 2 col(s) = 14 cms @rate: SPECIAL AGREED PRICE =

£85.00

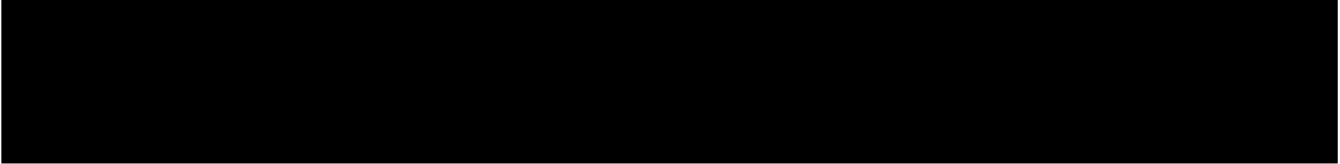
N E T T O T A L £85.00

V A T a t 1 7 . 5 0 % £14.88

Invoice No:

T O T A L T O B E P A I D £99.88

THIS IS NOT A REMITTANCE ADVICE





Direct payment of suppliers

11 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

JOHN HORAM

Constituency

BRISTOL

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

10 / 4 / 2007

Allowance year

2007 / 2008

Incidental Expenses Provision claims



Table with 2 columns: Suppliers, Amount. Row 1: PRU, £ 3,877 : 50 p. Rows 2-5 are empty.

Total £ 3,877 : 50 p

Office use only

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

Table with 3 columns for office use only, corresponding to the labels above.

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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

10 / 4 / 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	<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	<input type="checkbox"/>	/ /
	Payment codes added to form	<input type="checkbox"/>	/ /
	Receipts/ documentation present	<input type="checkbox"/>	/ /
	Processing Input	<input type="checkbox"/>	/ /

Please use margin for comments



Parliamentary Resources Unit



Service

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

Fee

Standard contract: £3,300 plus VAT: Total £3,877.50

OR

Premium contract: £5,000 plus VAT: Total £5,875.00

Please complete the enclosed C2 form and return it, along with the invoice, to the Department of Finance & Administration. Alternatively, cheques can be made payable to *Parliamentary Resources Unit* and sent to us at the above address.

Parliamentary Resources Unit
February 2007

