



Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

32

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

RUDI VIS

Constituency

FINCHLEY AND GOLDERS GREEN

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

10 / 04 / 08

Allowance year

07 / 08

Incidental Expenses Provision claims

Office use only

	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 1	FINCHLEY AND GOLDERS GREEN LABOUR PARTY	£ 6,280 : 34 p			
Item 2		£ : p			
Item 3		£ : p			
Item 4		£ : p			
Item 5		£ : p			

Total

£ 6,280 : 34 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 10 / 04 / 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. 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 2632, 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

Finchley & Golders Green Labour Party



To: **Rudi Vis MP**




Provision of Office and Services.

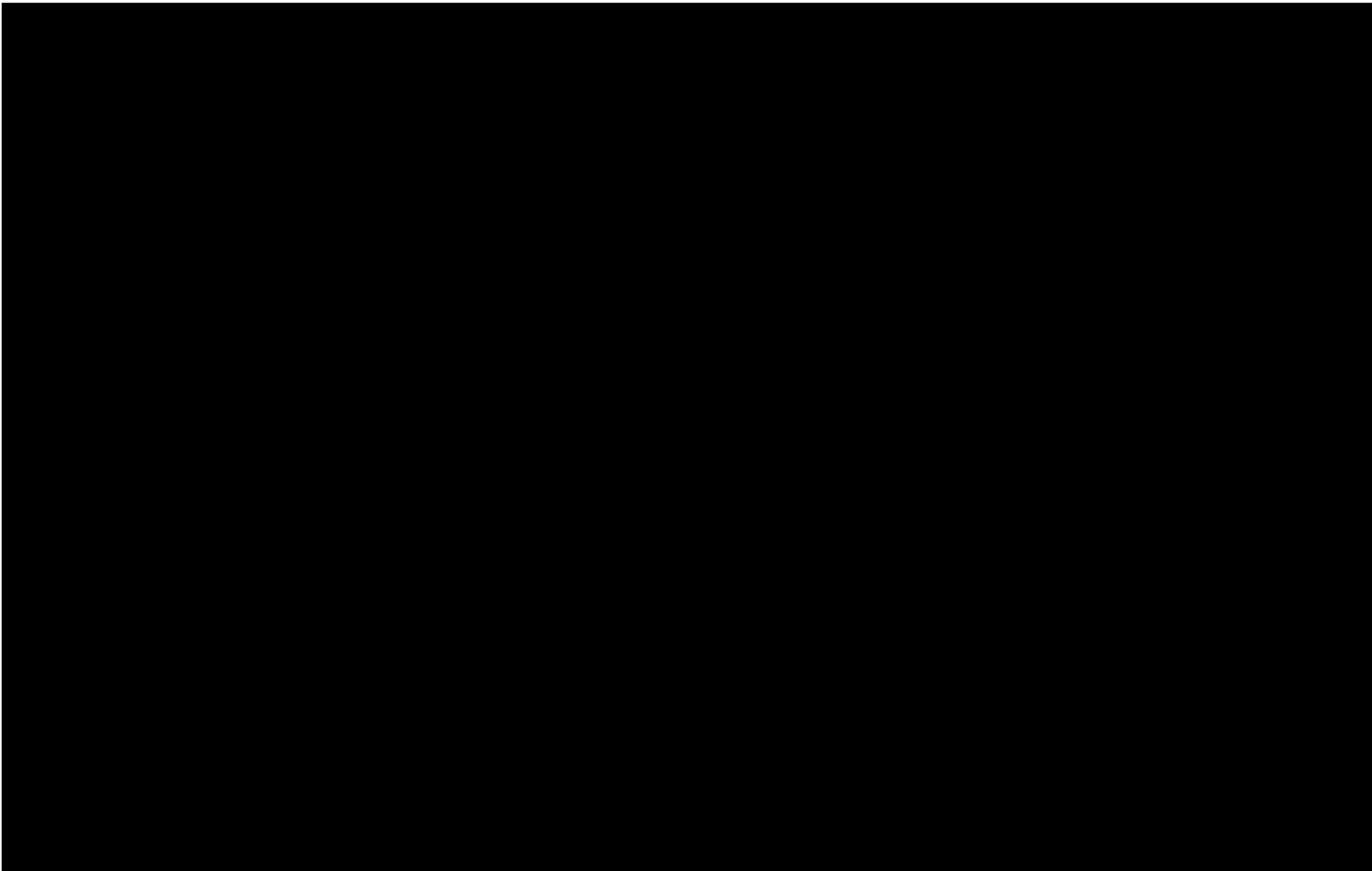


In accordance with our agreement the following payment is due.

Rent of office accommodation: £ 1,625.00

Service costs, office equipment and supplies
 £ 4,655.34

Total **£ 6,280.34**





Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

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11/11/07

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Your details

Name
in CAPITAL LETTERS

RUDI VIS

Constituency

FINCHLEY AND GOLDERS GREEN

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
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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 / 01 / 08

Allowance year

07 / 08

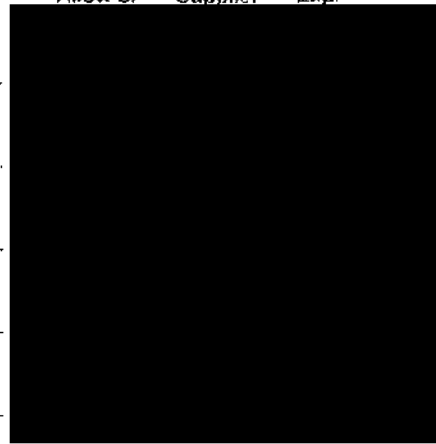
Incidental Expenses Provision claims

Office use only

Allow or Supplier Exp/

	Suppliers	Amount
Item 1	Finchley And Golders Green Labour Party	£ 6006 : 08 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 6006 : 08 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

10 / 01 / 08

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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

	/	/
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Signature check

	/	/
--	---	---

Funds check

	/	/
--	---	---

Allowable expenditure

	/	/
--	---	---

Validation

Initials Date

Member ID added to form

	/	/
--	---	---

Payment codes added to form

	/	/
--	---	---

Receipts/ documentation present

	/	/
--	---	---

Processing Input

	/	/
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Please use margin for comments

Finchley & Golders Green Labour Party




To: Rudi Vis MP



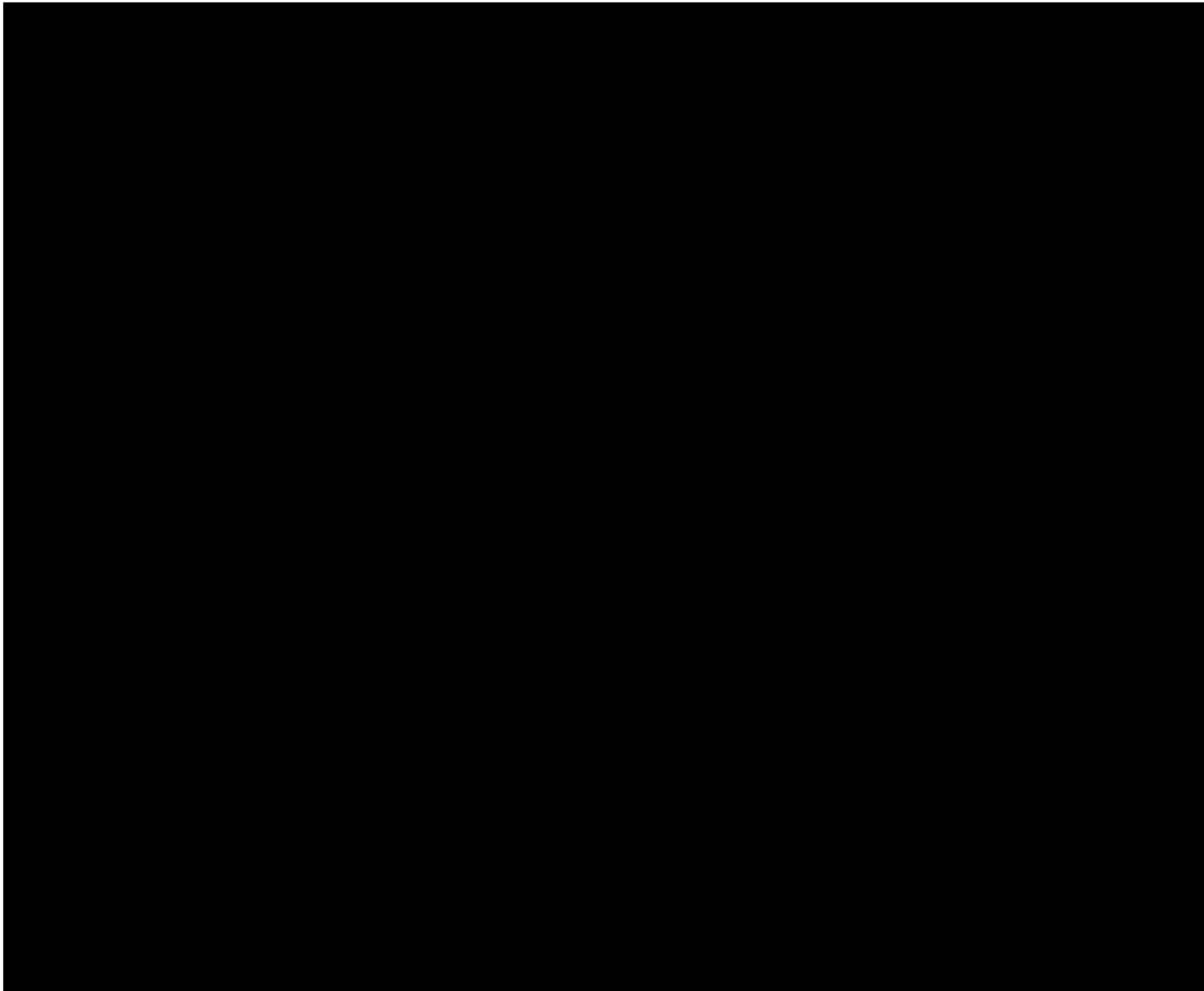
Provision of Office and Services.
1st October 2007 to 31st December 2007

In accordance with our agreement the following payment is due.

Rent of office accommodation: **£ 1,625.00**

Service costs, office equipment and supplies
 **£ 4,381.08**

Total **£ 6,006.08**





Incidental Expenses Provision/Staffing Allowance Direct payment of suppliers

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L1002
Page 1 of 2

When to use this form

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Your details

Name
in CAPITAL LETTERS

RUDI VIS

Constituency

FINCHLEY AND GOLDERS GREEN

Office use only

Costs

Supp/Res ID



Claim details

Please ensure

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- you attach all supplier invoices.

You must specify

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You can specify

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

Date of claim

30 / 10 / 07

Allowance year

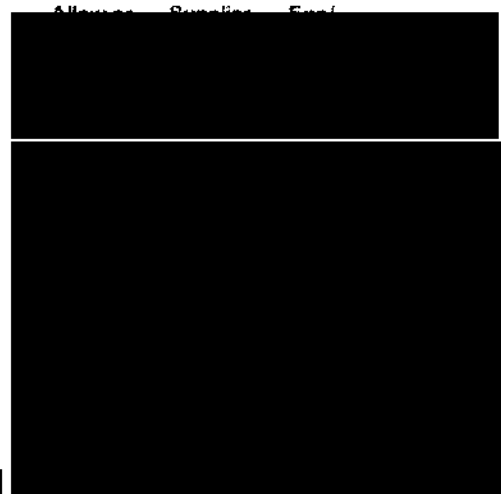
07 / 08

Incidental Expenses Provision claims

Office use only

	Suppliers	Amount
Item 1	ESGG Labour Party	£ 4,835: 17 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 4,835: 17 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 | 30 / 10 / 07 |

Data protection

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Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments

Finchley & Golders Green Labour Party



To: **Rudi Vis MP**




Provision of Office and Services.

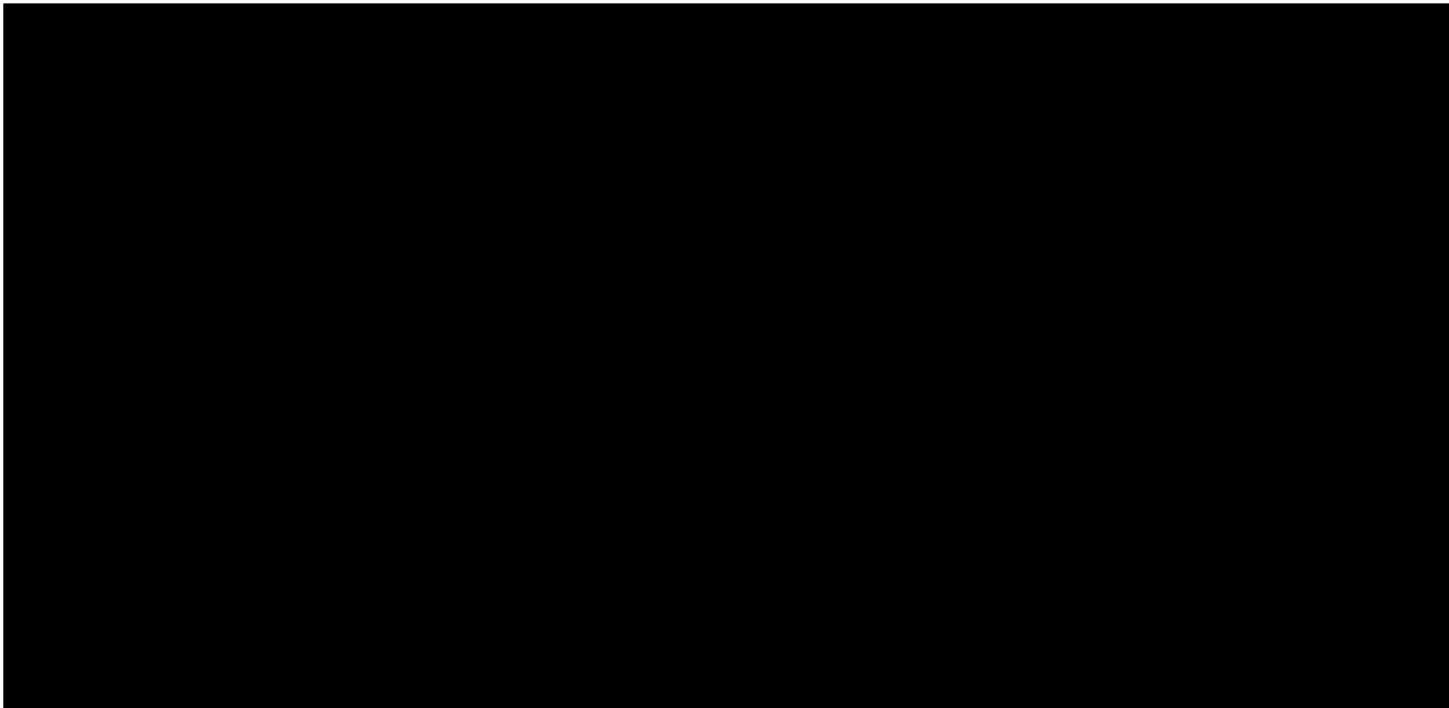


In accordance with our agreement the following payment is due.

Rent of office accommodation: **£ 1,625.00**

Service costs, office equipment and supplies
 **£ 3,210.17**

Total: £ 4,835.17





Direct payment of suppliers

11 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.

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Name in CAPITAL LETTERS

RUDI VIS

Constituency

FINCHLEY AND GOLDERS GREEN

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Supp/Res ID

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You can specify

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

Date of claim

1st 107/07

Allowance year

07/08

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	Finchley and G.G. Lab Park	£ 3,831 : 89 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 3,831 : 89 p

Office use only

Allow or Supplier Exp/

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 01 / 07 / 07

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Office use only			
	Validation	Initials	Date
Claims received	<input type="checkbox"/>		
Signature check	<input type="checkbox"/>		
Funds check	<input type="checkbox"/>		
Allowable expenditure	<input type="checkbox"/>		
	Validation	Initials	Date
	Member ID added to form		
	Payment codes added to form		
	Receipts/ documentation present		
	Processing Input		

Please use margin for comments

Finchley & Golders Green Labour Party



To: **Rudi Vis MP**



**Provision of Office and Services.
1st April 2007 to 30th June 2007**



In accordance with our agreement the following payment is due.

Rent of office accommodation:	£ 1,625.00
Service costs, office equipment and supplies.	£ 2,206.89
Total.	£ 3,831.89

