



Incidental Expenses Provision

C1

Member's reimbursement form

14 M

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 P SELLAR

Constituency

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 13 / 1 / 07

to / /

Allowance year

/

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

	Description of service or goods	Amount
Item 1	FAX PRINTED JOURNALS	£ 407 : 20 P
Item 2	METRO SECURITY	£ 111 : 49 P
Item 3	BT	£ 259 : 07 P
Item 4	BANNER SUPPLIES	£ 249 : 00 P
Item 5	IBM TECHNOLOGY	£ 41 : 00 P
Item 6	POOL	£ 105 : 75 P
Item 7	XEROX	£ 137 : 00 P
Item 8		£ : P
Item 9		£ : P
Item 10		£ : P

Total

£ 1300 : 51 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

10/3/07

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

06/07

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		/ /

Input subtotals per Cat 5

£ 300.51
£
£
£
£
£
£ 300.51

Processing

Input	/ /
-------	-----

Your account and bill number

MR JOHN SPELLAR MP

Date
10 January 2007

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



Bringing it all together

Internet Services

Bill for account number

Service charges £ 108.91

VAT £ 19.05

Total now due £ 127.96

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

Your account number

Bill number

Date
13 February 2007

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

BT Together

Bill for

Total now due

£ 79.16

*Please make sure we receive the total now due by
24 February 2007.*



Bringing it all together



Your account number
[REDACTED]

Bill number
[REDACTED]

Date
4 February 2007

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

[REDACTED]

MR J SPELLAR M.P

[REDACTED]

[REDACTED]



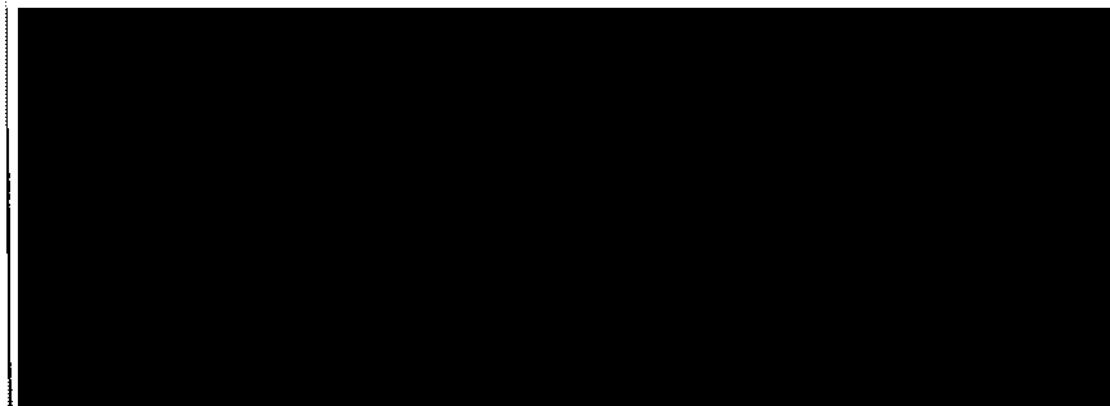
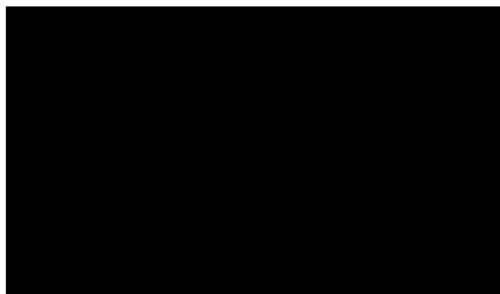
Bringing it all together

BT Together Option 1

Bill for [REDACTED]

Total now due £ 51.95

*Please make sure we receive the total now due by
15 February 2007.*



Invoice

 * INVOICE NO. [REDACTED] *

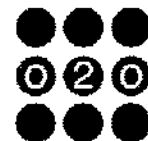
Invoice To : Linda

Rt Hon John Spellar MP

Page 1 Of 1 Date 02/02/2007
 Acc.No [REDACTED] Order Date 01/02/2007
 Order [REDACTED]
 C.A.R.

Charge To :

Rt Hon John Spellar MP



office2office

Banner Business Supplies Ltd

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		0980136	IMATION 3.5in DSHD IBM FORMAT R/BOW	5	BOX10	5.6800	01/02/07	28.40	17.50	4.97
2		0470050	PLASTIC PAPERCLIPS 25mm ASSORTED	1	TUB500	4.1800	01/02/07	4.18	17.50	0.73
3		0030111	CONCORD RLD RECORD CARD 102x152 AS	4	PCK100	1.9800	01/02/07	7.92	17.50	1.39

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	40.50	7.09

Sales Order Total (VAT excl) 40.50

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	40.50
INVOICE V.A.T.	7.09
INVOICE TOTAL	47.59

Invoice

 * INVOICE NO. [REDACTED] *

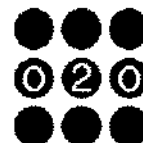
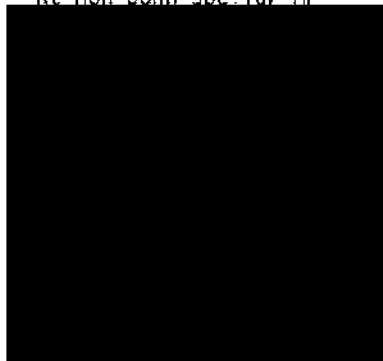
Invoice To : Linda

Rt Hon John Speller MP



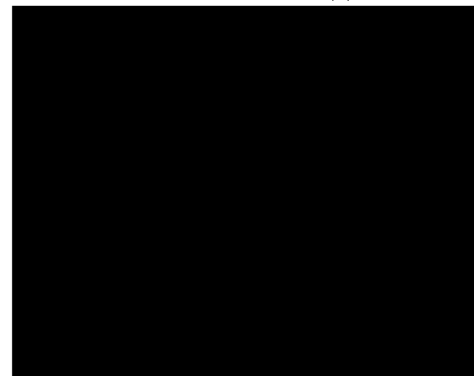
Charge To :

Rt Hon John Speller MP



office2office

Banner Business Supplies Ltd



Page 1 Of 1 Date 16/02/2007
 Acc.No [REDACTED] Order Date 15/02/2007
 Order [REDACTED]
 C.A.R. [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		0986555	ENVISAGE LASER TONER FOR HP C4096A	1	EACH	50.5200	15/02/07	50.52	17.50	8.84
2		0985565	HP LASERJET 2410 PRINT CART 6K BK	1	EACH	107.9600	15/02/07	107.96	17.50	18.89
3		0985178	BANNER CLARITY GEL MOUSE MAT PURPLE	1	EACH	6.3500	15/02/07	6.35	17.50	1.11
4		0985177	BANNER CLARITY GEL WRIST REST PU	1	EACH	6.7400	15/02/07	6.74	17.50	1.18

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	171.57	30.02

Sales Order Total (VAT excl) 171.57

VAT Registration : [REDACTED]

INVOICE GOODS	171.57
INVOICE V.A.T.	30.02
INVOICE TOTAL	201.59

Settlement : None
 Discount Terms :



To:

John Spellar

DESKTOP OFFICE SUPPLIES



INVOICE DATE	ORDER No.	CARRIER	TYPE OF SUPPLY	DATE OF SUPPLY	INVOICE No.	
30-1-07		Desktop	Stationery		[Redacted]	
QUANTITY	DESCRIPTION		PRICE	PER	AMOUNT	
3	Samsung fax toner bk SCX-421603		50 25	each	150	75
4	HP Laserjet smart cart bk 05949A		48 95	"	195	80
SPECIAL INSTRUCTIONS						
[Redacted]				GOODS TOTAL		346 55
				VAT 17.5 %		60 65
				INVOICE TOTAL		407 20





Member's reimbursement form

15 JAN 2007

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- 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 P SPILLAR

Constituency

WARLEY

Claim details

Please ensure

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

You can only claim for

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

Period of claim

from 4 11 07

to 12 11 07

Allowance year

2006/07

	Description of service or goods	Amount
Item 1	XEROX UK	£ 93 : 00 P
Item 2	02 MOBILE	£ 32 : 00 P
Item 3	BT	£ 48 : 00 P
Item 4	PC WORLD	£ 30 : 00 P
Item 5	BANNGR	£ 26 : 00 P
Item 6	OFFICE RENT	£ 3500 : 00 P
Item 7		£ : P
Item 8		£ : P
Item 9		£ : P
Item 10		£ : P

Total

£ 3723 : 00 P

Office use only

Allow or Exp/
A/c code Cat 5

continued on page 2

£ 3723.00

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

12/1/07

Data protection

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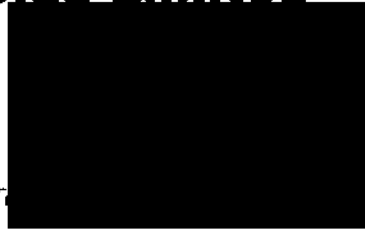
Send your completed form to

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

06/07

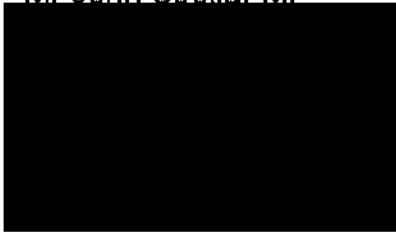
Office use only		Input subtotals per Cat 5	
Validation	initials Date		
Claims received	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	£3723.00
Signature check	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	£
Funds check	<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"/>	£3723.00
Receipts/ documentation present	<input type="text"/> / <input type="text"/> / <input type="text"/>	Comments	
Processing input	<input type="text"/> / <input type="text"/> / <input type="text"/>		

BM



invoice

Mr John Spellar MP



10th January 2007

Room Rent

Room Rent for the use of ground floor office facility
(including services)

1st January 2007 to 31st December 2007

Total **£ 3,500.00**

Balance Due **£ 3,500.00**





Incidental Expenses Provision

Member's reimbursement form

04 JAN 2007

VALIDATION 01

05 JAN 2007

Page 1 of 2

RECEIVED

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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

JOHN F SPELLA

Constituency

WARLEY

Office use only

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 5 / 12 / 06

to 3 / 1 / 07

Allowance year

2006 / 07

Table with 2 columns: Description of service or goods, Amount. Rows include Refurb office Entrance, office phone, office supplies, 02 mobile, and Total.

Office use only

Allow or Exp/ A/c code Cat 5

Total

£ 1176 : 00 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

3/1/07

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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
& Cost

	/	/
--	---	---

Ext type/Cat 5 &
subtotals added to form

	/	/
--	---	---

Receipts/
documentation present

	/	/
--	---	---

Processing

Input

	/	/
--	---	---

Input subtotals per Cat 5

£ 1176.00

£

£

£

£

£

£

£

£ 1176.00

Comments

--



SEALIT ROOFING & PROPERTY MAINTENANCE.

INVOICE. AS PER QUOTATION.

STRIP EXISTING ROOF OF ALL FELT AND
RECOVER IN 2 LAYERS OF BASE FELT AND 1 LAYER
OF GREEN MINERAL FELT. SUPPLY AND FIT NEW
GUTTERING, DOWNPIPES AND BRACKETS.

REMOVE COPING STONES AND BOARD FROM TOP
OF WALL TO CANOPY AND COVER BOARDS IN WHITE
U.P.V.C PANELS.

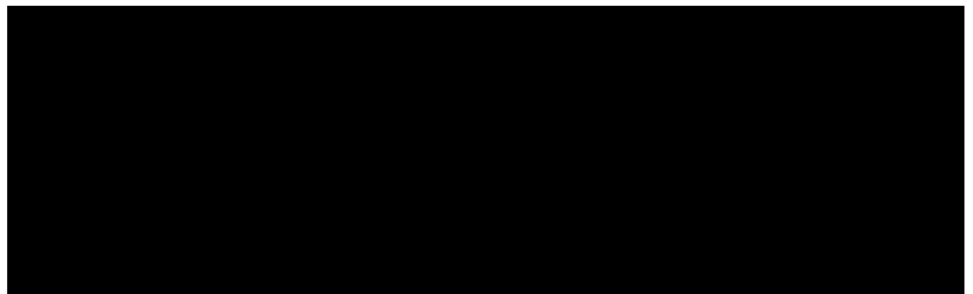
PAINT OFFICE SHUTTER AND OFFICE WINDOW SHUTTER
IN RED HAMMERITE PAINT.

PAINT ALL EXISTING WALLS IN WHITE WEATHERSHIELD
PAINT.

SUPPLY AND ERECT A DOUBLE HAND RAIL TO
GRASS BANK OUTSIDE OFFICE AND FIT NEW
SENSORED HALOGEN SECURITY LIGHT,
TO EXTERIOR OFFICE WALL.

TOTAL COST OF ABOVE WORK INCLUSIVE
LABOUR AND MATERIALS

£880.00



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 4 / 12 / 00

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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	_____	____/____/____	
Validation	Initials	Date	
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing			
Input	_____	____/____/____	

Please use margin for comments

CREATIVITY

ENTHUSIASM

ENERGY

VISION

INVOICE NUMBER



OUR REFERENCE



DATE

23 November 2006

H.W.FISHER & COMPANY
CHARTERED ACCOUNTANTS

J Spellar Esq MP



REQUEST FOR PAYMENT
THIS IS NOT A VAT INVOICE

In connection with our ongoing services to provide taxation and accountancy advice, including the preparation of your Tax Return for the year ended 5 April 2006.

For a fee of

450.00

Disbursements

30.00
480.00

VAT @ 17.5%

84.00
564.00



WITH COMPLIMENTS

Financial Processing }

Transaction No. [redacted]

Registration No. [redacted]

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

C3

Supplier ID

or

Volunteer ~~X~~/N

Please check / amend relation

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



06_07

£ 24.95

£.....

£.....

£.....

£.....

£.....

£.....

£.....

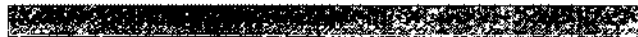
£.....

£.....

£ 24.95

Comments:

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



Posted by (initials & date)





Staffing Allowance/Incidental Expenses Provision

SA3

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

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

RT HON JOHN F SPELLAR MP

Constituency

WARLEY

Details of staff member

First name

Surname
in CAPITAL LETTERS

Employee status

Date of birth

National Insurance number

[Redacted area containing staff member details]

Payment details

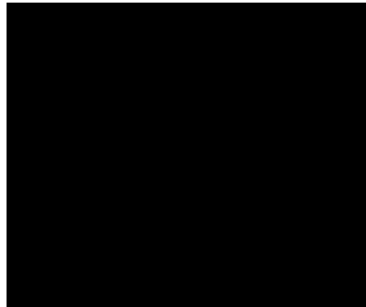
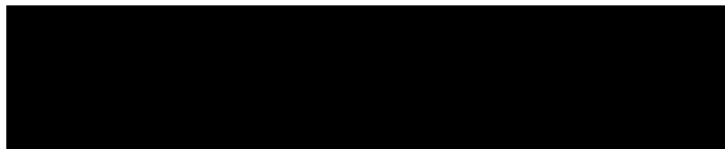
Payslip address

Bank details

Sort code Account number

Account name _____

NB For all one-off salary payments, please state overpage the month(s) in which the payment was earned so that NI contributions are correctly attributed.

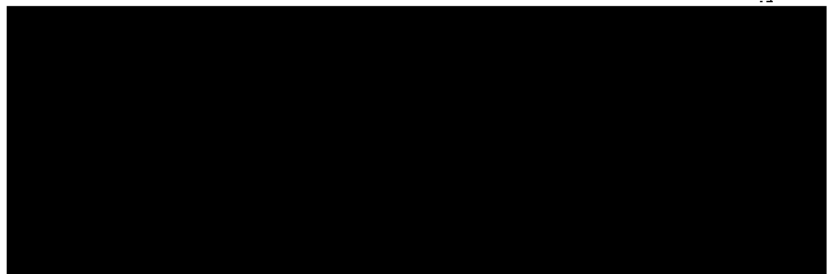


24 November 2006

RECEIPT

Description	Cost	VAT	Total
PRIVATE ST	24.95	0.00	24.95
	24.95	0.00	24.95
	Grand Total		<u>£24.95</u>

Paid with thanks Friday, 24 November 2006





Member's reimbursement form

9002 330 9 0

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Your details

Name in CAPITAL LETTERS

JOHN P SPILLAN

Constituency

WARLEY

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 29 / 10 / 06

to 4 / 12 / 06

Financial year

2006 / 07

Description of service or goods

Amount

Item 1

02 MOBILE

£ 647 : 00 p

Item 2

FAX MACHINE

£ 253 : 74 p

Item 3

XEROX

£ 106 : 00 p

Item 4

MOBILE CHARGER

£ 15 : 00 p

Item 5

BOOKS + DIARY

£ 25 : 00 p

Item 6

TRAINING OFFICE SUPPLIES

£ 61 : 00 p

Item 7

SHARE OF PHONE PHONE

£ 50 : 00 p

Item 8

NEW WEB SITE

£ 352 : 00 p

Item 9

£ : p

Item 10

£ : p

Total

£ 928 : 74 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

5/12/06

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06/07

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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

£ 323.00
£
£
£ 253.74
£
£
£ 352.00
£
£ 928.74

Comments

john.spellar

From: <service@paypal.co.uk>
To: [REDACTED]
Sent: [REDACTED]
Subject: [REDACTED]



Dear [REDACTED]

This email confirms that you have paid [REDACTED]
352.00 GBP using PayPal.
This credit card transaction will appear on your bill as [REDACTED]

Payment Details

Item Price:	352.00 GBP	✓
Total:	£352.00 GBP	
Item/Product Name:	[REDACTED]	
Buyer:	[REDACTED]	

INVOICE

DESKTOP OFFICE SUPPLIES

INVOICE DATE	ORDER NO.	CARRIER	TYPE OF SUPPLY	DATE OF SUPPLY	INVOICE No.
7-21-08	Carol	Desktop	Fax machine		
QUANTITY	DESCRIPTION		PRICE	PER	AMOUNT
	Samsung SE-560 laser fax machine				
	S/N BE37BACL91639A				215 95
SPECIAL INSTRUCTIONS			GOODS TOTAL		215 95
			VAT 17.5 %		37 79
			INVOICE TOTAL		253 74



Member's reimbursement form

31 OCT 2006

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

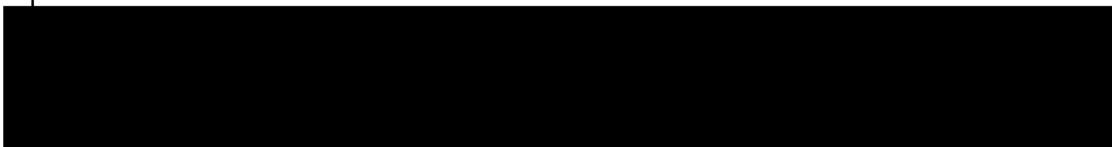
- For details of costs you can claim for, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

J. Spallan MP.

Constituency



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 / 9 / 06

to 28 / 10 / 06 (x 2)

Allowance year

2006 / 07

Office use only

Allow or Exp/
A/c code Cat 5

Description of service or goods

Amount

Item 1

MOBILE

£ 160 : 00 p

Item 2

BANNER

£ ~~47~~ 62 : 00 p

Item 3

BT

£ 309 : 00 p

Item 4

DATA PROTECTION

£ 35 : 00 p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 566 : 00 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

28/10/07 ✓

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.

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

06/07

Office use only			Input subtotals per Cat 5	
Validation	Initials	Date		
Claims received		/ /	£ 566.00	
Signature check		/ /	£	
Funds check		/ /	£	
Allowable expenditure		/ /	£	
Member Res ID & Costs		/ /	£	
Ext type/Cat 5 & subtotals added to form		/ /	£ 566.00	
Receipts/ documentation present		/ /		
Processing				
Input		/ /		



Member's reimbursement form

25 SEP 2006

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 P BOWLER

Constituency

WARLEY

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 / 8 / 06 ✓ to 1 / 1 /

Allowance year

1

Office use only

Allow or Exp/
A/c code Cat 5

	Description of service or goods	Amount
Item 1	BANNER	£ 52 : p
Item 2	SHARE OF HOME PHONE	£ 300 : 00 p
Item 3	MOBILE PHONE CASE	£ 13 : 00 p
Item 4	OFFICE PHONE	£ 153 : 00 p
Item 5	DESKTOP OFFICE SUPPLIES	£ 280 : 71 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 528 : 71 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

20/9/06

✓

Data protection

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[Redacted]

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Send your completed form to

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

[Redacted]

06/07

Office use only		Initials		Date		Input subtotals per Cat 5	
Validation							
Claims received						£ 528.71	
Signature check						£	
Funds check						£	
Allowable expenditure						£	
Member Res ID & Costs						£	
Ext type/Cat 5 & subtotals added to form						£ 528.71	
Receipts/ documentation present							
Processing							
Input							
						Comments	
						[Redacted]	

INVOICE

DESKTOP OFFICE SUPPLIES

John Spellar

INVOICE DATE	ORDER No.	CARRIER	TYPE OF SUPPLY	DATE OF SUPPLY	INVOICE No.
5-9-06		Desktop	Stationery		
QUANTITY	DESCRIPTION		PRICE	PER	AMOUNT
2	HP laserjet smart cartridge black		54 95	each	109 90
1	Fellows Shredder cross cut				129 00
1	" USB 128MB flash drive				F.O.C
SPECIAL INSTRUCTIONS			GOODS TOTAL		238 90
			VAT 17.5 %		41 81
			INVOICE TOTAL		280 71



Member's reimbursement form

15 AUG 2006

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 F SPRELLER

Constituency

WARRLEY

Office use only

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 / 4 / 06

to 31 / 7 / 06

Allowance year

2006 / 7

Description of service or goods

Amount

	Description of service or goods	Amount
Item 1	SHARE OF HOME PHONE	£ 20 : 00 p
Item 2	DELL CARTRIDGES	£ 158 : 63 p
Item 3	OFFICE PHONE	£ 105 : 71 p
Item 4	O ₂ MOBILE	£ 112 : 00 p
Item 5	WEB SITE	£ 200 : 00 p
Item 6	XEROX	£ 54 : 85 p
Item 7	OFFICE INSURANCE	£ 475 : 00 p
Item 8	PANNER OFFICE SUPPLIES	£ 198 : 50 p
Item 9		£ : p
Item 10		£ : p

Total

£ 1344 : 69 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 13/7/06

Data protection

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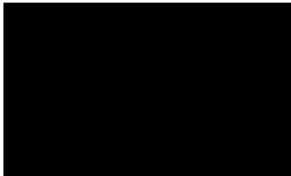
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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



06/07



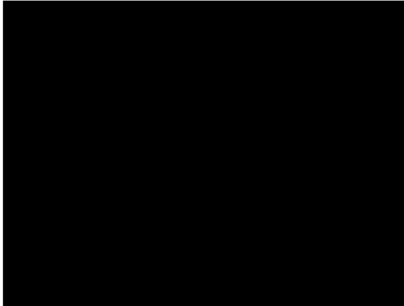
Office use only			Input subtotals per Cat 5	
Validation	Initials	Date		
Claims received		/ /		£ 1124.14
Signature check		/ /		£
Funds check		/ /		£
Allowable expenditure		/ /		£
Member Res ID & Costs		/ /		£ 200.00
Ext type/Cat 5 & subtotals added to form		/ /		£ 1324.14
Receipts/ documentation present		/ /		
Processing				
Input		/ /		

Comments

Big
4 insurance

Bromwich
Life & General
Insurance
Services Limited

J.F. SPELLAR M.P




Date: 06/07/2006

Dear Mr Spellar

Re: Commercial Combined Insurance

I would draw your attention to the renewal of the Combined Office Insurance on
24/07/2006.



I confirm an unchanged renewal premium at £475.00 & should you wish to increase the
sums insured the premium will not increase.

