



Incidental Expenses Provision

C1

Member's reimbursement form

03 APR 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

RT HON JOHN PRESCOTT

Constituency

KINGSTON UPON HULL EAST

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 JAN / 07 /

to MAR / 07 /

(X3)

Allowance year

/

£ 500.00 per month

Description of service or goods

Amount

Item 1

PLEASE REFER

£ : p

Item 2

TO ATTACHED

£ : p

Item 3

NOTE

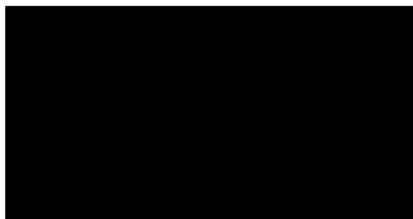
£ : p

Item 4

Miscellaneous Exp

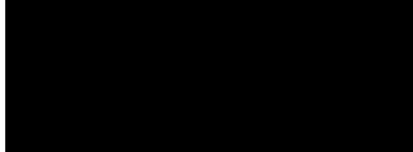
£ 1500: - p

Item 5



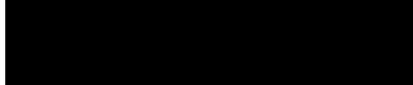
£ : p

Item 6



£ : p

Item 7



£ : p

Item 8



£ : p

Item 9

£ : p

Item 10

£ : p

Total


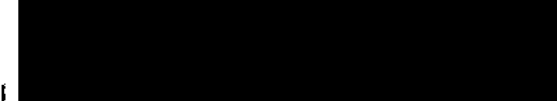



£1,500: 00p

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



continue on page 2

Authorisation and declaration

I,  authorised wholly, exclusively and necessarily
 in  
 Signature  MR 
 Date 1 APRIL 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.

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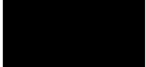
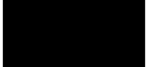
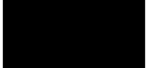
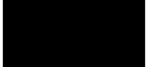



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Send your completed form to

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		/ /		£1500.00
Signature check		/ /		£
Funds check		/ /		£
Allowable expenditure		/ /		£
Member Res ID & Costc		/ /		£
Ext type/Cat 5 & subtotals added to form		/ /		£1500.00
Receipts/ documentation present		/ /	Comments	
Processing Input		/ /		



C1 REIMBURSEMENT 2006/07

After various calculations, which include standing orders and cheque payments, my office costs continue to run on average to £500.00 per month to include the following:

- Printing
- Stationary
- Insurance
- Staff Mobile Costs
- Office Machinery Consumables
- Postage
- Newspapers
- Periodicals
- Other miscellaneous items

I therefore attach a C1 reimbursement claim form for £1,500 from the 2006/07 financial year, (3 months) from Jan 2007 up to the end of March 2007.



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

RT HON JOHN PRESCOTT

Constituency

HULL EAST

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 Oct / 06 /

to Dec / 06 / ✓

Allowance year

2006 / 2007

	Description of service or goods	Amount
Item 1	PLEASE REFER	£ : p
Item 2	TO ATTACHED	£ : p
Item 3	NOTE	£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Office use only

Allow or Exp/
A/c code Cat 5

Total

£1,500:00 p

Authorisation and declaration

I declare that the information provided is true, correct, wholly, exclusively and necessarily in full.

Signature   MP 

Date 19 DECEMBER 2006

Data protection

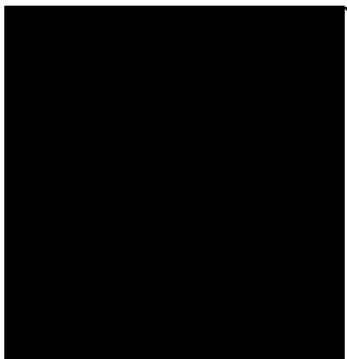
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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.




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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="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 & Costc	<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	
	£ 1500.00
	£
	£
	£
	£
	£
	£
	£
	£ 1500.00

Comments

Bm



QUALITY
20 DEC 2006
ASSURANCE

C1 REIMBURSEMENT 2006/07

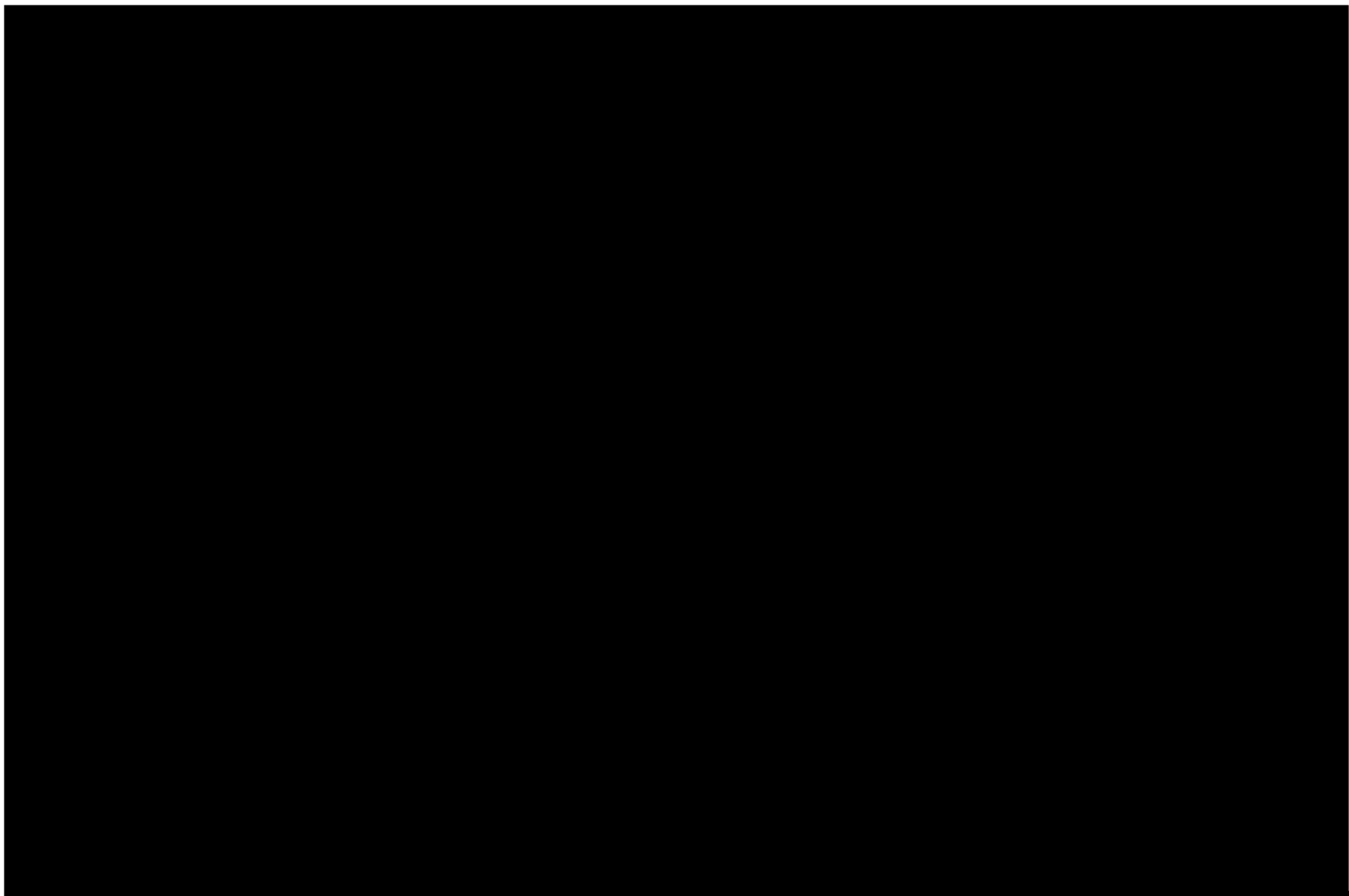
After various calculations, which include standing orders and cheque payments, my office costs continue to run on average to £500.00 per month to include the following:

- Printing
- Stationary
- Insurance
- Staff Mobile Costs
- Office Machinery Consumables
- Postage
- Newspapers
- Periodicals
- Other miscellaneous items



500

I therefore attach a C1 reimbursement claim form for £1,500 for the 2006/07 (3 months) from October 2006 up to the end of December 2006.





ASSURANCE
21 2006

ASSURANCE
21 OCT 2006

C1 REIMBURSEMENT 2006/07

After various calculations, which include standing orders and cheque payments, my office costs continue to run on average to £500.00 per month to include the following:

- Printing
- Stationary
- Insurance
- Staff Mobile Costs
- Office Machinery Consumables
- Postage
- Newspapers
- Periodicals
- Other miscellaneous items

I therefore attach a C1 reimbursement claim form for £1,000 for the 2006/07 (2 months) from August 2006 up to the end of September 2006.



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

RT HON JOHN PRESCOTT

Constituency

HULL EAST

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 AUG / 06 / to SEP / 06 /

Allowance year

/

Description of service or goods

Item 1

PLEASE REFER £ 1000 : 00 p

Item 2

TO ATTACHED £ : p

Item 3

NOTE £ : p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total



£ 1,000 : 00 p

Office use only

Allow or Exp/
A/c code Cat 5

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 27 Sept 2006

Data protection

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Send your completed form to

Validation Team, Operations Directorate,
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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

£	000.00
£	
£	
£	
£	
£	
£	
Total	4000.00

Comments



Direct payment of suppliers

20 SEP 2006

20 SEP 2006

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
Constituency

RT HON JOHN PRESCOTT MP
KINGSTON UPON HULL EAST

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

18 / 09 / 06

Allowance year

2006/2007

Incidental Expenses Provision claims

Suppliers	Amount
VITESSE	£ 533 : 05 p
VITESSE	£ 93 : 88 p
	£ : p
	£ : p
	£ : p
Total	£ 626 : 93 p

Office use only

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

Claim details continued

Staffing Allowance claims

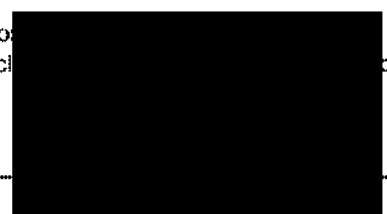
	Suppliers	Amount
Item 6	_____	£ : p
Item 7	_____	£ : p
Item 8	_____	£ : p
Item 9	_____	£ : p
Total		£ : p

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

Authorisation and declaration

I confirm that the above claims are in respect of costs incurred wholly, exclusively in the performance of my Parliamentary duties.

Signature 



MP 

Date 18 / 09 / 2006

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		/ /	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



INVOICE

[Redacted]
[Redacted]
John Prescott's Office
[Redacted]

Invoice No.	[Redacted]
Invoice/Tax Date	06/09/06
Order No.	[Redacted]
Account No.	[Redacted]

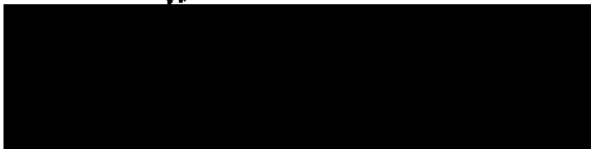
Quantity	Product Code	Description	Delivery No.s	Unit Price	Net Amount
2.00	V15X	VITESSE IP01/2200 15X (3500 pages) BLACK TONER	0004	39.95	79.90
[Redacted]					

[Redacted]

Carriage:	0.00
Total Net Amount:	79.90
VAT:	13.98
Invoice Total:	93.88



INVOICE



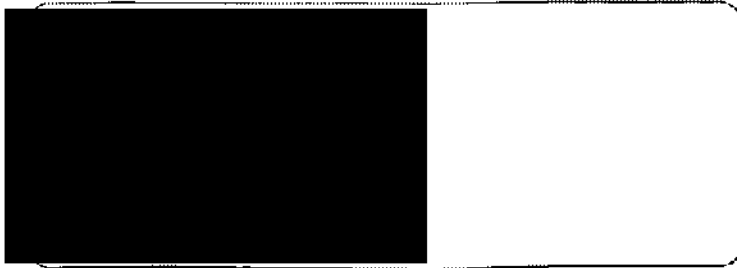
John Prescott's Office

Invoice No.	
Invoice/Tax Date	08/09/06
Order No.	
Account No.	

Quantity	Product Code	Description	Delivery No.s	Unit Price	Net Amount
1 00	BRDEL1593-10120	DELL 1710N PREBATE TONER (3K Page Life)		52.50	52.50
1 00	BRDEL1593-10120	DELL 5110CN BLACK CARTRIDGE		34.11	34.11
1 00	BRDEL1593-10118	DELL 5110CN CYAN CARTRIDGE		122.35	122.35
1 00	BRDEL1593-10124	DELL 5110CN MAGENTA CARTRIDGE		122.35	122.35
1 00	BRDEL1593-10122	DELL 5110CN YELLOW CARTRIDGE		122.35	122.35



Carriage:	0.00
Total Net Amount:	453.66
VAT:	79.39
Invoice Total:	533.05



Fold

26 JUL 2006

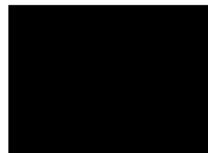


QUALITY
26 JUL 2006

C1 REIMBURSEMENT 2006/07

After various calculations, which include standing orders and cheque payments, my office costs continue to run on average to £500.00 per month to include the following:

Printing
Stationary
Insurance
Staff Mobile Costs
Office Machinery Consumables
Postage
Newspapers
Periodicals
Other miscellaneous items



I therefore attach a C1 reimbursement claim form for £1,000 for the 2006/07 (2 months) from June 2006 up to the end of July 2006.



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.

QUALITY ASSURANCE 26 JUL 2006

Your details

Name in CAPITAL LETTERS

RT Hon JOHN PRESCOTT

Constituency

HULL EAST

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 JUN / 06 /

to JULY / 06 /

Allowance year

/

Description of service or goods

Amount

Item 1

PLEASE REFER

£ 1000 : 00 p

Item 2

TO ATTACHED

£ : p

Item 3

NOTE

£ : p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£1,000 : 00 p

Office use only

Allow or Exp/ A/c code Cat 5

continued on page 2

Authorisation and declaration

wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

24 July 2006

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		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

[Redacted]	1000.00
£	
£	
£	
£	
£	
£	
£	

Total. £1000.00

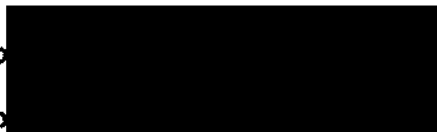
Comments

[Empty Comments Box]

Financial Processing }

Transaction No

Registration No



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

C1

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c

Text

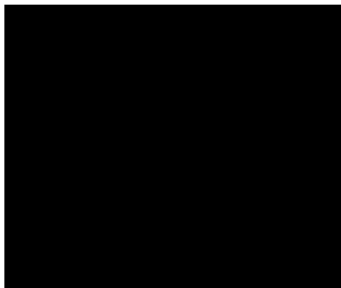
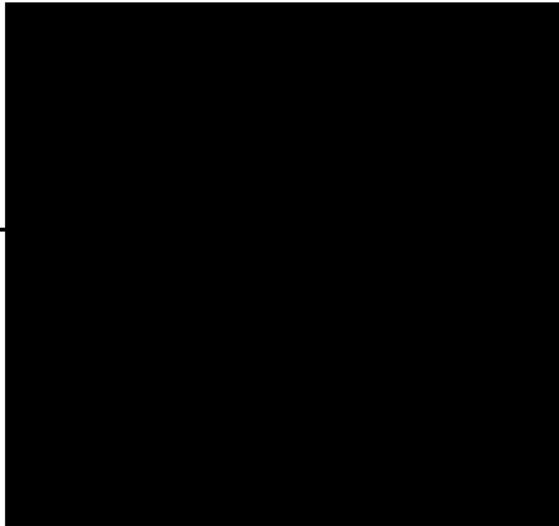
Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



£1,000.00

£.....

£.....

£.....

£.....

£.....

£.....

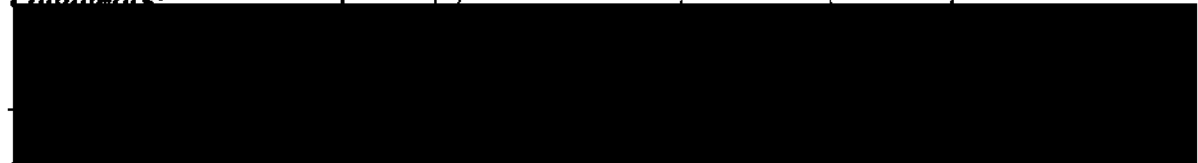
£.....

£.....

£1,000.00

TOTAL

Comments:



Registered by (initials & date)

.....

Posted by (initials & date)

.....



QUALITY

C1 REIMBURSEMENT 2006/07

After various calculations, which include standing orders and cheque payments, my office costs continue to run on average to £500.00 per month to include the following:

- Printing
- Stationary
- Insurance
- Staff Mobile Costs
- Office Machinery Consumables
- Postage
- Newspapers
- Periodicals
- Other miscellaneous items

I therefore attach a C1 reimbursement claim form for £1,000 from the 2006/07 financial year – (2 months) from April 2006 up to the end of May.



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

RT HON JOHN PRESCOTT

Constituency

HULL EAST

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 APR / 06 /

to MAY / 06 /

Allowance year

/ /

	Description of service or goods	Amount
Item 1	PLEASE REFER	£ : p
Item 2	TO ATTACHED	£ : p
Item 3	NOTE	£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Office use only

Allow or Exp/
A/c code Cat 5

Total

£ 1,000:00 p

continued on page 2

Authorisation and declaration

I incurred wholly, exclusively and necessarily
ies.

Signature

MP



Date

14 JUNE 2006

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

	/	/	
--	---	---	--

Processing

Input

	/	/	
--	---	---	--

Input subtotals per Cat 5

£

£

£

£

£

£

£

£

£

Comments

--



[REDACTED]

IEP BUDGET 2005/06 (C2)

I would be grateful if the enclosed invoice for £2,032.00 is processed.

[REDACTED]



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

RT Hon JOHN PRESCOTT

Constituency

KINGSTON UPON HULL EAST

Office use only

Costc/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

06 / 04 / 06

Allowance year

~~05/06~~ 06/07 ✓

Incidental Expenses Provision claims

Suppliers

Amount

Item 1

ORIEL PRINTING Co

£2,032 : 00 p

Item 2

£ : p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Total

£2,032 : 00 p

Office use only

Allow or A/c code

Supplier ID

Exp/ Cat 5

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

_____ respect of costs incurred wholly,
_____ of my Parliamentary duties.

Signature: _____ MP

Date: 05 / 04 / 06

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' 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.

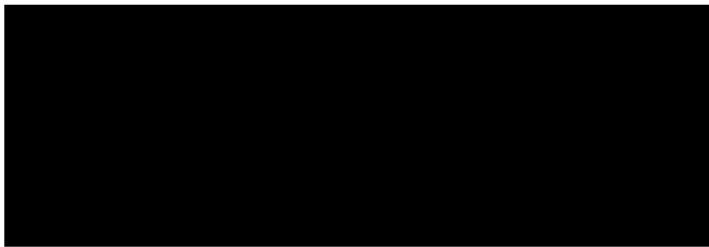
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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			
Validation	Initials	Date	
Claims received	_____	____/____/____	
Signature check	_____	____/____/____	
Funds check	_____	____/____/____	
Allowable expenditure	_____	____/____/____	
Validation			
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing			
Input	_____	____/____/____	

Please use margin for comments



For JOHN PRESCOTTS OFFICE

Invoice No.



Estimate No.

Job No.

Job Ref.

NEW

Your Ref.

Date

06/04/2006

INVOICE



Job Title 40,000 - JOHN PRESCOTTS 4PP NEWSLETTER
Size A3 to A4
Material 130gsm Gloss
Description Printed in 4 colour process throughout,
 Trim to size.
 Artwork supplied, PDF Proof to EIS Publications.

Delivery to Hull

