

Financial Processing }

Tra

Reg

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



TOTAL

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

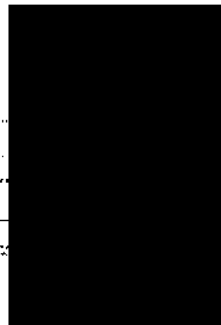
£ 3800.00 ,

£.....

Comments:

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

Posted by (initials & date)



30/07/07



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

MARK OATSON

Constituency

WITCHES THER

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 MARCH 07 to 1 1

Allowance year

1

	Description of service or goods	Amount
Item 1	96 mobile phone	£ 100 : 00 p
Item 2	96 max phone	£ 80 : 00 p
Item 3	Printer cartridge	£ 56 : 00 p
Item 4	Copy maintenance charge	£ 180 : 00 p
Item 5	HP Scan 4850	£ 88 : 85 p
Item 6	Broccoli Cartridges	£ 40 : 00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 544 : 85 p

Office use only

Allow or Expl
A/c code Cat 5

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 14 Mar 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

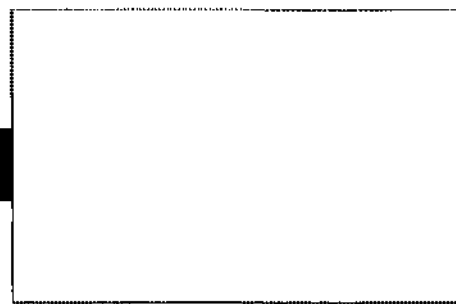
Office use only

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

	£ 364.85
	£
	£
	£
	£
	£
	£ 180.00
	£
	£ 544.85

Comments





Incidental Expenses Provision/Staffing Allowance

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

MARK QATEM

Constituency

WINCHESTER

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 Jan 07

Allowance year

2006 - 07

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1		£ : p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Total		£ : p

Office use only

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

Claim details *continued*

Staffing Allowance claims

	Suppliers	Amount
Item 6	<i>Four Communion</i>	<i>£2937:50 p</i>
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Total		£2937:50 p

Office use only

Allow or	Supplier	Exp/

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 *15th Jan 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

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

four

four Communications Ltd

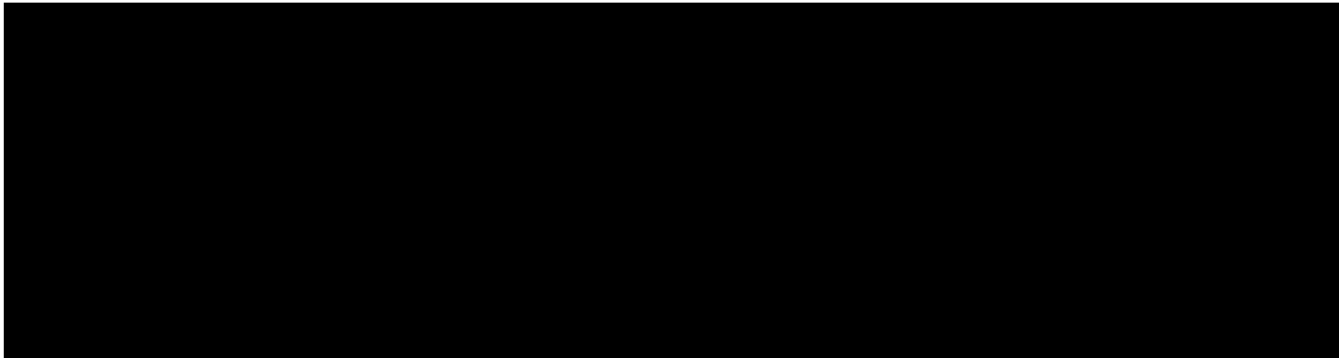
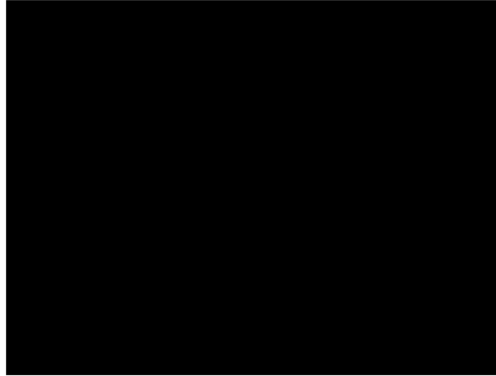
Mark Oaten

Mark Oaten Fees

TOTAL COST

Establishment of website for Mark Oaten MP

2500.00





Member's reimbursement form

01 DEC 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

Mark Ocke

Constituency

Winchester

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
- 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 supply, communication and travel.

Period of claim

from DEC 1

to 1 1

Allowance year

1

	Description of service or goods	Amount
Item 1	Office chairs	£ 120 79 : 00 p
Item 2	10 mobile phone	£ 80 : 00 p
Item 3	10 home phone	£ 90 : 00 p
Item 4	Computer engineer (home)	£ 100 : 00 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

£ 349 : 00 p

continued on page 2

Authorisation and declaration

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

Signature _____ MP

Date 1st Dec 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.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

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

Office use only

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

Input subtotals per Cat 5

£ 170.00
£
£
£ 79.00
£
£
£ 100.00
£
£ 349.00

Comments

[Empty box for comments]



Member's reimbursement form

09 NOV 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.

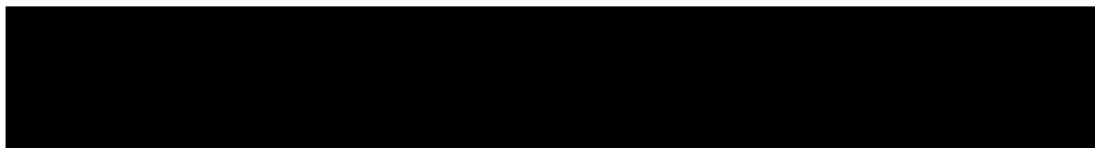
Your details

Name in CAPITAL LETTERS

MARK CATTELL

Constituency

WINCHESTER



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 March 2006 1 1

Allowance year

1

	Description of service or goods	Amount
Item 1	90 Home phone	£ 90 : 00 p
Item 2	90 mobile phone	£ 100 : 00 p
Item 3	Printer Inks	£ 40 : 00 p
Item 4	Surgery Hall Hire	£ 50 : 00 p
Item 5	Cash for office in	£ 120 : 00 p
Item 6	WinStar	£ : 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

£ 400 : 00 p

Authorisation and declaration

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

X

Signature

[Redacted Signature] MP

X

Date

5 Nov 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.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

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

Office use only

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

Input subtotals per Cat 5

£ 400-00
£
£
£
£
£
£
£
£ 400-00

Comments

[Empty box for comments]



Member's reimbursement form

- 5 OCT 2006

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

MARK OATH

Constituency

Winchester

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 OCTOBER 06 to 1 1

Allowance year

05/06

Description of service or goods

Amount

Item 1

Phone etc

£ 90 : 00 p

Item 2

office claim

£ 72 : 40 p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 162 : 40 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

[Redacted Signature]

MP

Date

31 Oct

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

Input subtotals per Cat 5

£162.40
£
£
£
£
£
£
£

Total £162.40

Comments

[Empty box for comments]



Member's reimbursement form

01 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

MARK OATES

Constituency

WINCHESTER

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 SEP 06

to 1 1 ✓

ar

1

Description of service or goods

mobile phone %

Amount

£ 100 : 00 p

1

2

£ : p

3

£ : p

4

£ : p

5

£ : p

6

£ : p

7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ : 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

[Redacted Signature]

MP

Date

1st Sep 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' 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 & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

[Redacted]	£ 100.00
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£

Comments

[Empty Comments Box]



Direct payment of suppliers

18 AUG 2006

31 JUL 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

MARK DATES

Constituency

WINCHESTER

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

August 10th

Allowance year

06/07

Incidental Expenses Provision claims

Suppliers	Amount
Item 1 <u>Spetson</u>	£1,104 p
Item 2 <u>Spetson</u>	£ 1,104 : 51 p
Item 3	£ : p
Item 4	£ : p
Item 5	£ : p

Office use only

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

Total

£ 1,104 : 51 p

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 _____ / _____ / _____

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

Date:- 30/06/2006

Bill To

Mark Oaten

Ship To

Your reference	Our reference	SHIP VIA	Terms
			Due on receipt

Qty	Item	Description	Rate £	VAT AMT	Total ex vat
1	Computer	Acer Aspire 1642 laptop computer	525.00	91.88	525.00
1	Computer	Dell Dimension 1100	295.00	51.63	295.00
3	Labour (Hrs)	Laptop installation and configuration. Transfer of e-mails and documents from old PC	40.00	21.00	120.00

Subtotal	940.00
VAT TOTAL	164.51
Total £	£1,104.51



Direct payment of suppliers

52

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

MARK OATSON

Constituency

WIMBORNE

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

August 106

Allowance year

06 / 07

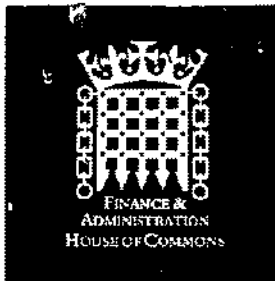
Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	Spotbeam	£ 1,104 . 51 p
Item 2	Spotbeam	£ 1,104 . 51 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 1,104 . 51 p

Office use only

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



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

MARK DATESH

Constituency

WINCHESTER

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

August 10th

Allowance year

06/07

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	Spalden	£ 1,104 p
Item 2	Spalden	£ 1,104.51 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 1,104.51

Office use only

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

Date:- 30/06/2006

Bill To
Mark Oaten
[REDACTED]

Ship To

Your reference	Our reference	SHIP VIA	Terms
	[REDACTED]	[REDACTED]	Due on receipt

Qty	Item	Description	Rate £	VAT AMT	Total ex vat
1	Computer	Acer Aspire 1642 laptop computer	525.00	91.88	525.00
1	Computer	Dell Dimension 1100	295.00	51.63	295.00
3	Labour (Hrs)	Laptop installation and configuration. Transfer of e-mails and documents from old PC	40.00	21.00	120.00

VAT Registration No. 723 3559 38

Subtotal	940.00
VAT TOTAL	164.51
Total £	£1,104.51

Please make cheques payable to:
Spotbeam Communications Ltd

11 4 JUL 2006

1

Financial Processing }

Transaction

Registration

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

[Redacted]

[Redacted]

£.....
£.....
£.....
£.....
£.....
£.....
£.....
£.....
£.....
£.....
£.....

£ 1800-00

TOTAL

Comments:

[Redacted]

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

.....

Posted by (initials & date)

.....

[Redacted]



Incidental Expenses Provision / Staffing Allowance

Periodic payment form

About filling in this form

- * Use this form to request regular payments to a supplier on a monthly, quarterly, bi annual or annual basis from either your Staffing Allowance or Incidental Expenses Provision.
- * 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
Constituency

MARK OATSON
Winchester

for DFA use only

Claim details

Notes

You can claim only for

Please ensure

Please attach

- * office and surgery accommodation, equipment and supplies, work commissioned, utilities and communication.
- * that the amount payable and due date are the same each month or quarter.
- * agreement or contract held with supplier (if not already submitted).

Agreement no. or ref.

Amount payable

Please delete as appropriate*

£ 900

from the Incidental Expenses Provision / Staffing Allowance*
per month / quarter / six months / year*

Payments to commence

1, 06, 06

Payments to cease

fuller notice

Allow or Account code (DFA use only)	Supplier ID (DFA use only)	Exp type or Cat 5 (DFA use only)
		Staffing

Company name & remittance address

Bank details
if known

Authorisation and declaration

I confirm that the payments requested above are in respect of work wholly, exclusively and necessarily my Parliamentary duties.

Signature

.....MP

Date

29 June 2006



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

MARK CATEN

Constituency

Winchester

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

JULY 17th 1

Allowance year

08/09

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	Winchester Local Demosab	£ 1700:00 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Total		£ 1700:00 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, or mainly, in the performance of my Parliamentary duties.

Signature _____ MP

Date 17th July 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' 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

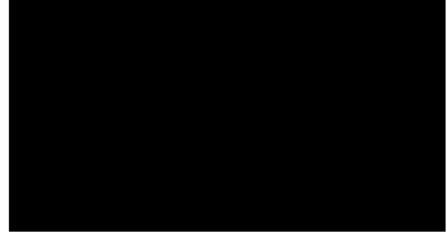
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

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

Please use margin for comments



Winchester Liberal Democrats



14 July, 2006

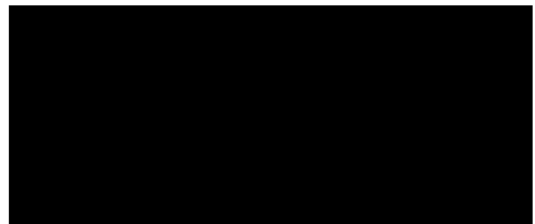
Mark Oaten MP



INVOICE

For rent of [redacted] July, 2006

Amount Due: £1,700





Incidental Expenses Provision

C1

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

MARK CATEN

Constituency

Winchester

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 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 June 06

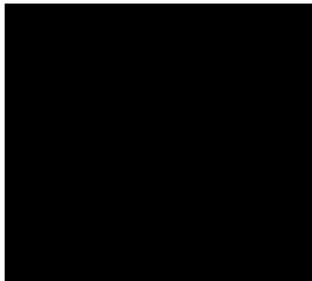
to 1 1

Allowance year

2006/07

Office use only

Allow or Exp/
A/c code Cat 5



	Description of service or goods	Amount
Item 1	Pat website design	£ : P
Item 2	Computer equipment	£ : P
Item 3	Computer Installation	£ 266 : 37 P
Item 4	Surgery cash	£ 40 : 00 P
Item 5	do home phone	£ 60 : 00 P
Item 6	do mobile phone	£ 90 : 00 P
Item 7	DAS 4	£ 182 : 00 P
Item 8		£ : P
Item 9		£ : P
Item 10		£ : P

Total

£ 638 : 37 P

Authorisation and declaration

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

Signature [Redacted] MP

Date 1st June 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' 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

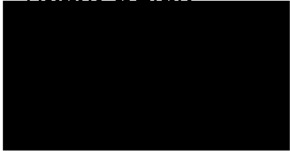
Validation	Initials	Date
Claims received	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Signature check	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Funds check	<input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

Input subtotals per Cat 5

<input checked="" type="checkbox"/>	£190.00
<input type="checkbox"/>	£
<input type="checkbox"/>	£
<input checked="" type="checkbox"/>	£182.00
<input type="checkbox"/>	£
<input type="checkbox"/>	£
<input checked="" type="checkbox"/>	£266.37
<input type="checkbox"/>	£
<input checked="" type="checkbox"/>	£638.37

Comments

Date:- 31/05/2006

Bill To
Mark Oaten


Ship To

Your reference	Our reference	SHIP VIA	Terms
			

Qty	Item	Description	Rate £	VAT AMT	Total ex vat
3	Labour (Hrs)	Computer Maintenance (April/May)- Installation and configuration of wireless broadband. Install two wireless network cards on PCs, and upgrade memory on two PCs	40.00	21.00	120.00
2	Component	Wireless Network cards	17.60	6.16	35.20
2	Component	512Mb memory upgrade	35.75	12.51	71.50



Subtotal	226.70
VAT TOTAL	39.67
Total £	£266.37





Member's reimbursement form

02 MAY 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.

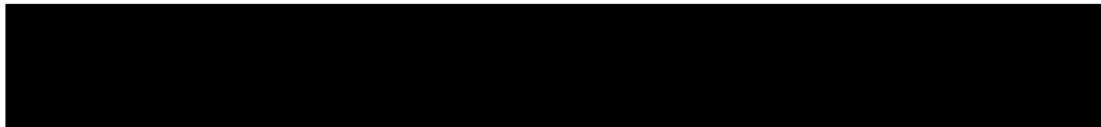
Your details

Name in CAPITAL LETTERS

MARK DASEN

Constituency

WINCHESTER



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.

00107

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 MAY 1 06

to / /

Allowance year

April 06 -

Office use only

Allow or Exp/
A/c code Cat 5

Description of service or goods

Amount

Item 1

Surgery Dermocel

£ 30 : 00 p

Item 2

etc home phone

£ 70 : 00 p

Item 3

etc mobile phone

£ 80 : 00 p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 180 : 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] MP

Date 2 May 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' 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]	1/1
Signature check	[Signature]	1/1
Funds check	[Signature]	1/1
Allowable expenditure	[Signature]	1/1
Member Res ID & Costs	[Signature]	1/1
Ext type/Cat 5 & subtotals added to form	[Signature]	1/1
Receipts/ documentation present	[Signature]	1/1
Processing		
Input		1/1

Input subtotals per Cat 5

[Redacted]	£180.00
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£180.00

Comments

Empty box for comments