



# Member's reimbursement form

03 APR 2008

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When to use this form

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

About filing 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

PURCHASE

Constituency

WILTSHIRE

Office use only

Costo/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, with communication and travel.

Period of claim

from March 08 ✓ to / /

Allowance year

1

	Description of service or goods	Amount
Item 1	Cleaning bills ✓	£ 145 : 70 p
Item 2	Photo copies ✓	£ 44 : 38 p
Item 3	Repairs & alt ✓	£ 64 : 30 p
Item 4	Mobile phone ✓	£ 56 : 90 p
Item 5	Petty Cash ✓	£ 213 : 20 p
Item 6	Toshiba L40 laptop* ✓	£ 446 : 49 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Office use only

Allow or Exp/ A/c code Cat 5

Invoice Inc.

Total

£ 970 : 97p ✓

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

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 & Cost		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		/ /
Input		/ /

Input subtotals per Cat 5

£ 24.48
£
£
£ 446.49
£
£
£
£

Comments

Empty box for comments

VIKING DIRECT



ACCOUNT No.	DATE	INVOICE No.	YOUR REFERENCE	DATE ENTERED	DATE DESPATCHED
[REDACTED]					

**TERMS: NET 30 DAYS**

OF

Ken Purchase M P

Ken Purchase MP

*All goods remain property of Viking Direct until invoice is settled in full*

DESCRIPTION	CATALOGUE NUMBER	QTY DESPATCHED	VAT %	LIST PRICE	YOUR COST	NET COST
TOSHIBA L40 LAPTOP DL	Q21-L40BUNDLE	1 EA	17.5%		379.99	379.99

This Is A Back Order Shipment



AMOUNT DUE

446.49



Member's reimbursement form

FORM 1000 1/0

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

Purchase

Constituency

WOLVES NE

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 Jan 1 08 to 1 1

Allowance year

07, 08

Office use only

Allow or Expl A/c code Cat 5

Item	Description of service or goods	Amount
Item 1	Cleaning etc	£ 182: 13 p
Item 2	BT *	£ 369: 52 p
Item 3	Mobile	£ 85: 20 p
Item 4	Petty Cash	£ 180: = p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 816: 85p

**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

010308

**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 & Cost		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

**Input subtotals per Cat 5**

[Redacted]	£ 816.85
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£ 816.85

**Comments**

[Empty Comments Box]

Your account and bill number

MR KEN PURCHASE MP



Bringing it all together

Date  
4 February 2008

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

## BT Commitment

Bill for

Cost of calls	£ 89.80
Package benefits BT Commitment	£ 0.00
Rental charges	£ 59.06
Payment charges	£ 4.50
VAT	£ 26.05

**Total now due**                      **£ 179.41**

Your account and bill number

MR KEN PURCHASE MP



Bringing it all together

Date  
10 February 2008

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

## BT Commitment

Bill for

Cost of calls	£ 20.57
Package benefits BT Commitment	£ 0.00
Rental charges	£ 43.11
Payment charges	£ 4.50
VAT	£ 11.14

**Total now due**                      **£ 79.32**

*Please make sure we receive the total now due by  
11 February 2008.*

Your account and bill number

MR KEN PURCHASE MP



Bringing it all together

Date  
**10 February 2008**

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

## BT Commitment

Bill for

Package benefits	£ 0.00
BT Commitment	
Rental charges	£ 43.11
Payment charges	£ 4.50
VAT	£ 7.54

**Total now due** **£ 55.15**

*Please make sure we receive the total now due by  
21 February 2008.*



Your account and bill number

MR KEN PURCHASE MP



Bringing it all together

Date  
10 February 2008

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

## BT Commitment

Bill for

Cost of calls	£ 0.42
Package benefits BT Commitment	£ 0.00
Rental charges	£ 43.11
Payment charges	£ 4.50
VAT	£ 7.61
<b>Total now due</b>	<b>£ 55.64</b>

