



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.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

PETER BOTTOMLEY

Constituency

WORTHING WEST

Office use only

Costs

Supp/Res ID

VALIDATION

01 JUN 2007

RECEIVED

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

31/05/07 - 31/03/07

Allowance year

2007

Incidental Expenses Provision claims

Office use only

	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 1	ORANGE ^{allow}	£ 1211 : 02 p			
Item 2	(2 items) Suppliers - petty cash	£ 200 : p			
Item 3		£ : p			
Item 4		£ : p			
Item 5		£ : p			
Total		£ 1411 : 02 p			

Claim details continued

Staffing Allowance claims		Office use only		
Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6	£ : p			
Item 7	£ : p			
Item 8	£ : p			
Item 9	£ : p			
Total		£ : p		

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. 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

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

orange™

Statement

Mr P Bottomley

Page 1 of 8

summary of your account

Balance brought forward from last statement	149.28
Payment received - thanks very much	-149.28
Total charges for this statement	75.35

Amount due £75.35

Thank you for electing to pay by Direct Debit. The amount due will be debited from your nominated bank account on or after 05 Jun 2007.



Member's reimbursement form

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

PETER BOTTOMLEY

Constituency

WORTHING WEST

Office

Cost

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, communication and travel.

Period of claim

from 1 14 106

to 31 11 107

Allowance year

06 107

June 06 - Jan 07

Office use only

Allow or Exp/ A/c code Cat 5

Description of service or goods

Amount

Table with 3 columns: Item number, Description of service or goods, Amount. Includes entry for 'Petty cash at £190 a month for 8 months' with amount £1520.

Total

£ 1520: 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.

Signature

[Redacted Signature]

MP

Date

8.2.07

Data protection

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06/07

Office use only

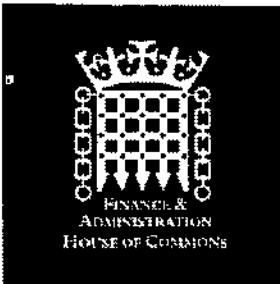
Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costs		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

[Redacted]	£1520.00
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£1520.00

Comments

[Empty Comments Box]



Direct payment of suppliers

12 DEC 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

PETER BOTTOMLEY MP.

Constituency

NORTHING WEST

Office use only

Costs

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

08 / 12 / 06

Allowance year

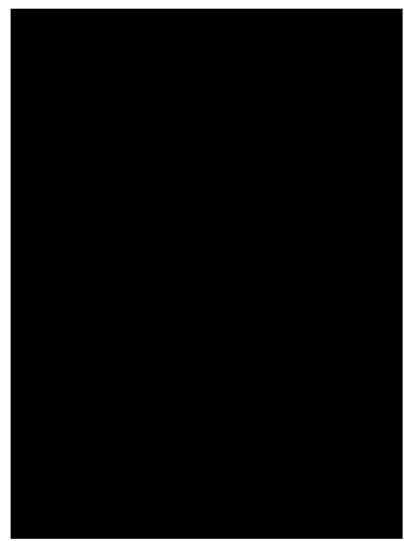
06 / 07

Incidental Expenses Provision claims



Table with 2 columns: Suppliers, Amount. Row 1: BANNER, £ 17 : 83 p. Rows 2-5 are empty.

Total £ 17 : 83 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 08 / 12 / 06

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

Invoice

 * INVOICE NO. [REDACTED]
 * *****

Invoice To :

Peter Bottomley MP

[REDACTED]

Charge To :

Peter Bottomley MP

[REDACTED]

Delivered To :

Peter Bottomley MP

[REDACTED]



[REDACTED]

Sales Order No [REDACTED]

PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 28/11/2006

Amt. Due : 17.83

Page 1 Of 1 Date 28/11/2006

Acc.No [REDACTED] Order Date 27/11/2006

Order [REDACTED]

C.A.R.

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		0401334	PUKKA WIREBOUND JOTTA PAD A5	1	EACH	1.8200	27/11/06	1.82	17.50	0.32
2		9095005	BANNER SELF STICK NOTE 76x127mm YE	1	PACK12	1.7700	27/11/06	1.77	17.50	0.31
3		9280001	BANNER LARGE PLAIN PAPERCLIP	2	BOX100	0.1700	27/11/06	0.34	17.50	0.06
4		2040363	EVOLVE BUSINESS PAPER A4 80gsm WH	1	BX2500	11.2400	27/11/06	11.24	17.50	1.97

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	15.17	2.66

Sales Order Total (VAT excl) 15.17

INVOICE GOODS	15.17
INVOICE V.A.T.	2.66
INVOICE TOTAL	17.83

Settlement : None
 Discount Terms :

Please return the slip
 from final page of invoice with your payment by



Direct payment of suppliers

18 NOV 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

PETER BOTTOMLEY MP

Constituency

WEST WORTHING

Office use only
Cost
Supp/Res ID

Claim details

Please ensure

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

You must specify

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

You can specify

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

Date of claim

18 / 12 / 06

Allowance year

06 / 07

Incidental Expenses Provision claims

Table with 2 columns: Suppliers, Amount. Row 1: LANGFORD PRINTERS, £ 75 : 20 p. Total: £ 75 : 20 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 18 / 12 / 06.

Data protection

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Send your completed form to

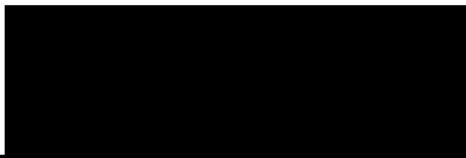
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

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



LANGFORD PRINTERS



Invoice



Peter Bottomley MP



Invoice Number



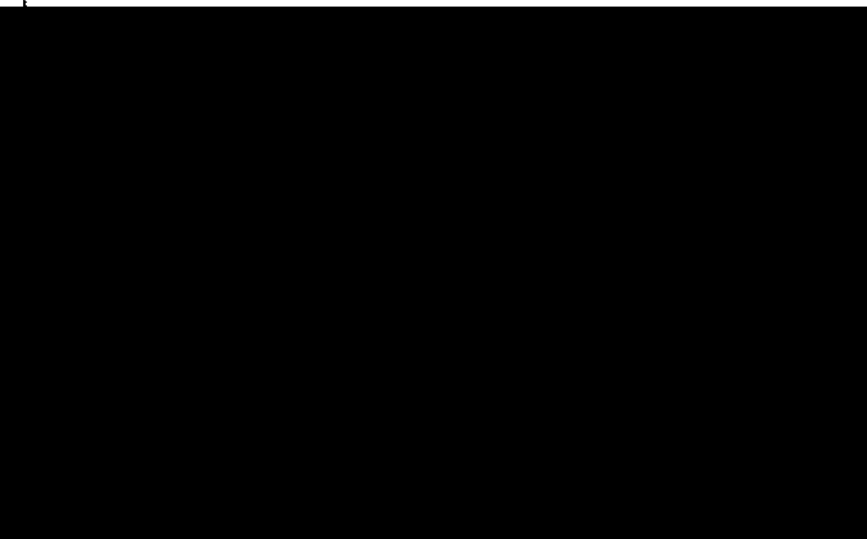
Date / Tax Point

14/12/2006

Account Number



Details	Net Price	VAT
2000 x A6 Green House of Commons Comp Slips	64.00	11.20



Total Net	64.00
Total VAT	11.20
INVOICE TOTAL £	75.20



Direct payment of suppliers

07 NOV 2006

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About filling in this form

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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

PETER BO TROUEN

Constituency

Wokingham

Office use only

Costs

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

2 / 11 / 06

Allowance year

06 / 07

Incidental Expenses Provision claims

Office use only

Suppliers

Amount

Allow or Alc code Supplier ID Expl Cat 5

Item 1

[Redacted]

Item 2

WNECC ETAS 1838 88

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Total

£ 1838.88 P

1838.88

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

29 / 10 / 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		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

haecceitas

invoice

Peter Bottomley MP

House of Commons
London
SW1A 0AA

invoice number
October 16 2006

service	amount	vat
constituency website at to include: <ul style="list-style-type: none">- 12 months hosting and software upgrade- postal address file licence (for constituent identifier)- analysis and reporting software licence- renewal and management of web addresses	£1565.00	£273.88
<u>total now due: £1838.88</u>	<u>£1565.00</u>	<u>£273.88</u>

payment term: 28 days please.

please send remittance to:



Direct payment of suppliers

17 OCT 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

PETER BOTTOMLEY MP

Constituency

WEST WORTHING

Office use only	
Costs	[REDACTED]
Supp/Res ID	[REDACTED]

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

13 / 10 / 06

Allowance year

06/07

Incidental Expenses Provision claims

Item	Suppliers	Amount
Item 1	BANNER	£ 20 : 43 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Total		£ 20 : 43 p

Invoice

* INVOICE NO. [REDACTED] *

Invoice To :

Peter Bottomley MP
[REDACTED]

Charge To :

Peter Bottomley MP
[REDACTED]

Delivered To :

Peter Bottomley MP
[REDACTED]

Page 1 Of 1 Date 11/10/2006

Acc.No [REDACTED] Order Date 10/10/2006

Order [REDACTED]

C.A.R.



PAYMENT SLIP

Please see reverse
for terms of business
and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 11/10/2006

Amt. Due : 20.43

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.C.M.	Unit Price	Tax Date	Line Total excl VAT	VAT Rate	Line VAT
1		7909548	KENSINGTON SOLEMATE FOOTREST	1	EACH	17.3900	10/10/06	17.39	17.50	3.04



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	17.39	3.04

Sales Order Total (VAT excl) 17.39

INVOICE GOODS	17.39
INVOICE V.A.T.	3.04
INVOICE TOTAL	20.43

Settlement : None
Discount Terms :

Please return the slip

from final page
of invoice with
your payment
by



16 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

PETER BOTTOMLEY MP

Constituency

WEST WORTHING

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 over
- 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 / /

to / /

Allowance year

2006 / 2007

	Description of service or goods	Amount
Item 1	Hospital Campaign material	£ 851 : 86 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

£ 851 : 86 p

Office use only

Allow or Exp/
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

[Redacted Signature]

MP

Date

12. 12. 06

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

06/08

[Redacted Box]

Office use only		Input subtotals per Cat 5	
Validation	Initials Date		
Claims received	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£ 851.86
Signature check	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£
Funds check	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£
Allowable expenditure	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£
Member Res ID & Costc	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£
Ext type/Cat 5 & subtotals added to form	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£ 851.86
Receipts/ documentation present	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£
Processing			
Input	<input type="text"/> / <input type="text"/> / <input type="text"/>		
		Comments	
		<input type="text"/>	

BM

SOMPTING PRESS LIMITED

Sales Invoice

Date: 05/09/2006		Invoice No: 54		
Your Ref.	Description:	Nett Price:	VAT	Total Price
	10,000 1PP KWASH POSTERS 5,000 1PP KWASH POSTERS	1,067.00	186.72	1,253.72
		1,067.00	186.72	1,253.72

TERMS OF PAYMENT STRICTLY 30 DAYS

SOMPTING PRESS LIMITED

Sales Invoice

Date:	08/09/2006	Invoice No:	63	
Your Ref:	Description:	Nett Price:	VAT	Total Price
	KWASH LETTERHEAD	450.00	0.00	450.00
		450.00	0.00	450.00

50%

TERMS OF PAYMENT STRICTLY 30 DAYS



Direct payment of suppliers

28 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

PETER BOTTONCEY MP

Constituency

WEST WORTHING

Office use only

Costs

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

27 107 106

Allowance year

06/07

Incidental Expenses Provision claims

Suppliers

Amount

Item 1

BANNER

£ 41 : 28 p

Item 2

£ : p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Total

£ 41 : 28 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 27 / 07 / 2006

Data protection

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Send your completed form to

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

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

Please use margin for comments

Invoice

 * INVOICE NO. [REDACTED] *

Invoice To :

Peter Bottomley MP
 [REDACTED]

Charge To :

Peter Bottomley MP
 [REDACTED]

Delivered To :

Peter Bottomley MP
 [REDACTED]

Page 1 Of 1 Date 21/07/2006

Acc.No [REDACTED] der Date 20/07/2006

Order [REDACTED]

C.A.R.

Sales Order No [REDACTED]

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 21/07/2006

Amt. Due : 41.28

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		0986550	ENVISAGE LASER TONER FOR HP C3903A Product code 9360168 has been superseded by product code 0986550 which is of equal or higher specification.	1	EACH	23.5500	20/07/06	23.55	17.50	4.12
2		8280007	SPIRAL 203x127mm SH N/BOOK 120P	4	BOOK	0.5700	20/07/06	2.28	17.50	0.40
3		0500576	BIC Z4 NEEDLEPNT LIQD INK R/BALL BK	1	BOX12	9.3000	20/07/06	9.30	17.50	1.63

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	35.13	6.15

Sales Order Total (VAT excl)

35.13

INVOICE GOODS	35.13
INVOICE V.A.T.	6.15
INVOICE TOTAL	41.28

Settlement : None
 Discount Terms :

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

18/08/2006



Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

1

11 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

PETER BOTTOMLEY

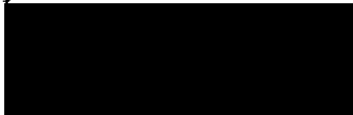
Constituency

WORTHING WEST

Office use only

Costs

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

07 10 2006

Allowance year

2006/2007

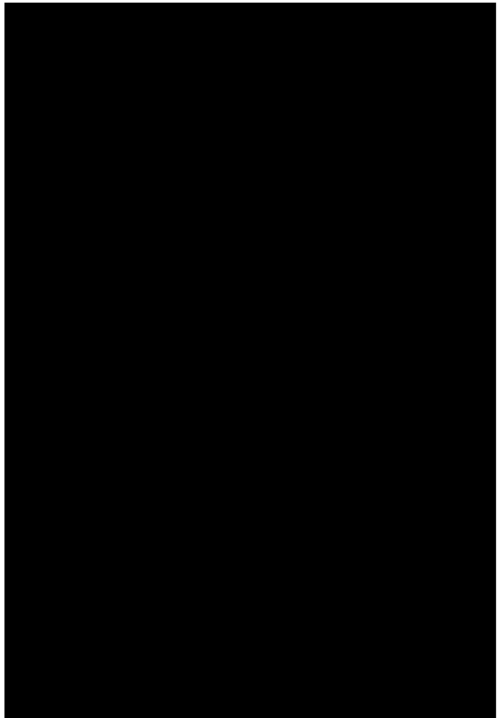
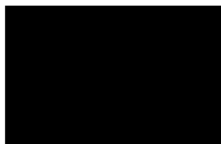
Incidental Expenses Provision claims

Office use only

Suppliers	Amount
Item 1 Haecceitas Ltd.	£ 853 : 05 p
Item 2	£ : p
Item 3	£ : p
Item 4	£ : p
Item 5	£ : p

Total

£ 853 : 05 p



Claim details *continued*

	Staffing Allowance claims		Office use only		
	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6	_____	£ _____ : _____ p	_____	_____	_____
Item 7	_____	£ _____ : _____ p	_____	_____	_____
Item 8	_____	£ _____ : _____ p	_____	_____	_____
Item 9	_____	£ _____ : _____ p	_____	_____	_____
	Total	£ _____ : _____ p			

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

07 / 07 / 2006

Data protection

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Office use only

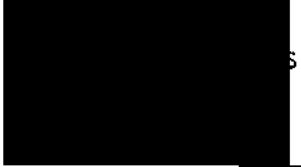
	Validation	Initials	Date		Validation	Initials	Date
Claims received	_____	_____	____/____/____	Member ID added to form	_____	_____	____/____/____
Signature check	_____	_____	____/____/____	Payment codes added to form	_____	_____	____/____/____
Funds check	_____	_____	____/____/____	Receipts/ documentation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

Please use margin for comments



invoice

Peter Bottomley MP



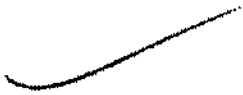
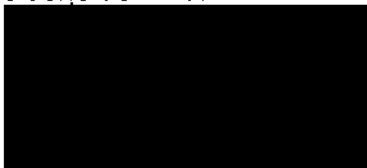
invoice number [redacted]
May 18

service	amount	vat
Hosting, security management and software upgrades: 6 months @£85/month 1/6/06 - 30/11/06.	£510.00	£89.25
Postal address file license, (for constituent identifier) 1/6/06 - 30/11/06.	£141.00	£24.68
registration and management of .eu domain	£75.00	£13.13
	<u>£726.00</u>	<u>£127.05</u>

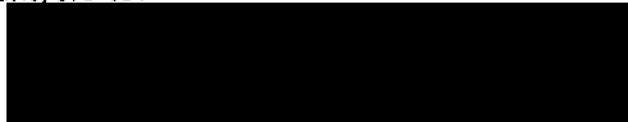
total now due: £853.05

payment term: on presentation please.

please send remittance to:



or transfers to:



Enquiries to:





Direct payment of suppliers

28/10/06

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

PETER BOTTOMLEY

Constituency

WEST WORTHING

Office use only

Costs

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

28 / 06 / 06

Allowance year

06 / 07 ✓

Incidental Expenses Provision claims

Item	Suppliers	Amount
Item 1	Dod's Parliamentary Comm.	£ 45 : 00 p ✓
Item 2	Banner	£ 40 : 47 p ✓ 85 : 95 p
Item 3	Same	£ 30 : 70 p ✓
Item 4	Same	£ 14 : 78 p ✓
Item 5		£ : p

Total £ 130 : 05 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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature _____ MP

Date 28 / 06 / 06

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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

Statement



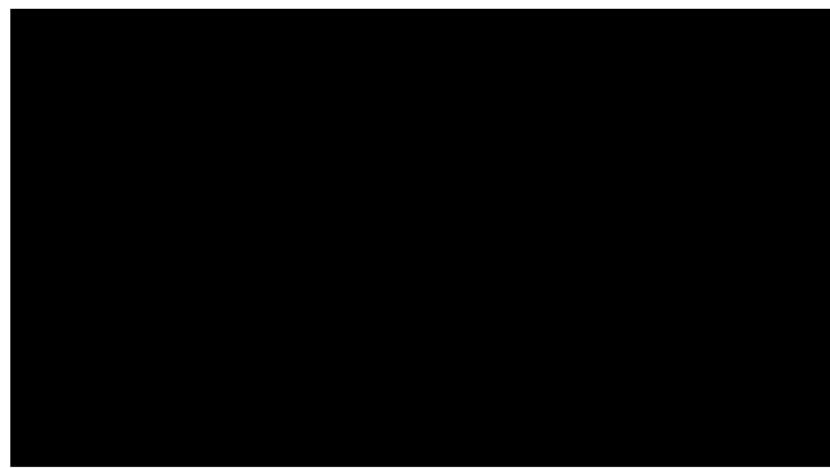
Peter Bottomley MP

Customer Account : [REDACTED]
Statement Date : 13/06/2006



Page 1

Date	Transaction Type	Document	Customer Reference	Status	Transaction Value	Outstanding Value
23/02/2006	INV	[REDACTED]	[REDACTED]		40.47	40.47
23/04/2006	INV	[REDACTED]	[REDACTED]		30.70	30.70
07/06/2006	INV	[REDACTED]	[REDACTED]		14.78	14.78



OVERDUE
FAILURE TO MAKE PAYMENT MAY
RESULT IN ORDERS BEING HELD

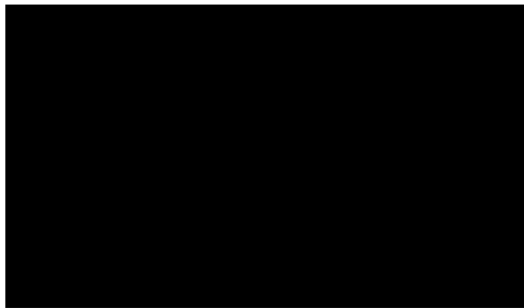
The items listed are outstanding on your account.
Payment is awaited, also if appropriate your instructions for use of any credit items.
Please ignore items under query or paid within the last 10 days.

Type:	Status:
INV Invoice	P Partly paid
CRN Credit Note	D Invoice under query
CASH Payment	
CADJ Credit Adjustment	
DADJ Debit Adjustment	

Total : 85.95



Dod's Parliamentary Communications



Statement

Bottomley MP

Account Code

Statement Date 20/06/2006

Date	Type	Reference	Order Reference	Value	Debit	Debit
02/05/2006	Invoice			45.00	45.00	0.00
Totals:					45.00	0.00

Account Balance
45.00 /

