



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

MARTYN JONES

Constituency

CLWYD SOUTH

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, work commissioned, communication and travel.

Period of claim

from 1 / 2 / 08

to 29 / 2 / 08

Allowance year

07/08

Office use only

Allow or Exp/  
A/c code Cat 5

Description of service or goods

Amount

Item 1	Office Insurance	£ 365:85 p
Item 2	BT	£ 443:26 p
Item 3	BT	£ 57:35 p
Item 4	BT	£ 63:90 p
Item 5	02 Feb.	£ 122:61 p
Item 6	Scottish Power	£ 435:71 p
Item 7	Surgery Binoculars	£ 20:00 p
Item 8	Office Papers	£ 113:93 p
Item 9	Overton Singsies	£ 37:00 p
Item 10	Petty Cash	£ 250:00 p
Total		£ 1964:76 p

**Authorisation and declaration**

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

Signature

MP

Date

3.3.08

**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 & Costc

	/	/
--	---	---

Ext type/Cat 5 & subtotals added to form

	/	/
--	---	---

Receipts/ documentation present

	/	/
--	---	---

**Processing**

Input

	/	/
--	---	---

**Input subtotals per Cat 5**

£ 1964.76

£

£

£

£

£

£

£

£ 1964.78

**Comments**

--

**Invoice:**

20 February 2008

Martyn D Jones M P

Williams Insurance Brokers Ltd

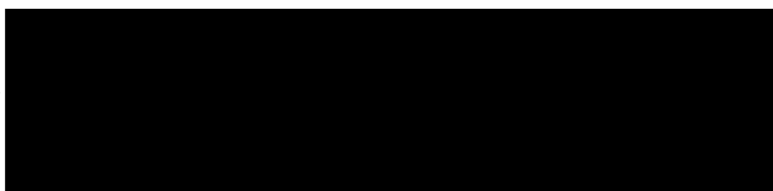
Dear Mr Jones

**Renewal Invoice**

Policy Type	Office Insurance		
Policy No		Premium	348.43
Insurer		Premium Tax	17.42
Renewal Date		Small Business Fee	

**Total Premium Due**

**365.85**



Company of the Year  
 Business AWARDS  
 Community 2007 ✓



MR M JONES MP



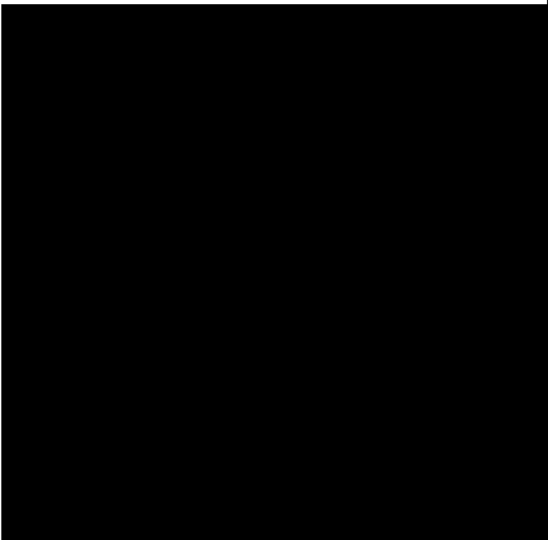
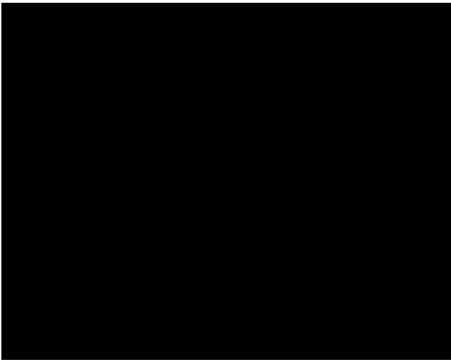
Bringing it all together

## BT Commitment

Bill for 

Cost of calls	£ 391.82
Package benefits BT Commitment	- £ 67.51
Rental charges	£ 49.11
Payment charges	£ 4.50
VAT	£ 65.34

**Total now due                    £ 443.26**



Yn eiddo cyhoeddus

MR M JONES

**Eich bil trydan**

Am y cyfnod: 06/11/07 i 29/01/08

Balans eich cyfrif cyn y bil newydd hwn	£0.00
Eich prisiou trydan	£350.53
Ardoll	£20.29
TAW	£64.89

<b>Cyfanswm sy'n ddyledus nawr</b>	<b>£435.71</b>
------------------------------------	----------------

Switch to  
Direct Debit  
and take  
charge of  
your  
cashflow.

YOU CAN SAVE MORE ..when you pay  
by monthly Direct Debit.

*The energy people*



Member's reimbursement form

05 FEB 2008

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Your details

Name in CAPITAL LETTERS

MARTYN JONES

Constituency

CLWYD SOUTH

Office use only

Cost/Cat 2

Claim details

Please ensure

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

You can only claim for

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

Period of claim

from 1 / 1 / 08

to 31 / 1 / 08

Allowance year

07/08

Office use only

Allow or Exp/  
A/c code Cat 5

Description of service or goods

Amount

Item 1

02 December

£ 144 : 01 p

Item 2

02 January

£ 108 : 14 p

Item 3

Petty Cash

£ 250 : 00 p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10


£ : p

Total

£ 502 : 15 p

**Authorisation and declaration**

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

Signature  MP  
Date 4.2.08

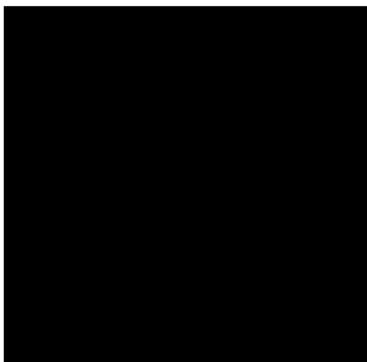
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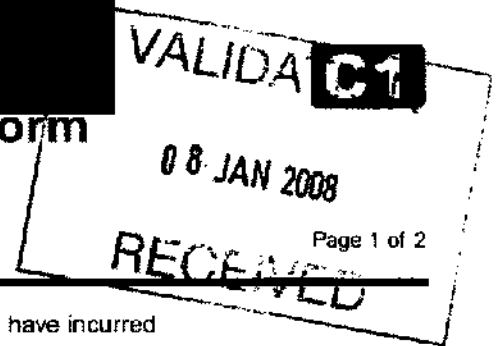


Office use only		Input subtotals per Cat 5	
Validation	Initials Date		
Claims received	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ 502.15
Signature check	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Funds check	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Allowable expenditure	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Member Res ID & Costs	<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"/>		£ 502.15
Receipts/ documentation present	<input type="text"/> / <input type="text"/> / <input type="text"/>	Comments	
Processing	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Input	<input type="text"/> / <input type="text"/> / <input type="text"/>		



Incidental Expenses Provision

Member's reimbursement form



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Name in CAPITAL LETTERS

MARTYN JONES

Constituency

CLWYD SOUTH

Office use only

Costo/Cat 2

Claim details

Please ensure

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- 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 / 1 / 2 / 07

to 31 / 12 / 07

Allowance year

07 / 08

	Description of service or goods	Amount
Item 1	02 Dec.	£ 144: 01 p
Item 2	Petty cash	£ 250: 00 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

Office use only

Allow or Exp/  
A/c code Cat 5


Total

£ 394: 01 p



**Authorisation and declaration**

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

Signature  MP  
Date 7.1.08

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Office use only		Input subtotals per Cat 5	
Validation	Initials Date		
Claims received	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ 394.01
Signature check	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Funds check	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Allowable expenditure	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Member Res ID & Costc	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Ext type/Cat 5 & subtotals added to form	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Receipts/ documentation present	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ 344.01
Processing Input	<input type="text"/> / <input type="text"/> / <input type="text"/>		
		Comments	
		<input style="width: 100%; height: 100%;" type="text"/>	



19 DEC 2007

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Your details

Name in CAPITAL LETTERS

MARTYN JONES

Constituency

CLWYD SOUTH

Office use only

Costs/Cat 2

Claim details

Please ensure

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

You can only claim for

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

Period of claim

from 1 / 11 / 07

to 30 / 11 / 07

Allowance year

07/08

	Description of service or goods	Amount
Item 1	O <sub>2</sub> November	£ 68:14 p
Item 2	Seattle Power	£ 178:80 p
Item 3	Plus O <sub>2</sub> October	£ 65:81 p
Item 4	BT	£ 56:63 p
Item 5	BT	£ 458:41 p
Item 6	BT	£ 55:15 p
Item 7	BT	£ 66:18 p
Item 8	Petty Cash	£ 250:00 p
Item 9		£ : p
Item 10		£ : p

Office use only

Allow or Exp/  
A/c code Cat 5

Total

£ 1199:12 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 Signature]

MP

Date

18-12-07

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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**

[Redacted]	£ 1199.12
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£ 1199.12

**Comments**

[Empty Comments Box]

Your account and bill number

Date  
**19 November 2007**

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

MR M JONES MP



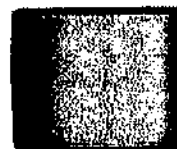
Bringing it all together

## BT Commitment

Bill for

Cost of calls	£ 402.16
Package benefits BT Commitment	- £ 86.96
Rental charges	£ 49.11
One-off charges	£ 22.00
Payment charges	£ 4.50
VAT	£ 67.60
<b>Total now due</b>	<b>£ 458.41</b>

p





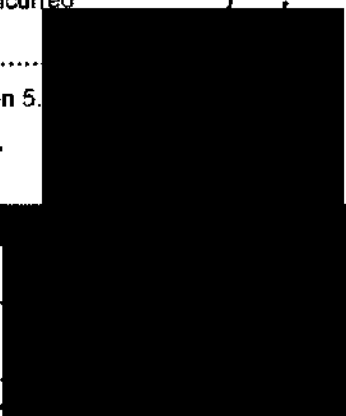
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## Your details

Name in CAPITAL LETTERS

MARTYN JONES

Constituency

CLWYD SOUTH

### Office use only

Costs/Cat 2

## Claim details

Please ensure

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

Period of claim

from 1 / 1 / 07

to 30 / 9 / 07

Allowance year

07 / 08

### Office use only

Allow or Exp/  
A/c code Cat 5

	Description of service or goods	Amount
Item 1	Banner - Cellhouse pads	£ 23 : 15 P
Item 2	Surgery adverts - weekly leader	£ 488 : 46 P
Item 3	Office Papers	£ 57 : 85 P
Item 4	Lease Renewal legal fees	£ 323 : 13 P
Item 5	Oz 25.9.07	£ 248 : 21 P
Item 6	Oz 25.8.07	£ 142 : 03 P
Item 7	Petty Cash	£ 250 : 00 P
Item 8	[Redacted]	£ 103 : 50 P
Item 9	[Redacted]	£ 46 : 40 P
Item 10	[Redacted]	£ : P

Total

£ 1676 : 73 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 Signature]

MP

Date

18.10.07

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

**Input subtotals per Cat 5**

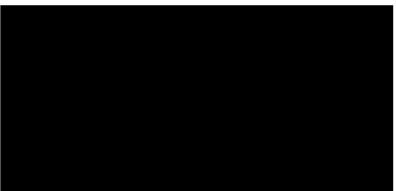
[Redacted]	£818.74 ✓
[Redacted]	£46.40 ✓
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£323.13 ✓
[Redacted]	£1188.27 ✓

**Comments**

An additional £488.46 to come from Comms

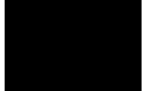



[Redacted]

# NWN Media Limited

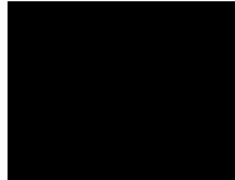
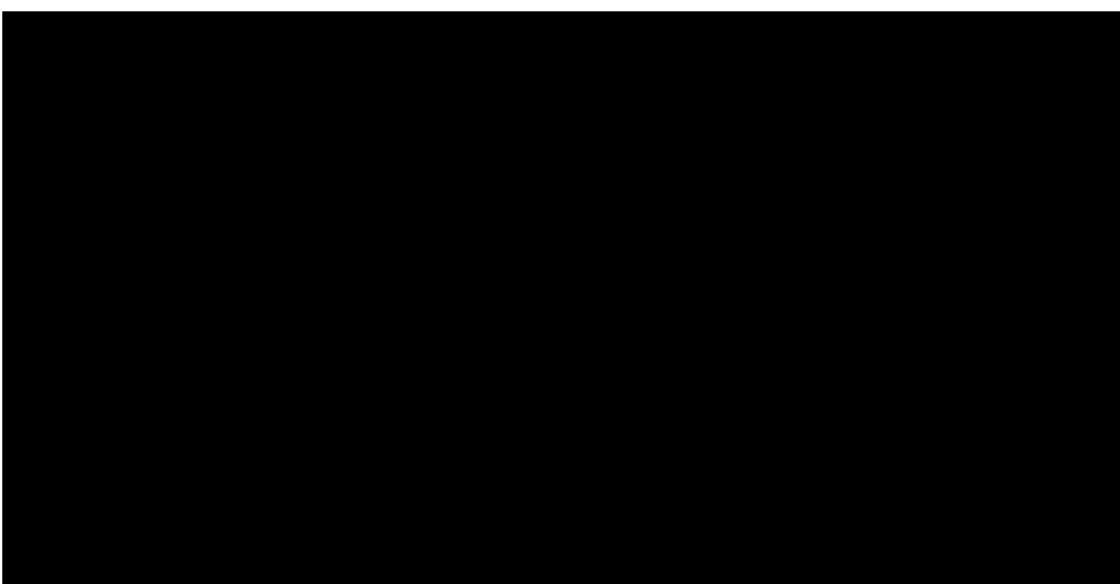


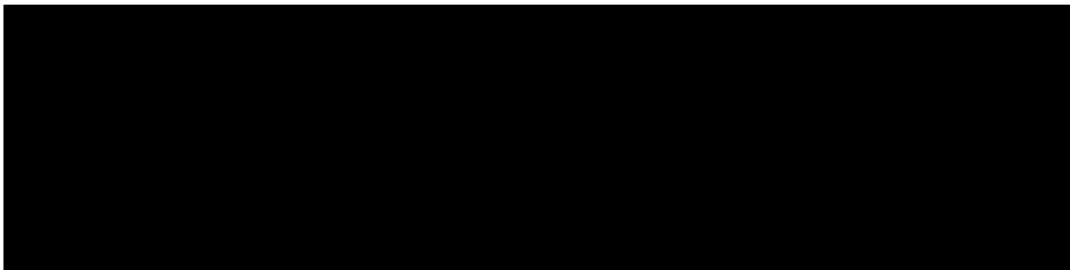
## INVOICE

Martyn Jones

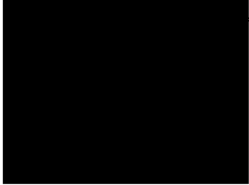
Account No.   
Invoice Number   
Invoice Date 21-Sep-07  
Customer Order No.   
Our Order No. 

ITEM	DESCRIPTION	PRICE	TOTAL
1	Evening Leader - 8 x 3 9 insertions between Sept 07 and March 08 £46.19 + vat per insertion	415.71	415.71
			Net 415.71
			Vat 72.75
			Amount Due £ 488.46





Mr.M. Jones,



gofynnir am / please ask for



ein cyf / our



eich cyf / your ref:

dyddiad / date:

15.5.2007

linell uniongyrchol / direct line:

VAT. Registration No.

e-bost personol / personal email: Bill No.



	Costs	Disbrs	VAT Rate	VAT
For: Renewal of Lease at Constituency Office				
	275.00		17.5%	48.13
<b>DISBURSEMENTS</b>				
	£ 275.00		17.5%	48.13

Total fees (inc. VAT) £323.13





Your bill

MR M JONES MP

Account name  
Account number  
Mobile number  
Bill number  
Bill date  
Payment method

MR M JONES MP

25 Sep 07  
Direct Debit

### At a glance

Total before VAT	211.62
VAT at 0% on £2.49	0.00
VAT at 17.5% on £209.13	36.59

Total amount due **£248.21**

# O<sub>2</sub>

MR M JONES MP

BILL  
BILL DATE  
ACCOUNT  
MOBILE  
PAGE

25 Aug 07

1 of 9

## Bill for O<sub>2</sub> Products and Services

	(£)
Previous Balance - 25 Jul 07	87.32
Payments Received - Thank You	-87.32
<b>Balance Brought Forward</b>	<b>0.00</b>
<b>New Charges</b>	<b>121.25</b>
VAT @ 0.00% of £2.49	0.00
VAT @ 17.50% of £118.76	20.78

**Total Amount Due** **£142.03**



## RAINBOW AIRPORT TAXIS

Pick Up:.....

Drop Off:.....

Date:..... Time:.....

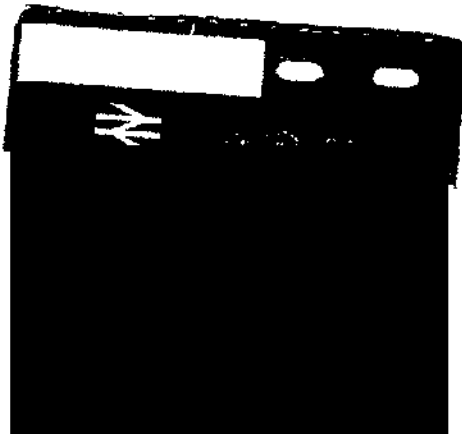
Job No:..... Call Sign:.....

Drivers Name (Print):.....

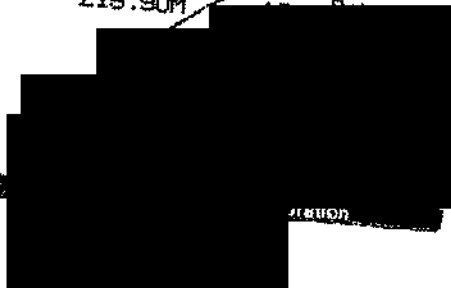
Amount £ 15.00 ..... Paid by:  Cash  Credit Card

*Dear Client*

*Please ensure all details are completed by the driver.*



15:30M





**Simpson's**  
HOTEL BAR/BRASSERIE

INVOICE NO. [REDACTED]

Date	Description	Debit	Credit
19.09.	Corporate Rate	103.50	
19.09.	[REDACTED]		103.50
<b>Total</b>		<b>103.50</b>	<b>103.50</b>
<b>Balance</b>		[REDACTED]	<b>0.00 GBP</b>

[REDACTED]

[REDACTED]



Member's reimbursement form

3<sup>1</sup> OCT 2007

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Constituency

CLWYD SOUTH

Office use only

Cost/Cal 2

Claim details

Please ensure

- your claim totals more than £100
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- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 / 10 / 07 to 31 / 10 / 07

Allowance year

07 / 07

	Description of service or goods	Amount
Item 1	Petty Cash	£ 250: 00 p
Item 2		£ : 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

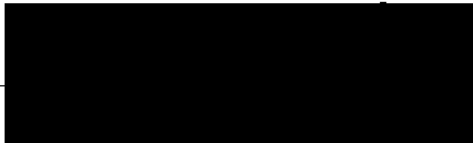
£ 250: 00 p

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 31.10.07 ✓

**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

**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**

£250.00 ✓
£
£
£
£
£
£
£
£250.00

**Comments**

Empty box for comments.



Member's reimbursement form

06 AUG 2007

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

MARTYN JONES

Constituency

CLWYD SOUTH

Office use only

Costs/Cat 2

Claim details

Please ensure

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

You can only claim for

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

Period of claim

from 1 1 7 1 0 7

to 3 1 1 7 1 0 7

Allowance year

07 08

	Description of service or goods	Amount
Item 1	Office Papers	£ 68:04 p
Item 2	Banner Business Supplies	£ 23:14 p
Item 3	DG Security Systems	£ 211:50 p
Item 4	Petty Cash	£ 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

£ 402:68 p

**Authorisation and declaration**

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

Signature  MP

Date 31.7.07

**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

Office use only			input subtotals per Cat 5	
Validation	Initials	Date		
Claims received		/ /		£ 402.65
Signature check		/ /		£
Funds check		/ /		£
Allowable expenditure		/ /		£
Member Res ID & Costc		/ /		£
Ext type/Cat 5 & subtotals added to form		/ /		£ 402.65
Receipts/ documentation present		/ /		
Processing				
Input		/ /		
			Comments	





Direct payment of suppliers

04 JUL 2007

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MARTYN JONES

Constituency

CLWYD SOUTH

Office use only

Costo/Cat 2

Supp/Res ID

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

31 7 07

Allowance year

07/08

Incidental Expenses Provision claims

Suppliers

Amount

Item 1 CARLTON(NORTH WALES)LTD £ 7,318 : 61 P

Item 2 £ : P

Item 3 £ : P

Item 4 £ : P

Item 5 £ : P

Total £ 7,318 : 61 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
	<b>Total</b>	£ : 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

31/7/07

**Data protection**

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Send your completed form to

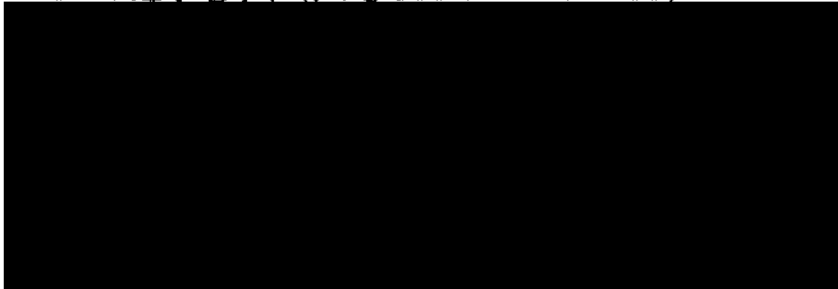
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

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



# CARLTON (NORTH WALES) LIMITED



REPAIRS - ELECTRIC FLOODLIGHTS	£0.00
WINDOW REPAIRS	£162.00
BLOCKED DRAINS	£60.00
GUTTER REPAIRS	£1,828.00
GARDENING	£1,120.00
WIDOW CLEANING	£50.00
PEST CONTROL	£37.40
EXTERNAL CLEANING	£843.58
EXCESS FROM INSURANCE PAYMENT	£250.00
	<u>£4,350.98</u>
CONTRIBUTION: 10%	£435.10
MANAGEMENT FEE @ 10%	<u>£43.51</u>
TOTAL	£478.61
LESS PAID ON ACCOUNT	£0.00
<b>DUE AND PAYABLE</b>	<b>£478.61</b>





Member's reimbursement form

04 JUL 2007

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

MARTYN JONES

Constituency

CLWYD SOUTH

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 11 6 07

to 30 6 07

Allowance year

07/08

Description of service or goods

Amount

Item	Description of service or goods	Amount
Item 1	O2	£ 89:36 p
Item 2	BT	£ 67:26 p
Item 3	BT	£ 50:11 p
Item 4	BT	£ 48:35 p
Item 5	BT	£ 391:45 p
Item 6	Petty Cash	£ 250:00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Office use only

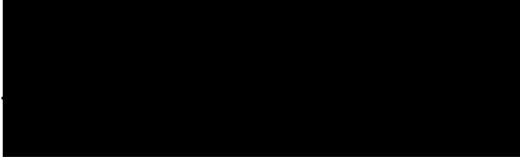
Allow or Exp/ A/c code Cat 5

Total

£ 896:53 p

**Authorisation and declaration**

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

Signature  MP

Date 3.7.07

**Data protection**

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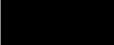
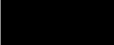
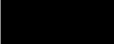
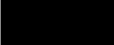
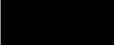
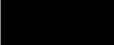
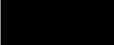

Send your completed form to

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

**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**

	£896.53
	£
	£
	£
	£
	£
	£
	£
	£896.53

**Comments**

# Direct Debit

– the smart way to pay.

Your account and bill number

Date  
7 June 2007

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

MR M JONES MP



## Reminder

for

Total now overdue  
**£ 391.45**

If you have paid this amount in full within the  
last few days

- thank you for your payment
- ~~- please accept our apologies for this reminder~~
- there is no need to call us.

If you have not yet paid this amount in full  
please do so immediately. See back of the  
reminder for payment options.



# 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

MARTYN JONES

Constituency

CLWYD SOUTH

**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 communication and travel.

Period of claim

from 11/4/07

to 30/4/07

Allowance year

07/08

Description of service or goods

Amount

Item 1

Office Paper ↑ 10.3.07

£ 50 : 35 p

Item 2

O<sub>2</sub> 25.3.07

£ 407 : 57 p

Item 3

H.W. Fisher

£ 587 : 50 p

Item 4

Siemens Invision (lease)

£ 2937 : 50 p

Item 5

Office Papers ↑ 14.4.07

£ 27 : 79 p

Item 6

Next ideas

£ 43 : 46 p

Item 7

Office Rates

£ 1327 : 20 p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 5381 : 37 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

1.5.07

**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

**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**

£ 1856.27
£
£ 2937.50
£
£
£
£
£ 587.50
£ 5381.37

**Comments**

[Empty Comments Box]

# O<sub>2</sub>

MR M JONES MP

BILL  
BILL DATE  
ACCOUNT  
MOBILE  
PAGE

25 Mar 07 ✓

1 of 10

## Bill for O<sub>2</sub> Products and Services

	(£)
Previous Balance - 25 Feb 07	68.55
Payments Received - Thank You	-68.55
<b>Balance Brought Forward</b>	<b>0.00</b>
<b>New Charges</b>	<b>397.36</b>
VAT @ 0.00% of £338.99	0.00
VAT @ 17.50% of £58.37	10.21

**Total Amount Due** **£407.57**

This is not a VAT invoice

CREATIVITY  
ENTHUSIASM  
ENERGY  
VISION

Fee Note Number: [REDACTED]

Our Reference: [REDACTED]

Date: 26/03/2007 ✓

Mr M Jones MP  
[REDACTED]

H.W.FISHER & COMPANY  
CHARTERED ACCOUNTANTS

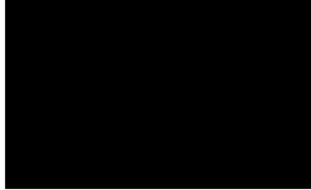


RECEIPT / VAT INVOICE

	£
Payment against our Request for Payment numbered [REDACTED] dated 15/03/2007.	500.00
VAT @ 17.5 %	87.50
	<u>£587.50</u>
<b>PAYMENT RECEIVED WITH THANKS.</b> [REDACTED]	✓

# SIEMENS

Mr M Jones



Reference No. [REDACTED]

Arrears Amount

£2,937.50



Please quote invoice number in all correspondences.

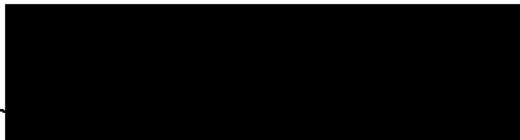
Dear Sir/Madam,

**RE: PAYMENT DEMAND**

Our records show that the above Agreement is currently in arrears. The amount as stated above is now due for payment. Please give this matter your immediate attention and remit payment of the outstanding sums.

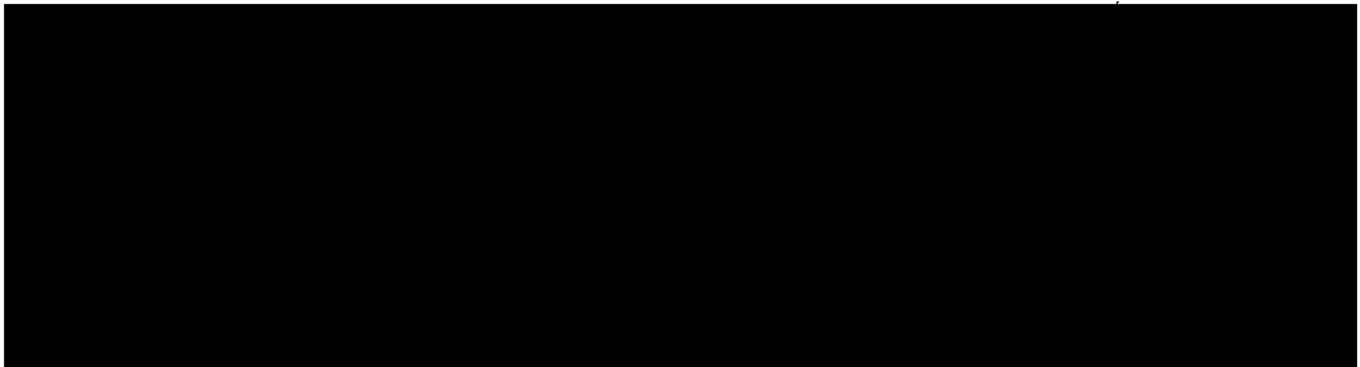
Please accept our apologies if you have recently processed payment of the outstanding sum.

Yours faithfully,



Arrears Summary

Agreement	Amount
[REDACTED]	£2,937.50



2007/08

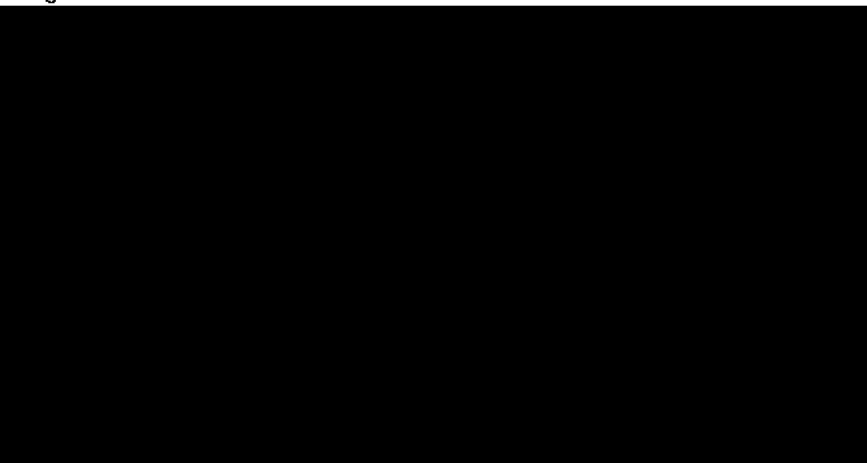
Martin Jones Mp

Date of Notice  
 Dyddiad yr Hysbysiad 23/03/2007

Account Ref. No.

Description  
 Disgrifiad OFFICES AND PREMISES

Rateable Value  
 Gwerth Trethlannol £3,950



Reason for Demand : Annual Billing	From	To	
Gross Charge	01/04/2007	31/03/2008	£1,769.60
Small Business Rlf	01/04/2007	31/03/2008	£442.40 CR
Amount Due	01/04/2007	31/03/2008	£1,327.20
			£1,327.20



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

MARTYN JONES

Constituency

CLWYD SOUTH

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 communication and travel.

Period of claim

from 1/5/07 to 31/5/07

Allowance year

07/08

	Description of service or goods	Amount
Item 1	O2 MOBILE	£ 212: 11 p
Item 2	Petty Cash	£ 100: 00 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

VALIDATION  
20 JUN 2007  
RECEIVED

Total

£ 312: 11 p

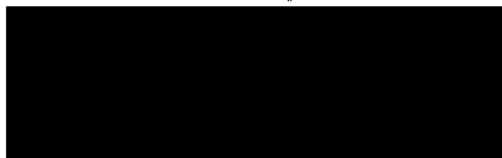
Office use only

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

19.6.07

**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

**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**

	£ 312.11
	£
	£
	£
	£
	£
	£
	£

**Comments**

Empty box for comments.



Member's reimbursement form

C1

VALIDATION  
4 - APR 2008  
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

MARTYN JONES

Constituency

CLWYD S.

Office use only

Costs/Cat 2

Claim details

Please ensure

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

You can only claim for

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

Period of claim

from 1 / 3 / 08 to 3 / 1 / 08

Allowance year

07/08

Office use only

Allow or Exp/  
A/c code Cat 5

Description of service or goods

Amount

Item 1

~~2~~ £ 70 : 04 p

Item 2

✓ Service Charge - office £ 358 : 80 p

Item 3

✓ Business Rates - office £ 1380 : 53 p

Item 4

✓ Office Papers £ 46 : 30 p

Item 5

✓ Petty Cash £ 50 : 00 p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 1905 : 67 p  
1935 63

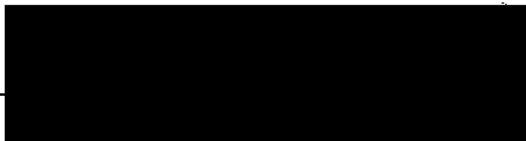
continued on page 2



**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

3.4.08

**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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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"/>
<b>Processing</b>		
Input	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Input subtotals per Cat 5	
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>

**Comments**



VAT Reg No: [Redacted]

MARTIN JONES M.P.  
[Redacted]

Invoice No.	[Redacted]
Invoice/Tax Date	29/02/2008
Order No.	
Account No.	[Redacted]

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
1.00	SERVICE CHARGE NEW FOUNDRY BUILDINGS [Redacted] 01/01/07 TO 31/12/07 10%	305.36	305.36	17.50	53.44

[Redacted]

Total Net Amount	305.36
Carriage Net	0.00
Total VAT Amount	53.44
Invoice Total	358.80



Martin Jones Mp

Date of Notice

Dyddiad yr Hysbysiad

Description

Disgrifiad

OFFICES AND PREMISES

Account Ref. No.

Cyfeirnod y Cyfrif

Rateable Value

Gwerth Trethiannol

£3,950

National Non-Domestic Rating Multiplier for  
Lluosydd Trethu Annomestig Cenedlaethol Am

2008/09 is 0.46600

Reason for Demand : Annual Billing	From	To	
Gross Charge	01/04/2008	31/03/2009	£1,840.70
Small Business Rf	01/04/2008	31/03/2009	£460.17 CR
Amount Due	01/04/2008	31/03/2009	£1,380.53
			£1,380.53