



Direct payment of suppliers

30 MAR 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

DR RICHARD TAYLOR

Constituency

Wyre Forest

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

24 10 31 06

Allowance year

2005 2006

Incidental Expenses Provision claims

Office use only

Allow or A/c code	Supplier ID	Exp/ Cat 5
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Item	Suppliers	Amount
Item 1	BANNER	£ 83 : 92
Item 2	BANNER	£ 3 : 53 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 87 : 45 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

Date

27 / 3 / 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.

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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] *

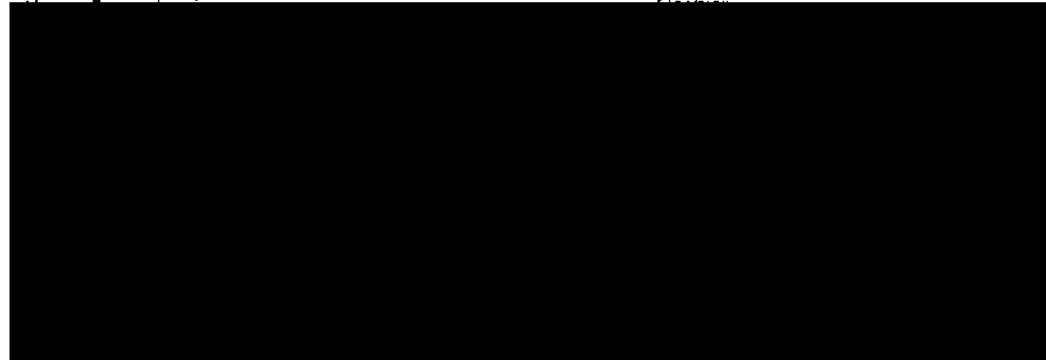
Invoice To :

Dr Richard Taylor MP



Charge To :

Dr Richard Taylor MP



Banner Business Supplies Ltd

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

Page 1 of 1 Date 16/03/2006

Acc.No [REDACTED] Order Date 15/03/2006

Order [REDACTED]

C.A.R.

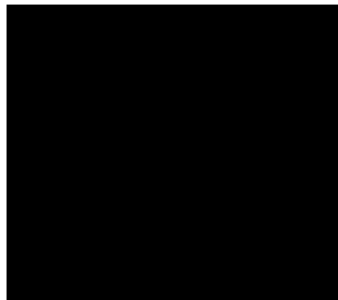
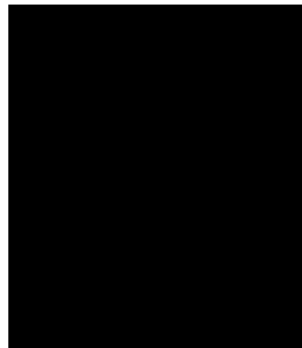
Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 16/03/2006

Amt. Due : 83.92

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		0981004	HP DJET 850C/820CXI CART 51645A BK	2	CRTRDG	19.2600	15/03/06	38.52	17.50	6.74
2		0981991	HP 990XCI No78 INR 19ml C6578D TRI	2	EACH	15.4500	15/03/06	30.90	17.50	5.41
			HP 990XCI No78 TONER 19ml C6578D TRI-COLOUR C6578D				15/03/06			
3		9280012	BANNER LARGE LIPPED PAPERCLIP	1	BX1000	1.2200	15/03/06	1.22	17.50	0.21
4		9280007	BANNER GIANT PLAIN PAPERCLIP	1	30X100	0.4800	15/03/06	0.48	17.50	0.08
5		9100017	BANNER A5 SPIRAL S/HAND N/BOOK 200P	1	BOOK	0.3100	15/03/06	0.31	17.50	0.05



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	71.43	12.49

Sales Order Total (VAT excl) 71.43

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	71.43
INVOICE V.A.T.	12.49
INVOICE TOTAL	83.92

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

13/04/2006

Invoice

 * INVOICE NO. [REDACTED] *

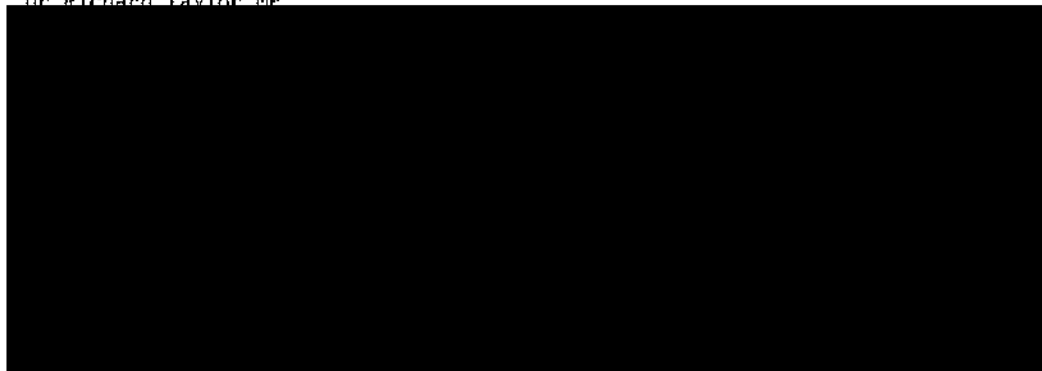
Invoice To :

Dr Richard Taylor MP



Charge To :

Dr Richard Taylor MP



Banner Business Supplies Ltd

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 17/03/2006

Amt. Due : 3.53

Page 1 Of 1 Date 17/03/2006

Acc.No [REDACTED] Order Date 16/03/2006

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		9100027	BANNER A5 HARD FEINT WIRO BOOK 160P	1	BOOK	3.0000	16/03/06	3.00	17.50	0.53



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	3.00	0.53

Sales Order Total (VAT excl)

3.00

VAT Registration [REDACTED]

INVOICE GOODS	3.00
INVOICE V.A.T.	0.53
INVOICE TOTAL	3.53

Settlement : None
 Discount Terms :

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

14/04/2006



Direct payment of suppliers

15 FEB 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

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Your details

Name in CAPITAL LETTERS

DR RICHARD TAYLOR

Constituency

WYRE FOREST

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

14 10 2006

Allowance year

2005 2006

Incidental Expenses Provision claims

Table with 2 columns: Suppliers, Amount. Row 1: BT, £ 62 : 01 p. Rows 2-5 are empty.

Total £ 62 : 01 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

[Redacted Signature]

Date

14, 2, 2006

Data protection

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Office use only			
Validation	Initials	Date	
Claims received		/ /	
Signature check		/ /	
Funds check		/ /	
All [Redacted] diture		/ /	
Validation	Initials	Date	
Member ID added to form		/ /	
Payment codes added to form		/ /	
Receipts/ documentation present		/ /	
Processing Input		/ /	

Please use margin for comments

More connections.
More possibilities.

Your account and bill number
[REDACTED]

DR RICHARD
TAYLOR MP'S OFFICE
[REDACTED]



Date
2 February 2006 ✓

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

Your BT bill

for [REDACTED]

Service charges	£ 52.78
VAT	£ 9.23

Total now due **£ 62.01**

*Please make sure we receive the total now due by
13 February 2006* ✓

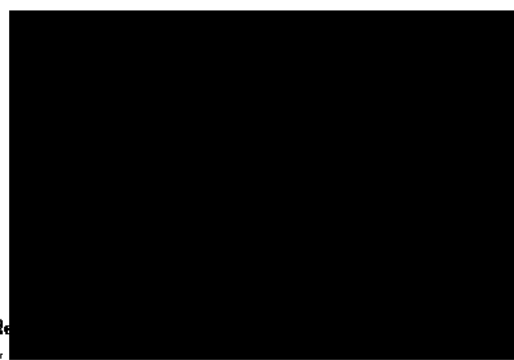
New FREE online billing services!

New View My Bill services from BT:

- 'View My Bill Standard' - which is a bill available online & your regular paper bill
- 'View My Bill Lite' - which is a bill available online, but with a paper bill summary page only
- 'View My Bill Paper-free' - which is purely an online bill with an eVAT statement (no paper bill)

See the last page of this bill for a detailed list of benefits or visit www.bt.com/business/billing

To pay the easy way with
Monthly Payment Plan or
Direct Debit, call us free on
0800 731 0604 or visit us at
www.bt.com/business/directdebit
Your VAT invoice is enclosed



- You can find details of our services on www.bt.com/business/billing
- If appropriate, we will send you a paper bill.
- Please don't send cash by post.
- Please quote 'Your account number' below on correspondence or remittance advices.



bank giro credit



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.

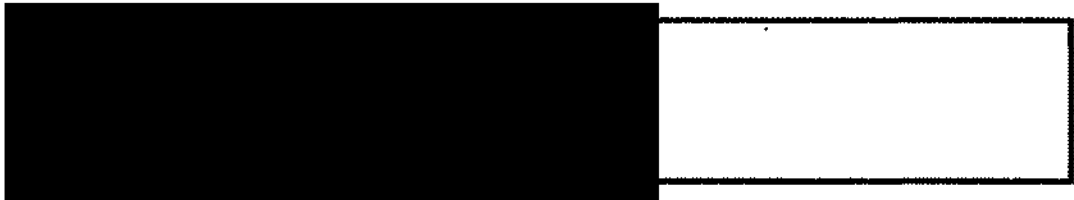
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Your details

Name in CAPITAL LETTERS
Constituency

DR RICHARD TAYLOR
WYRE FOREST



Claim details

- Please ensure your claim totals more than £100...
You must specify the Incidental Expenses Provision for costs that include office and surgery accommodation...
You can specify the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim 16 10 2006

Allowance year 2005/2006

Incidental Expenses Provision claims

Table with 3 columns: Item, Suppliers, Amount. Includes handwritten entry for BANNER with amount £4 : 40 p and a total box.

Office use only section with fields for Allow or A/c code, Supplier ID, Exp/Cat 5 and a large redacted area.

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

[Redacted Signature]

Date

16 / 2 / 06

Data protection

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Department of Finance & Administration, House of Commons, London SW1A 0AA

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

Please use margin for comments

Invoice

 * INVOICE NO. [REDACTED]

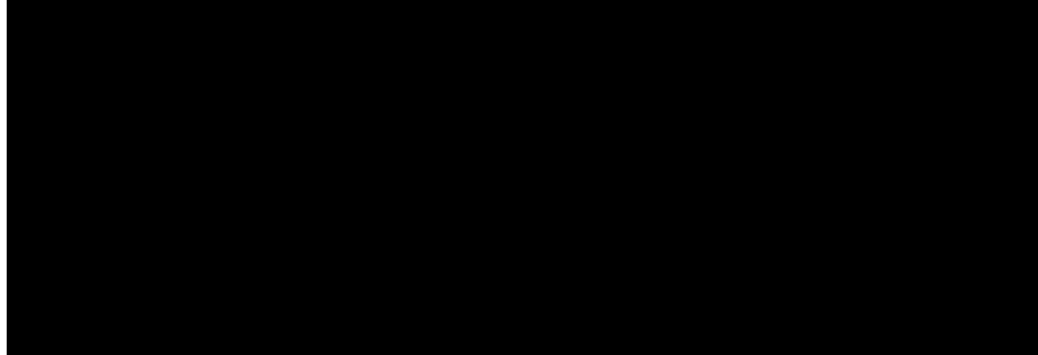
Invoice To :

Dr Richard Taylor MP



Charge To :

Dr Richard Taylor MP



Banner Business Supplies Ltd

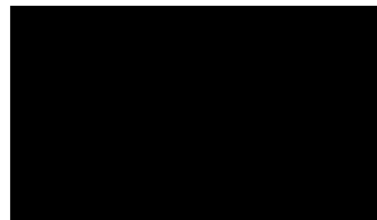
PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Page 1 of 1 Date 10/02/2006
 Acc.No [REDACTED] Order Date 09/02/2006
 Order [REDACTED]
 C.A.R.

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 10/02/2006
 Amt. Due : 4.40

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		9290005	BANNER ABS FULL STRIP STAPLER BLACK	1	STAPLR	0.8900	09/02/06	0.89	17.50	0.16
2		9095014	BANNER BRILL STICKY NOTE CUBE 75x75	1	CUBE	2.8500	09/02/06	2.85	17.50	0.50



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	3.74	0.66

Sales Order Total (VAT excl) 3.74

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	3.74
INVOICE V.A.T.	0.66
INVOICE TOTAL	4.40

Please
 return
 the slip

from final page
 of invoice with
 your payment
 by

10/03/2006



Direct payment of suppliers

20 JAN 2006

When to use this form

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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

DR RICHARD TAYLOR

Constituency

WILNE FOREST

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

19 / 01 / 06

Allowance year

2005 / 2006

Incidental Expenses Provision claims

1

Item	Suppliers	Amount
Item 1	BANNER	£ 58 : 20 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£ 58 : 20 p

Office use only

Allow or A/c code	Supplier ID	Exp/ Cat 5
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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: 19 10 06

Data protection

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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		/ /	

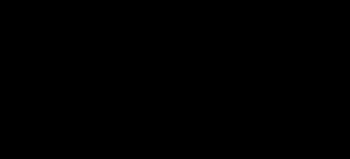
Please use margin for comments

Invoice

 * INVOICE NO. [REDACTED] *

Invoice To :

Dr Richard Taylor MP



Page 1 Of 1 Date 12/01/2006

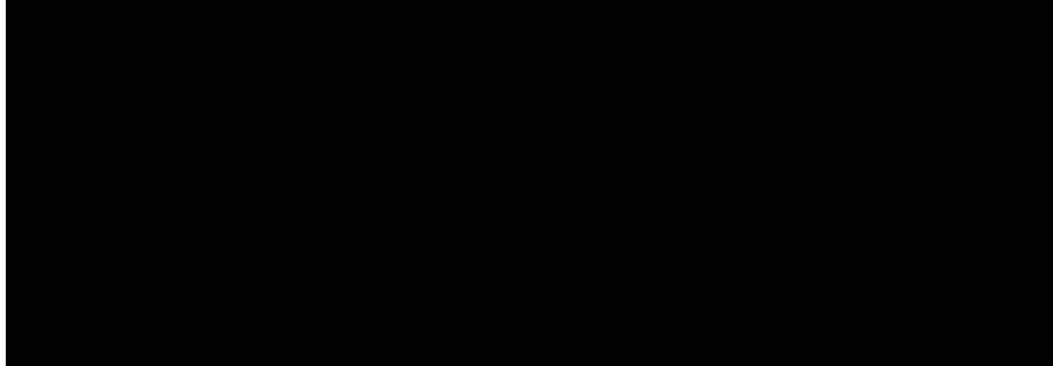
Acc.No [REDACTED] Order Date 11/01/2006

Order [REDACTED]

C.A.R.

Charge To :

Dr Richard Taylor MP



Banner Business Supplies Ltd

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 12/01/2006

58.20

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		0981004	HP DJET 850C/820CXI CART 51645A BK	2	CRTRDG	19.2600	11/01/06	38.52	17.50	6.74
2		9290010	RAPESCO 24/6 STAPLES	1	BX5000	1.9400	11/01/06	1.94	17.50	0.34
3		9410402	BANNER A4 MW FLUSH FLDR 105mu AS	1	PACK25	5.0400	11/01/06	5.04	17.50	0.88
4		0600509	SELLOTAPE INVISIBLE TAPE 19mmx33m	1	EACH	1.1800	11/01/06	1.18	17.50	0.21
5		9095014	BANNER BRILL STICKY NOTE CUBE 75x75	1	CUBE	2.8500	11/01/06	2.85	17.50	0.50



**lease
 return
 the slip**

from final page
 of invoice with
 your payment
 by

V.A.T. Summary			Sales Order Total (VAT excl)		49.53
Rate	Taxable Sum	V.A.T. Amount		INVOICE GOODS	49.53
17.50	49.53	8.67	VAT Registration : [REDACTED]	INVOICE V.A.T.	8.67
			Settlement : None	INVOICE TOTAL	58.20
			Discount Terms :		





Direct payment of suppliers

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DR RICHARD TAYLOR

Constituency

WYRE FOREST



Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
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- 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

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Date of claim

13 / 12 / 05

Allowance year

2005/2006

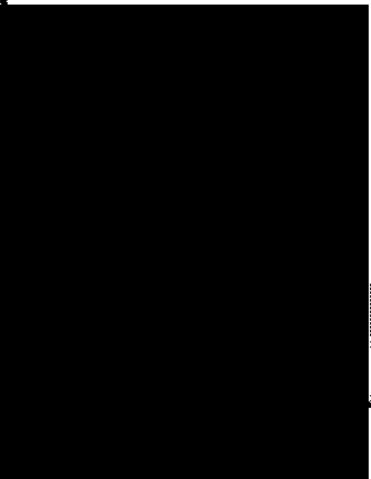
paid

Incidental Expenses Provision claims

Item	Suppliers	Amount
Item 1	BANNER	£120 : 72 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Total		£120 : 72 p

Office use only

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

Date

14 / 12 / 05

Data protection

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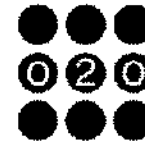
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Validation	Initials	Date	
Claims received		/ /	
Signature check		/ /	
Funds check		/ /	
Allowable expenditure		/ /	
Validation	Initials	Date	
Member ID added to form		/ /	
Payment codes added to form		/ /	
Receipts/ documentation present		/ /	
Processing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

Statement



office2office

Banner Business Supplies Ltd

Dr Richard Taylor MP

Customer Account : [REDACTED]

Statement Date : 06/12/2005

Tel No
Fax No
EMail

Page : 1

Date	Transaction Type	Document	Customer Reference	Status	Transaction Value	Outstanding Value
06/10/2005	INV	0015342871	G0095311		48.89	48.89
20/10/2005	INV	0015405051	G0095304		8.42	8.42
18/11/2005	INV	0015535629	G0095310		63.41	63.41

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.

Banner
world-class office products

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

Total : 120.72



Member's reimbursement form

01 NOV 2005

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

DR RICHARD TAYLOR

Constituency

WYLE FOREST

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 01/11/2005

to 1/1/

Allowance year

2005/2006

	Description of service or goods	Amount
Item 1	BANNER	£ 8 : 42p
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

£ 8 : 42p

Office use only

Allow or Expi/
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 

Date 31.10.2003

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.

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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	<input checked="" type="checkbox"/>	<input type="text" value="1"/> <input type="text" value="1"/>		£ <input type="text" value=""/>
Signature check	<input checked="" type="checkbox"/>	<input type="text" value="1"/> <input type="text" value="1"/>		£ 8.42
Funds check	<input checked="" type="checkbox"/>	<input type="text" value="1"/> <input type="text" value="1"/>		£ <input type="text" value=""/>
Allowable expenditure	<input checked="" type="checkbox"/>	<input type="text" value="1"/> <input type="text" value="1"/>		£ <input type="text" value=""/>
Member Res ID & Costs	<input checked="" type="checkbox"/>	<input type="text" value="1"/> <input type="text" value="1"/>		£ <input type="text" value=""/>
Ext type/Cat 5 & subtotals added to form	<input checked="" type="checkbox"/>	<input type="text" value="1"/> <input type="text" value="1"/>		£ <input type="text" value=""/>
Receipts/ documentation present	<input checked="" type="checkbox"/>	<input type="text" value="1"/> <input type="text" value="1"/>		£ 8.42
Processing			Comments	
Input		<input type="text" value="1"/> <input type="text" value="1"/>		

Invoice

 * INVOICE NO. [REDACTED] *

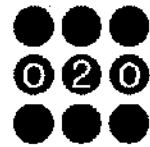
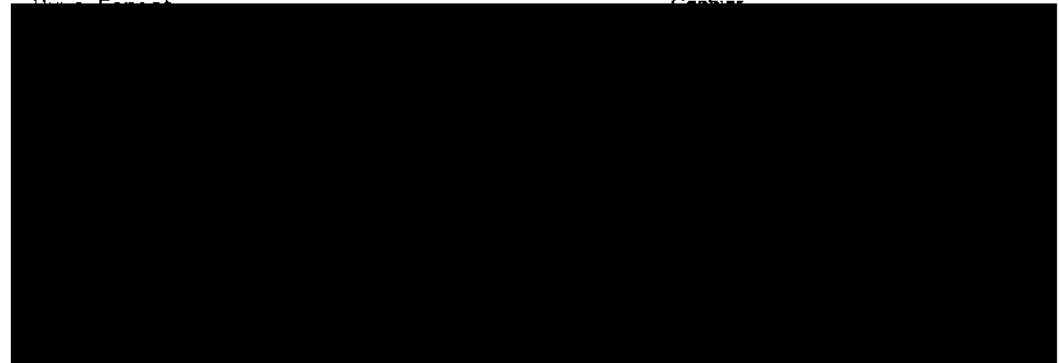
Invoice To :

Dr Richard Taylor MP



Change To :

Dr Richard Taylor MP



office2office

Banner Business Supplies Ltd

Coventry

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 20/10/2005

Amt. Due : 8.42

Page 1 Of 1 Date 20/10/2005

Acc.No [REDACTED] Order Date 19/10/2005

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		0980142	IMATION 3.5in DISK DSHD IBM DS2	1	BOX10	4.4000	19/10/05	4.40	17.50	0.77
2		9095014	BANNER BRILL STICKY NOTE CUDE 75x75	1	COBE	2.7700	19/10/05	2.77	17.50	0.48

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	7.17	1.25

Sales Order Total (VAT excl) 7.17

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	7.17
INVOICE V.A.T.	1.25
INVOICE TOTAL	8.42

Please
 return
 the slip

from final page
 of invoice with
 your payment
 by

17/11/2005

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

Validation Claim Summary Sheet

C1

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c

Text

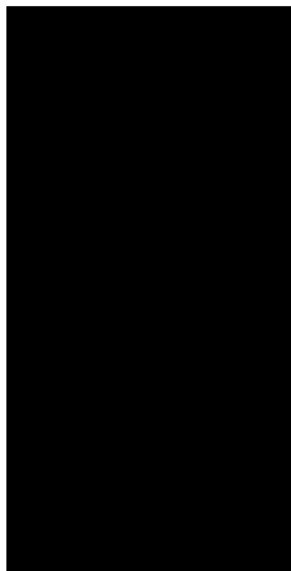
Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



04_05 / 05_06

£.....

£ 48.89.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

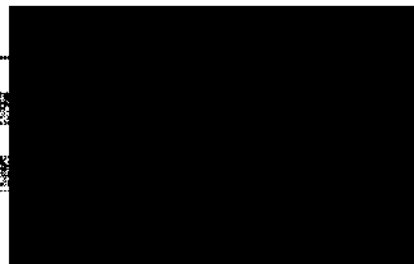
£ 48.89 /

TOTAL

Comments:

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

Posted by (initials & date)





Member's reimbursement form

13 OCT 2005

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

DR. RICHARD TAYLOR

Constituency

WIMBORNE BORSTNEIGH

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 OCT 2005

to / /

Allowance year

2005/2006

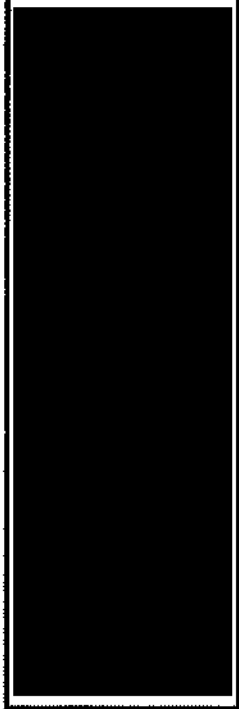
	Description of service or goods	Amount
Item 1	BANNER SUPPLIES	£ 48 : 89 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 48 : 89 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



Date

11 OCTOBER 2005

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	<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"/>
Processing		Comments	
Input	<input type="text"/> / <input type="text"/> / <input type="text"/>	<div style="border: 1px solid black; height: 100px;"></div>	

Invoice

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

Invoice To :

Dr Richard Taylor MP



Banner Business Supplies Ltd

Charge To :

Dr Richard Taylor MP

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. [REDACTED]

Inv. Date: 06/10/2005

Amt. Due : 48.89

Page 1 Of 1 Date 06/10/2005

Acc.No [REDACTED] Order Date 05/10/2005

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		9160017	BANNER A5 SPIRAL S/HAND N/BOOK 200P	6	BOOK	0.3100	05/10/05	1.86	17.50	0.33
2		9290009	RAPESCO 24/6 STAPLES	1	BX1000	0.4500	05/10/05	0.45	17.50	0.08
3		9280009	BANNER LARGE PLAIN PAPERCLIP	1	BX1000	0.4900	05/10/05	0.49	17.50	0.09
4		9250002	BANNER ERASER TIP OFFICE PENCIL HB	1	BQX12	0.2800	05/10/05	0.28	17.50	0.05
5		0981004	HP DJET 850C/820CXI CART 51645A BK	2	CRTRDG	19.2600	05/10/05	38.52	17.50	6.74

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	41.60	7.29

Sales Order Total (VAT excl) 41.60

INVOICE GOODS	41.60
INVOICE V.A.T.	7.29
INVOICE TOTAL	48.89

Settlement : None
 Discount Terms :

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

03/11/2005



Direct payment of suppliers

01 DEC 2005

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

DR RICHARD TAYLOR

Constituency

WYRE FOREST

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

1 / 1

Allowance year

05 / 06

Incidental Expenses Provision claims

Office use only

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

Item	Suppliers	Amount
Item 1	LANGFOLD PRINTERS	£ 124 : 55 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£124 : 55 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

30 / NOV / 2005

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


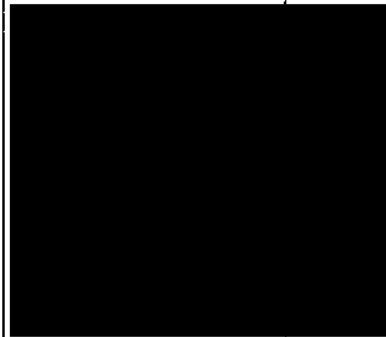


Invoice


Dr Richard Taylor FRCP MP


INVOICE NUMBER	
DATE / TAX POINT	24/11/2005

ACCOUNT NUMBER	
----------------	-------------------------------------------------------------------------------------

DETAILS	NET PRICE	VAT
5000 x A4 Green House of Commons Letterheads	106.00	18.55
		

DELIVERY ADDRESS:


VAT REGISTRATION NO. 

TOTAL NET	106.00
TOTAL VAT	18.55
INVOICE TOTAL £	124.55



Direct payment of suppliers

25 NOV 2005

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

DR RICHARD TAYLOR

Constituency

WYRE FOREST

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

24 11 05

Allowance year

2005 / 2006

1

Incidental Expenses Provision claims



Item	Suppliers	Amount	
Item 1	BANNER	£ 63 : 41	P ✓
Item 2		£ :	P
Item 3		£ :	P
Item 4		£ :	P
Item 5		£ :	P

Office use only

Allow or A/c code	Supplier ID	Exp/ Cat 5
[Redacted]		

Total £ 63 : 41 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  X

Date 24 / 11 / 05

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 :

Dr Richard Taylor MP

Charge To :

Dr Richard Taylor MP



Banner Business Supplies Ltd

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Page 1 of 1 Date 18/11/2005

Acc.No [REDACTED] Order Date 17/11/2005

Order [REDACTED]

C.A.R.

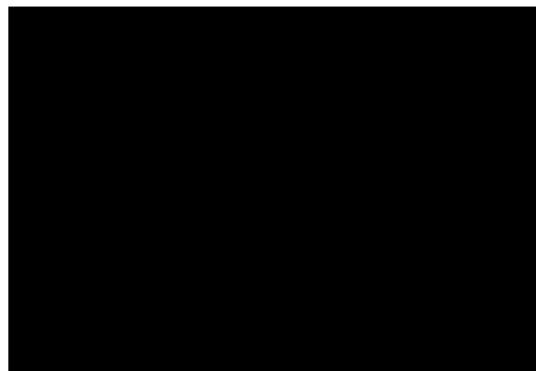
Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 18/11/2005

Amt. Due : 63.41

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		0981004	HP DJET 850C/820CXE CART 51645A BK	2	CRTRDG	19.2600	17/11/05	38.52	17.50	6.74
2		0981991	HP 990XCI No78 TNR 19ml C6578D TRI	1	EACH	15.4500	17/11/05	15.45	17.50	2.70
			HP 990XCI NO.78 TONER 19ml C6578D				17/11/05			
			TRI-COLOUR C6578D				17/11/05			



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	53.97	9.44

Sales Order Total (VAT excl)

53.97

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	53.97
INVOICE V.A.T.	9.44
INVOICE TOTAL	63.41

Please
 return
 the slip

from final page
 of invoice with
 your payment
 by

16/12/2005



Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

C2

Page 1 of 2

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

DR. MICHAEL TAYLOR

Constituency

WYRE FOREST

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

15 / 11 / 05

Allowance year

2005 / 2006

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	BT	£ 97 : 85 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£ 97 : 85 p

Office use only

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

17 NOV 2005

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 

Date 15/11/05

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		/ /	Member ID added to form
		/ /	Payment codes added to form
		/ /	Receipts/ documentation present
		/ /	Processing Input

Please use margin for comments

More connections.
More possibilities.

Your account and bill number

DR RICHARD
TAYLOR MP'S OFFICE



Date
2 November 2005

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

Your BT bill

for

Cost of calls	£ 30.50
Service charges	£ 52.78
VAT	£ 14.57

Total now due £ 97.85

*Please make sure we receive the total now due by
13 November 2005*

New FREE online billing services!

New View My Bill services from BT:

- 'View My Bill Standard' - which is a bill available online & your regular paper bill
- 'View My Bill Lite' - which is a bill available online, but with a paper bill summary page only
- 'View My Bill Paper-free' - which is purely an online bill with an eVAT statement (no paper bill)

See the last page of this bill for a detailed list of benefits or visit www.bt.com/business/billing

Do you need phones, faxes,
office supplies or PCs?
You'll easily find it all at

Financial Processing }

Transaction No

Registration No



Validation Claim Summary Sheet

C1

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text

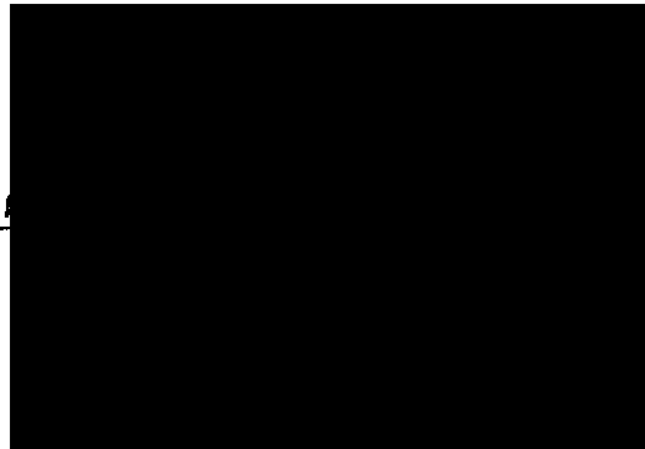
Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



~~04_05 / 05_06~~



TOTAL

£ 131 - 54

£

£

£

£

£

£

£

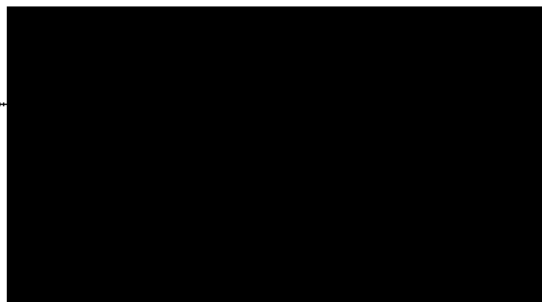
£

£ 131 - 54 ✓

Comments:

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

Posted by (initials & date)





Member's reimbursement form

20 SEP 2005

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

DR. RICHARD TAYLOR

Constituency

WYRE FOREST

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 AUG 2005

to

1 /

Allowance year

2005 2006

	Description of service or goods	Amount
Item 1	BT	£ 131 : 54 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

Office use only

Allow or Exp/
A/c code Cat 5

Total

£ 131 : 54 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



Date

19 Sept 2005

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

£

£

£

£

£

£

£

£

£

Comments

--

More connections.
More possibilities.



Your account and bill number

DR RICHARD
TAYLOR MP'S OFFICE

Date
2 August 2005

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

Your BT bill

for

Cost of calls	£ 58.75
Service charges	£ 53.20
VAT	£ 19.59

Total now due £ 131.54

*Please make sure we receive the total now due by
13 August 2005*

Make savings with BT Business Plan

BT Business Plan could save you
money off your call charges.
Go online now and see how much you
could save with BT Business Plan by
visiting www.bt.com/business/bestplan

To pay the easy way with
Monthly Payment Plan or

is free on
visit us at

www.bt.com/business/directdebit

Your VAT invoice is enclosed

0008519 6158000

Financial Processing }

Transaction No

Registration No



Validation Claim Summary Sheet

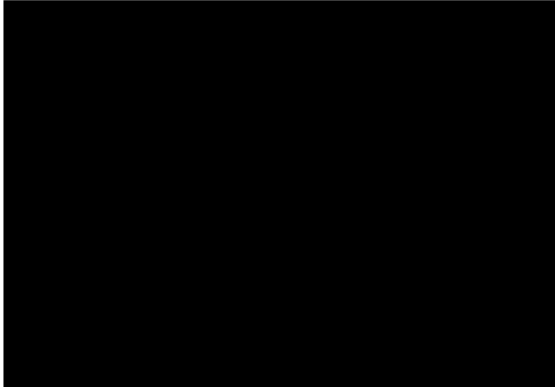
Please write or print clearly & attach to claim

C2

Supplier ID

Text

Invoice No.



Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

~~04_05~~ / 05_06

Expenditure type (Cat5) :



E.....

E 91 . 33 ✓

E.....

E.....

E.....

E.....

E.....

E.....

E.....

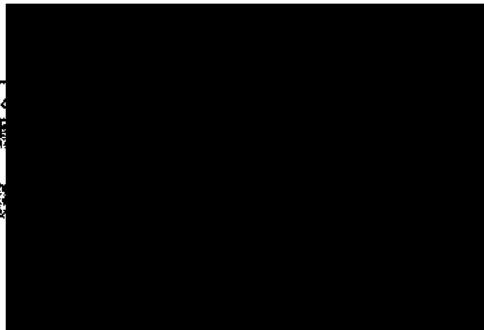
E 91 . 33

TOTAL

Comments:

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

Posted by (initials & date)



2003



Direct payment of suppliers

08 SEP 2005

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.

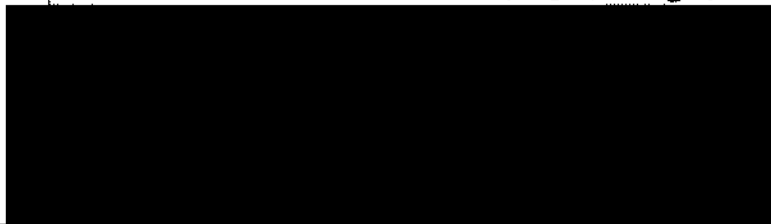
Your details

Name in CAPITAL LETTERS

DR. MICHAEL TAYLOR

Constituency

WYRE FOREST



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

06/09/05

Allowance year

2005/2006

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	BANNER	£ 91 : 33 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 91 : 33 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

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

Total **£ 91 : 33 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

Date

7 Sept 2005

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

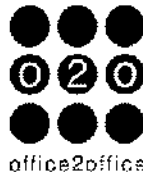
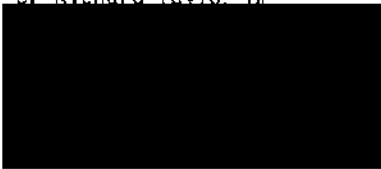
Office use only			
Validation	Initials	Date	
Claims received		/ /	
Signature check		/ /	
Funds check		/ /	
Allowable expenditure		/ /	
Validation			
Member ID added to form		/ /	
Payment codes added to form		/ /	
Receipts/ documentation present		/ /	
Processing Input		/ /	

Please use margin for comments

Invoice

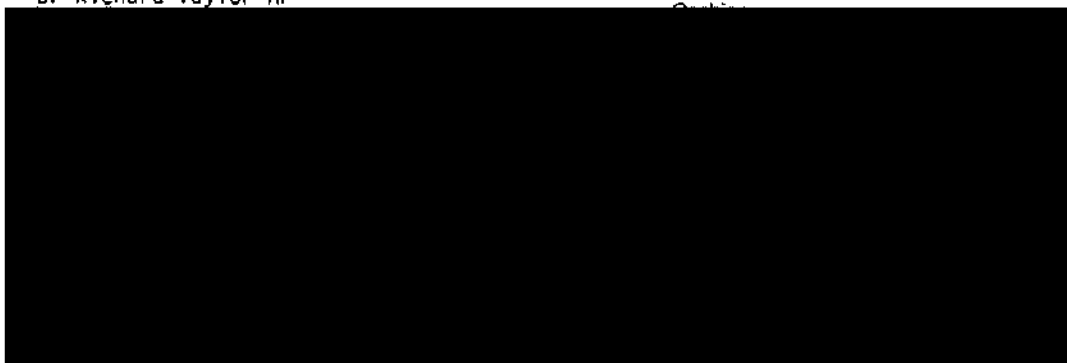
 * INVOICE NO. [REDACTED] *
 * ***** *
 Invoice To :

Dr Richard Taylor MP



Charge To :
 Dr Richard Taylor MP

Banner Business Supplies Ltd



Page 1 of 1 Date 22/07/2005
 Acc.No [REDACTED] Order Date 21/07/2005
 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: 22/07/2005
 Amt. Due : 91.33

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		9280012	BANNER LARGE LIPPED PAPERCLIP	1	BX1000	1.1700	21/07/05	1.17	17.50	0.20
2		0986318	EPSON STYLUS PHOTO 700 CART BK	2	EACH	17.8800	21/07/05	35.76	17.50	6.26
3		0986317	EPSON INK CART FOR STYLUS 400 COL	2	EACH	20.4000	21/07/05	40.80	17.50	7.14

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	77.73	13.60

Sales Order Total (VAT excl) 77.73

VAT Registration [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	77.73
INVOICE V.A.T.	13.60
INVOICE TOTAL	91.33

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

19/08/2005

Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

C2

Supplier ID

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



~~04_05~~ / 05_06

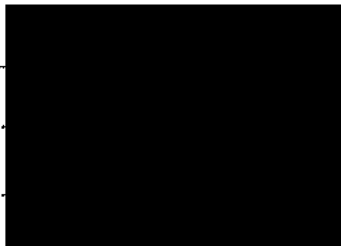
£.....
 £ 63.41
 £.....
 £.....
 £.....
 £.....
 £.....
 £.....
 £.....

TOTAL

Comments:

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

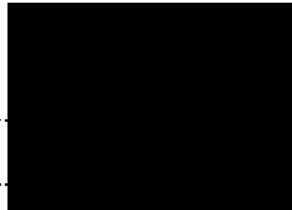
Posted by (initials & date)



Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

C2

Supplier ID

Text

Invoice No.

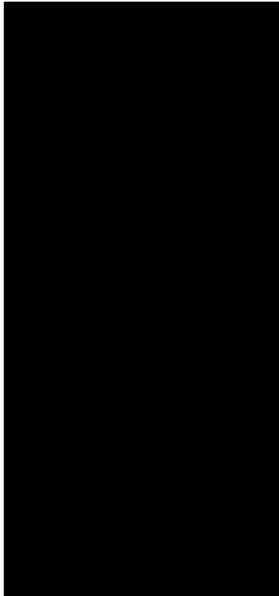
Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

~~04_05~~ / 05_06

Expenditure type (Cat5) :



£.....

£ 12.72

£.....

£.....

£.....

£.....

£.....

£.....

£.....

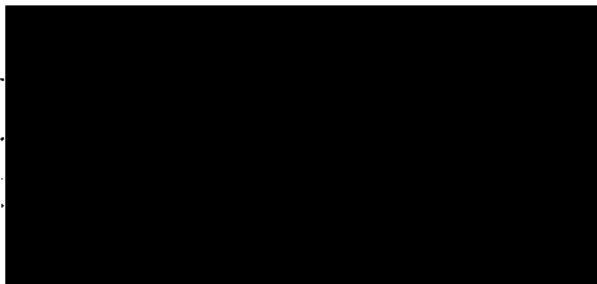
£.....

TOTAL

Comments:

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

Posted by (initials & date)





Direct payment of suppliers

9002 NMF 4 1

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

DR MICHAEL TAYLOR

Constituency

WYRE FOREST

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

10 10 05

Allowance year

2005/2006

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	BANNER	£ 12 : 72 p
Item 2	BANNER	£ 63 : 41 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 76 : 13 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 in part, in the performance of my Parliamentary duties.

Signature _____

MP

Date

10 / 06 / 05

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			
Member ID added to form		/ /	
Payment codes added to form		/ /	
Receipts/ documentation present		/ /	
Processing Input		/ /	

Please use margin for comments

Invoice

 * INVOICE NO. [REDACTED] *

14 JUN 2005



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

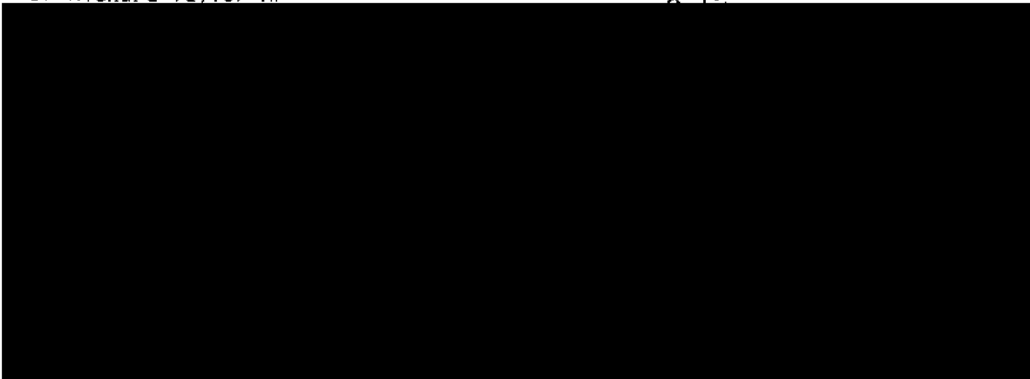
Invoice To :

Charge To :

Banner Business Supplies Ltd

Dr Richard Taylor MP

Dr Richard Taylor MP



Page 1 Of 1 Date 08/06/2005

Acc.No [REDACTED] Order Date 07/06/2005

Order [REDACTED]

C.A.R.

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 08/06/2005

Amt. Due : 63.41

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total excl VAT	VAT Rate	Line VAT
2		0981004	HP DJET 850C/820CXI CART 51645A BK	2	CRTROG	19.2600	07/06/05	38.52	17.50	6.74
		0981991	HP 990XCI No78 TNR 19ml C6578D TRI	1	EACH	15.4500	07/06/05	15.45	17.50	2.70
			HP 990XCI NO.78 TONER 19ml C6578D TRI-COLOUR C6578D				07/06/05			

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	53.97	9.44

Sales Order Total (VAT excl)

53.97

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	53.97
INVOICE V.A.T.	9.44
INVOICE TOTAL	63.41

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

06/07/2005

Invoice 005

 * INVOICE NO. [REDACTED] *

Invoice To :

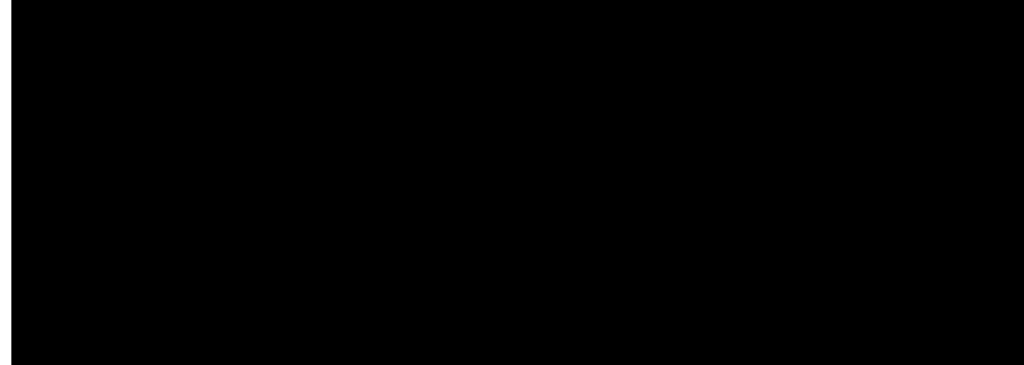
Dr Richard Taylor MP



Page 1 OF 1 Date 05/06/2005
 Acc.No [REDACTED] Order Date 03/06/2005
 Order [REDACTED]
 C.A.R.

Charge To :

Dr Richard Taylor MP



Banner Business Supplies Ltd

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

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 05/06/2005

Amt. Due : 12.72

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		0600081	SCOTCH MAGIC TAPE 810 19mmx33m	2	ROLL	1.1700	03/06/05	2.34	17.50	0.41
2		9260100	BANNER SQUARE HIGHLIGHTER YELLOW	2	EACH	0.4600	03/06/05	0.92	17.50	0.16
3		9095014	BANNER BRILL STICKY NOTE CUBE 75x75	1	CUBE	2.7700	03/06/05	2.77	17.50	0.48
4		9410402	BANNER A4 MW FLUSH FLDR 105mu AS	1	PACK25	4.8000	03/06/05	4.80	17.50	0.84

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	10.83	1.89

Sales Order Total (VAT excl) 10.83

INVOICE GOODS	10.83
INVOICE V.A.T.	1.89
INVOICE TOTAL	12.72

VAT Registration [REDACTED]

Settlement : None
 Discount Terms :

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

03/07/2005