



Member's reimbursement form

21 MAR 2007

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

STEPHEN DALLER

Constituency

CHARLWOOD

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, with communication and travel.

Period of claim

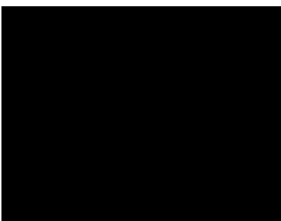
from 1/1/07 to 28/2/07

Allowance year

1000

Office use only

Allow or Exp/
A/c code Cat 5



	Description of service or goods	Amount
Item 1	Office consumables	£ 86 : 80 p
Item 2	Paper - website	£ 210 : 33 p
Item 3	Computer supplies	£ 151 : 58 p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 448 : 71 p

continued on page 2

Authorisation and declaration



Signature

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my duties as a Member of Parliament



MP

Date

15th March 07

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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

Send your completed form to

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



Office use only

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

Input subtotals per Cat 5

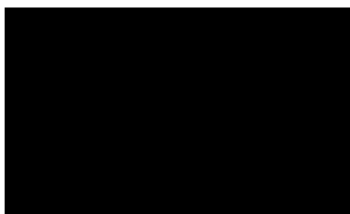
£238-38
£
£
£
£
£210-33
£
£448-71

Comments

Empty box for comments

Ryman

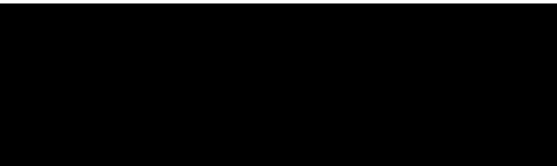
the stationer



	£
TRANS.DOC.HLDR A4 x10 CLR 0405030467	1.99
POST-IT CUBE YELLOW 0360107117	4.49
STABILO BGSS GREEN 0855014010	1.10
PAPERMATE TEMPO RED 0836109914	1.29
PAPERMATE TEMPO RED 0836109914	1.29
BIC PEN - RED 0820014114	0.25

Total	6 Items	£10.41
Cash		£10.50
Change		£0.09

VAT Code	Trans Amount	VAT
1 17.5%	8.86	1.55



Ryman

the stationer

RYMAN LABELS P14 BX100

£
19.99

Total	1 Items	£19.99
Cash		£20.00
Change		£0.01

VAT Code	Trans Amount	VAT
1 17.5%	17.01	2.98

18 DEC 2006



LANGFORD PRINTERS



Invoice

The Rt. Hon. Stephen Dorrell MP

Invoice Number
Date / Tax Point
Account Number

Details	Net Price	VAT
500 x Black House of Commons Postcards	48.00	8.40



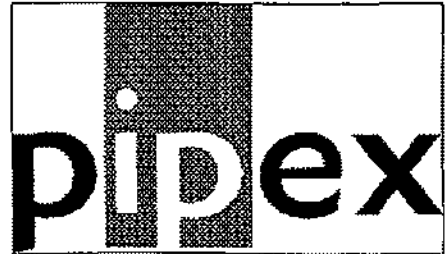
Delivery Address:



Total Net	48.00
Total VAT	8.40
INVOICE TOTAL £	56.40

21 OCT 2006

PIPEX Communications Services



Billing Address :
Rt Hon. Stephen Dorrell MP

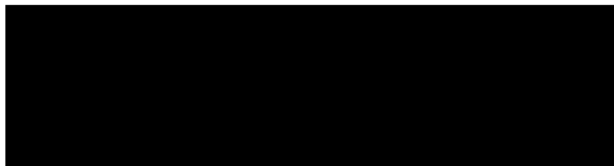
Total Due : £210.33
Date Due : 15/11/2006
Invoice No :

Order Details

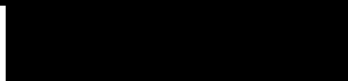
Type	Description	Quantity	Total
Domain	iLink Light (Unix)	1	£179.00

Invoice Value :	£179.00
VAT @ Current Rate :	£31.33
Total Invoice Value :	£210.33

26 OCT 2006

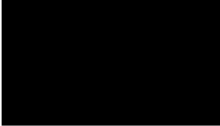


Invoice



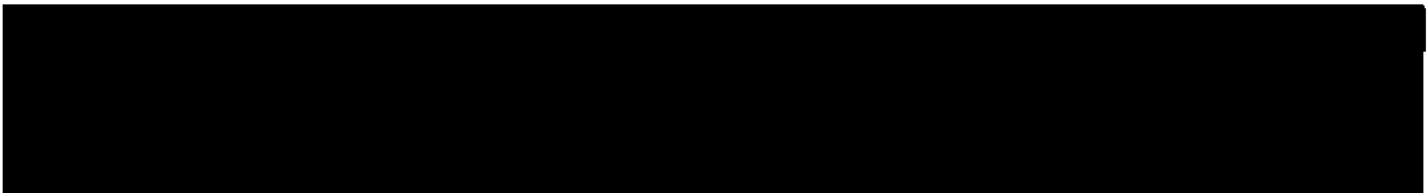
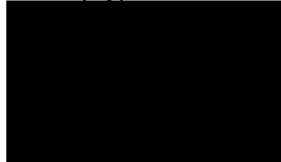
Invoice To:

House of Commons
Stephen Dorrell



Deliver To:

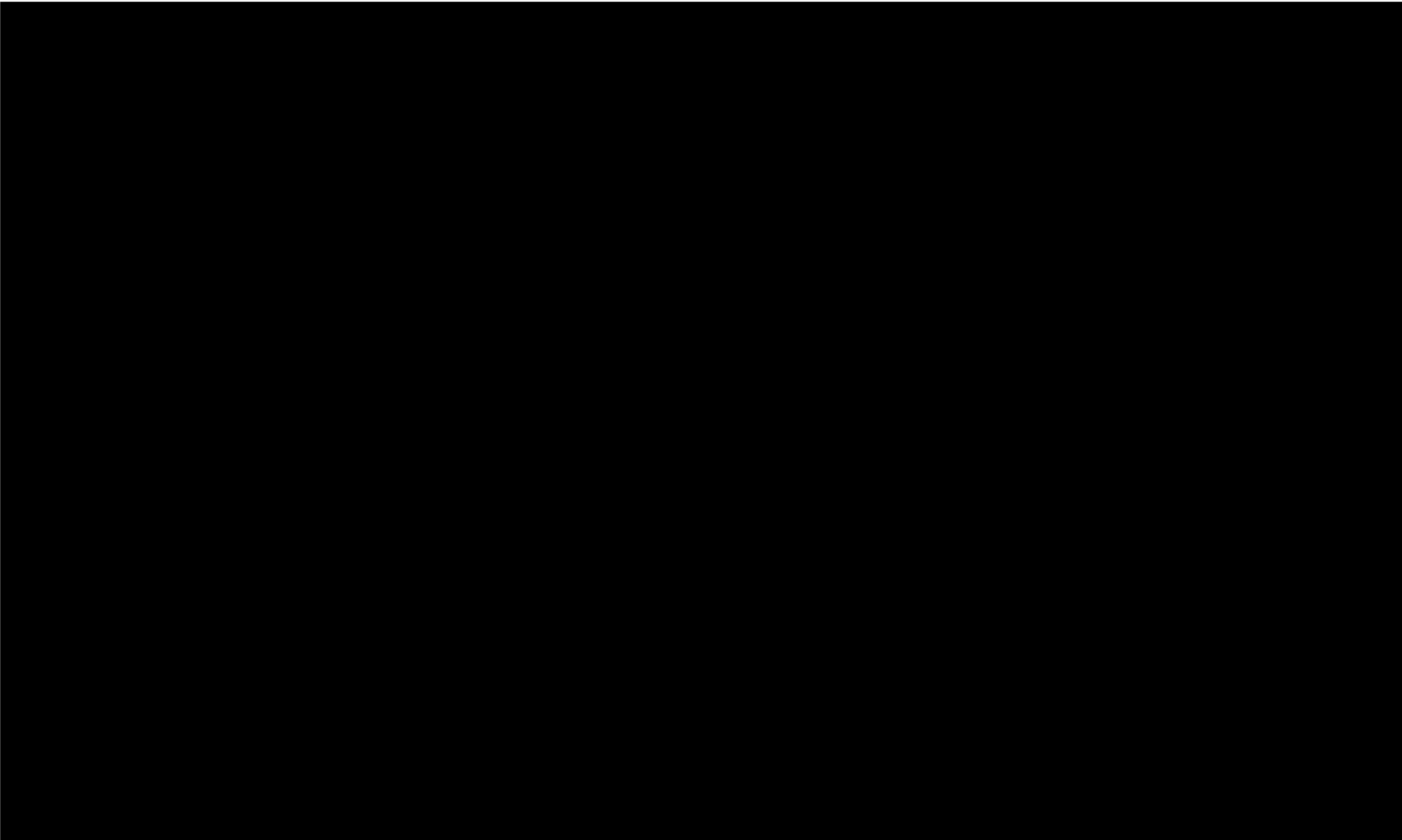
House of Commons



Item No.	Description	Quantity
595-10006	High Capacity Black Use & Return Toner Cartridge for Dell Laser Printer W5300n - Kit	1
800-10175	Info - Standard Consumables Delivery.	1

VAT Summary

VAT Rate	GBP	GBP	Subtotal	GBP
%	Total Net £	VAT £	Freight	
17.5	129.00	22.58	VAT £	22.58
			Total	151.58



Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

C3

Please write or print clearly & attach to claim

Supplier ID

Volunteer N/N

Please check / amend relation

Text

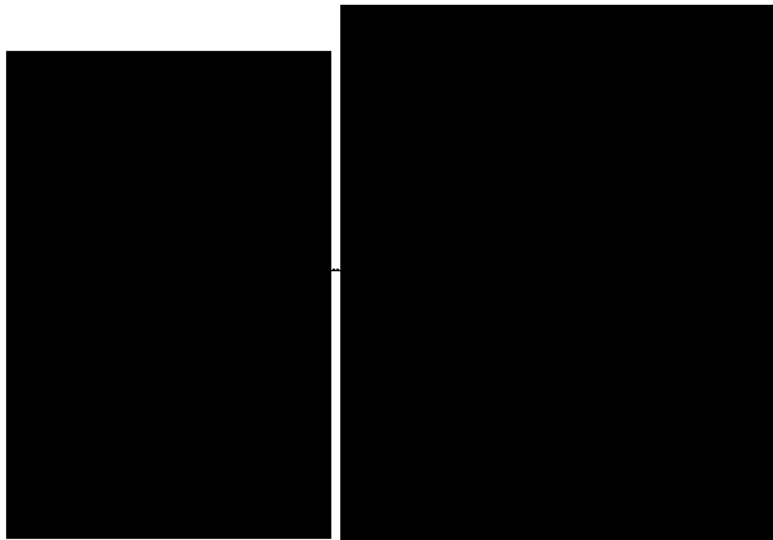
Invoice No.

Account code / Allowance

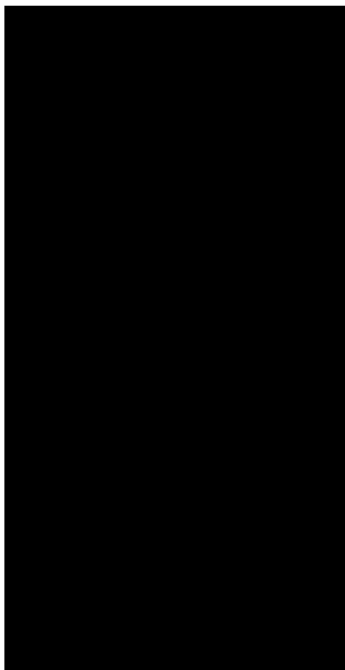
Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



06_07



£ 75.36

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£ 75.36

TOTAL

Comments:

** Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)

4002 NW1 R A

Transaction code.

C3. DIRECT PAYMENT
of expenses to Secretaries/research assistants.
(To exclude travel between home and normal place of work)

I hereby authorise the Fees Office to pay the undermentioned person the following sums from my Office Costs Allowance.

Name
Address

Only complete the bank details if this is the first time of payment or if your details need amending.

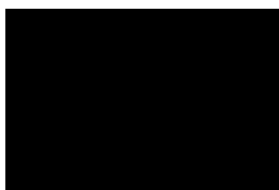
Bank name and address
Sort code Account No
Account name

Payment for	Amount £	Description - if further clarification required
Meals & subsistence		
Travel - (rail/air/taxi) *** Please see below		
Other travel - (car) *** Please see below		
Other travel - (season ticket) *** Please see below		
Child care costs		
Telephone / Fax	£ 48	Oct / Nov / Dec. 2006
Home as office		
Office requisites	£ 27.36	Receipt attached
Private medical insurance		
Other (please specify)		
*** These should exclude travel from home to normal place of work. Such items should be entered on a C4 claim form.	£ 75.36	

I certify that these expenses are for my private duties.
Signed (Member)
Printed name
Date 10/11/07

Ryman

the stationer



SALES VOUCHER

Customer copy

	£
STAPLES NO. 16 0705012361	4.19
BROTHER INK CART LC-900BK 1302055501	17.99
RYMAN STAPLER ASSORTED 0701126099	1.49
TIPPEX RAPID FLUID CARTRIDGE 0852103916	1.65
STABILO SWING - GREEN 0855054010	0.85
PAPERCLIPS 50mm BRASS 0740105050	1.19

Total 6 Items £27.36

£27.36

VAT Code	Trans Amount	VAT
1 17.5%	23.29	4.07



Direct payment of suppliers

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

STEPHEN JONES

Constituency

CHARWOOD

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

9 11 07

Allowance year

06 07

Incidental Expenses Provision claims

Office use only

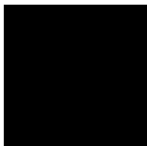
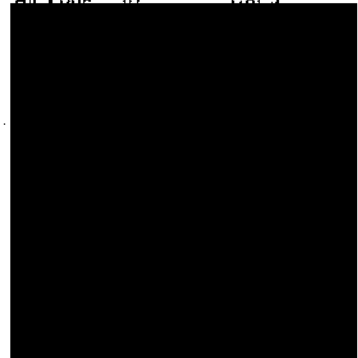


Table with columns: Suppliers, Amount. Rows: Item 1 (Parliament, £3877.50), Item 2 (Resourses, £), Item 3 (Vans, £), Item 4, Item 5.

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



Total £3877.50 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

Signature _____
 Date 9 / 1 / 2007

_____ed wholly,
 duties.

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	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



Parliamentary Resources Unit



INVOICE

VAT Registration Number: 

Customer



Monday, 18 December 2006

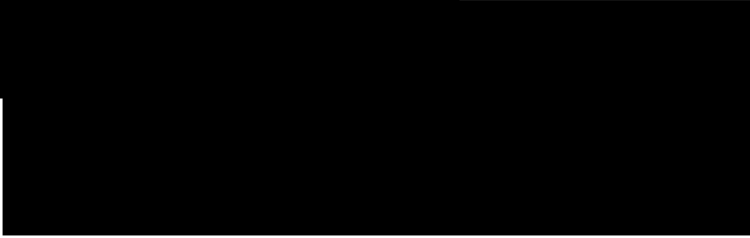
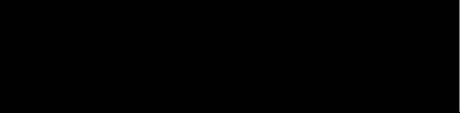
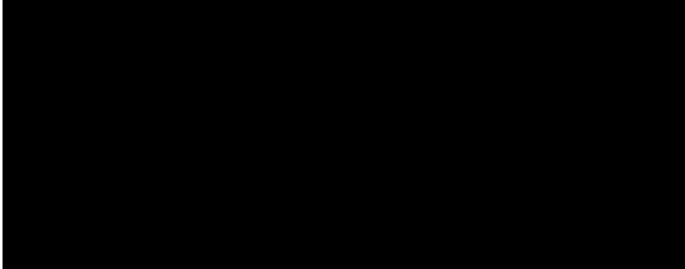
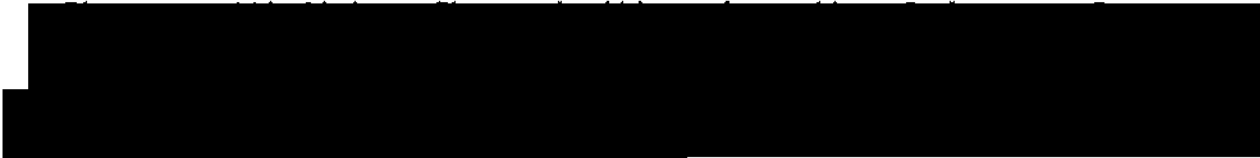
Ref: 



Service

For the provision of Standard contract research services from 1st April 2006 to 31st March 2007:

Annual Subscription	£3300.00
VAT	£577.50
Total	£3877.50





Member's reimbursement form

02 JAN 2007

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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

STEPHEN DARRIN

Constituency

CHARWOOD

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.

Reduced for staff travel.

Period of claim

from 1 1 4 1 0 6 to 3 1 1 2 1 0 6

Allowance year

06/07

	Description of service or goods	Amount
Item 1	Information Centre	£ 35.00 p
Item 2	Office consumables	£ 369.66 p
Item 3	Travel to seminars	£ 23.70 p
Item 4	Political secretary	: 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

£ 427.76 p

£ 404.66

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

27th December 2006

Data protection

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

Office use only

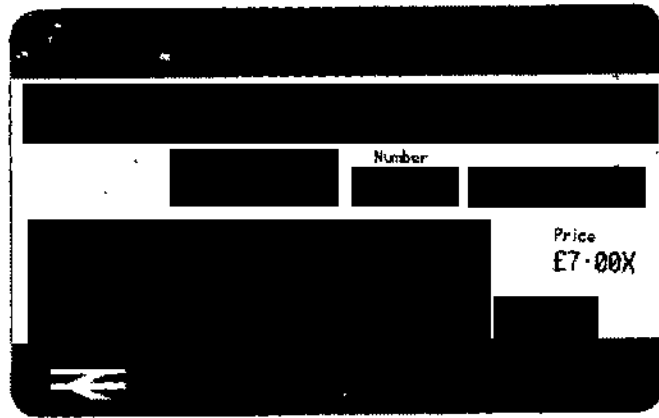
Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

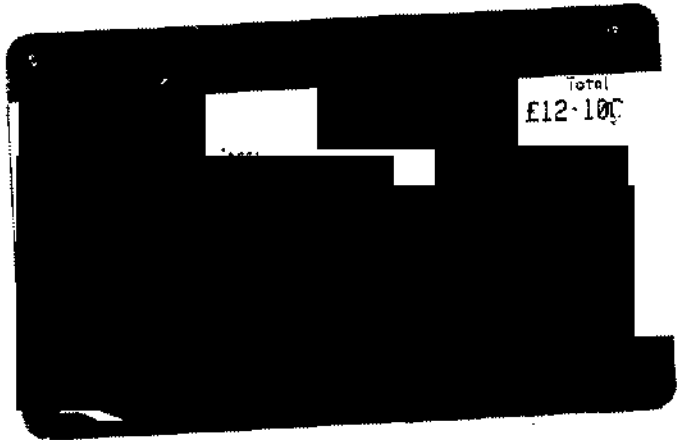
Input subtotals per Cat 5

[Redacted]	£ 404.66
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£ 404.66

Comments

[Empty Comments Box]







RECEIPT



From:

To:

Date:

Amount: *4.10*

Signature: 



Ryman

the stationer



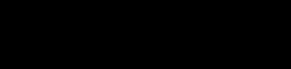
SALES VOUCHER

Customer copy

RYMAN LABELS P14		£ 19.99
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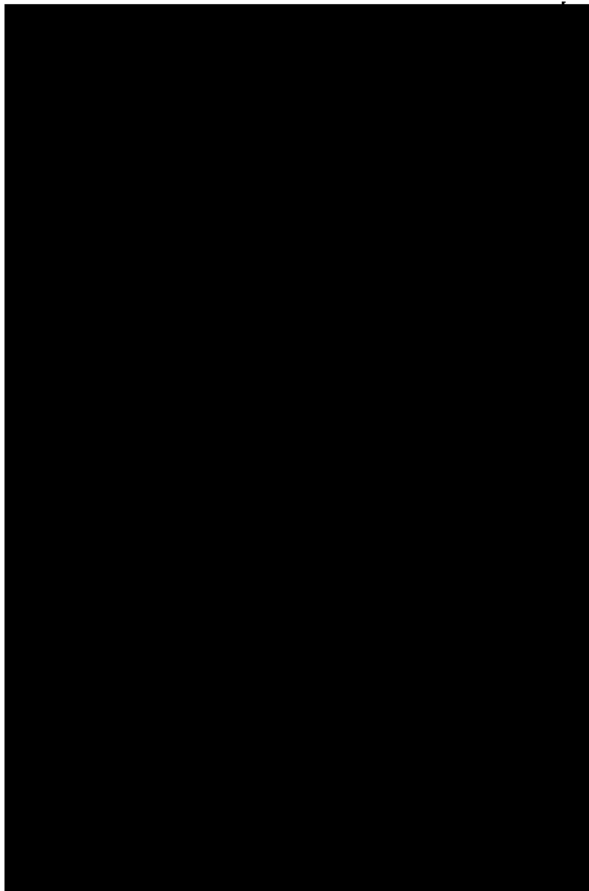
Total	1 Items	£19.99
-------	---------	--------



£19.99



VAT Code	Trans Amount	VAT
1 17.5%	17.01	2.98



Ryman

the stationer



SALES VOUCHER

Customer copy

HP TONER CART C7115A BLK	£
1315016701	69.99

Total	1 Items	£69.99
-------	---------	--------

£69.99

VAT Analysis	VAT NO.
--------------	---------

VAT Code	Trans Amount	VAT
1 17.5%	59.57	10.42


Ryman

the stationer

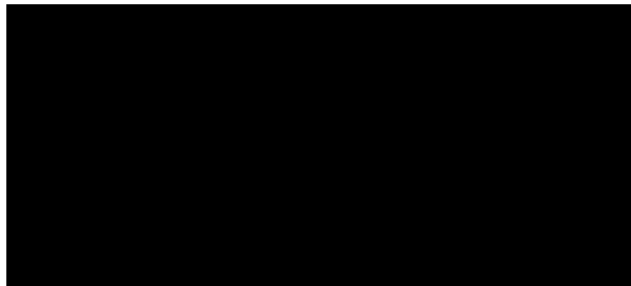


WHITE ENVS P/S DL PK 50	£
0502200952	4.40
C/WAYS L/A FILE F/C BLACK	3.99 ✓
0105020701	

Total	2 Items	£6.40
Cash		£10.00
Change		£3.52

VAT Analysis VAT NO. 

VAT Code	Trans Amount	VAT
1 17.5%	5.51	0.97



RYMAN THE STATIONER



SALE

HP INK CART 51645A BLACK £26.99
1302507101

TOTAL (1 item) £26.99

(VAT CONTENT £4.02)

PAID BY

CASH £30.00
CHANGE -£3.01



RYMAN THE STATIONER



SALE

REXEL STAPLES 26/6 R 5000	£1.99
[REDACTED]	
HP INK CART C4578D 3 COL	£29.99
[REDACTED]	

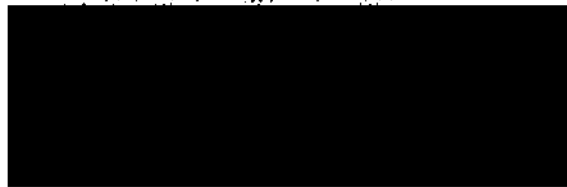
TOTAL (2 items) £31.98

EVAT CONTENT £4.77 ✓

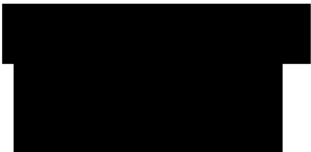
PAID BY:

CASH £35.00

CHANGE -£3.02



RYMAN THE STATIONER



SALE

HP THROAT 51645A BLACK #26.99
1192507101

TOTAL (1 item) #26.99

EXACT CONTENT #4.021
PDATE BY

[Redacted] #26.99

MERCH-ID: [Redacted] #26.99

[Redacted]

[Redacted]

THE STATIONER

SALE

RE INVOICE 51345A BLACK \$26.99

TOTAL (1 Item) \$26.99

COST CONTENT \$4.02

NET 99

TAX \$30.00

GRAND TOTAL \$66.01

RYMAN THE STATIONER



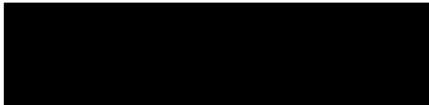
SALE

HP INK CART C65780 3 COL 1302507260	#29.99
HP INK CART 51645A BLACK 1302507101	#26.99
TOMMY'S BAG SINGLE 1301056001	
2 X #0.00	#0.00

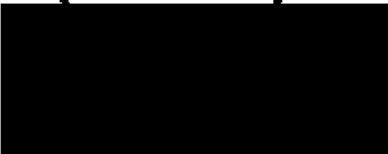
TOTAL (4 items) #56.98

EVAT CONTENT #8.49

PAID BY



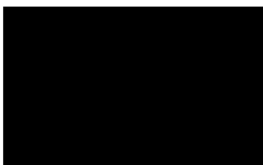
#56.98



#56.98



12 DEC 2006



Invoice

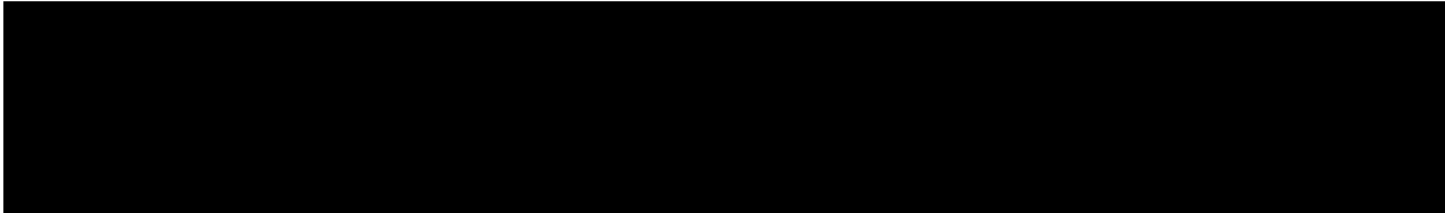
Invoice To:

House of Commons
Stephen Dorrell



Deliver To:

House of Commons



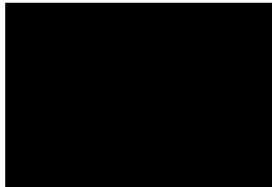
Item No.	Description	Quantity
593-10153	High Capacity Black Toner Cartridge for Dell Multifunction Laser Printer 1815dn	1
800-10709	Info - Laser Standard Consumables Delivery	1

VAT Summary

VAT Rate	GBP	GBP	Subtotal	GBP
%	Total Net £	VAT £	Freight	
17.5	45.00	7.88	VAT £	7.88
			Total	52.88



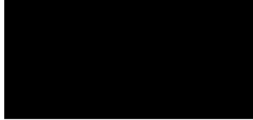
25 SEP 2006



Invoice

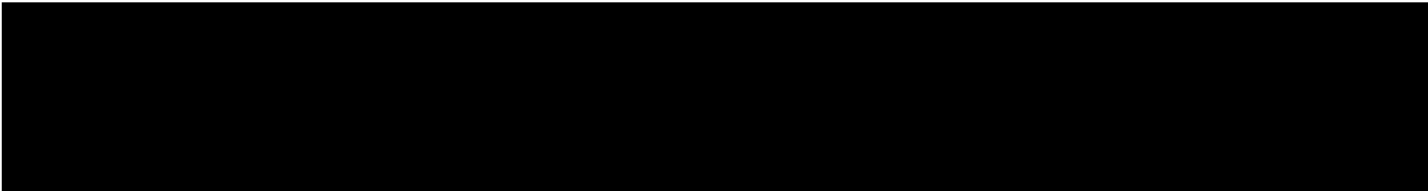
Invoice To:

House of Commons
Stephen Darrell



Deliver To:

House of Commons



Item No.	Description	Quantity	Unit Price	Net
593-10153	High Capacity Black Toner Cartridge for Dell Multifunction Laser Printer 1815dn	1	45.00	45.00
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00

VAT Summary

VAT Rate	GBP	GBP	Subtotal	GBP
%	Total Net £	VAT £	Freight	
17.5	45.00	7.88	VAT £	7.88
			Total	52.88





Information Commissioner's Office
Promoting public access to official information
and protecting your personal information

[Redacted]

15 September 2006

[Redacted]

Registration Number:

[Redacted]

[Redacted]

We confirm receipt of your payment of £35.00 (VAT nil)

[Redacted]

[Redacted]

Yours sincerely

[Redacted]

[Redacted]

[Redacted]

Financial Processing }

Transaction No. ...

Registration No. ...

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

or

Volunteer /N

Please check / amend relation

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

[Redacted area]

TOTAL

£..... 52.43

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£..... 64.78

£..... 117.21

** Financial Processing purposes only*

Registered by (initials & date)

.....

Posted by (initials & date)

.....

Transaction code.

C3. DIRECT PAYMENT
of expenses to Secretaries/research assistants.
(To exclude travel between home and normal place of work)

12 OCT 2006

I hereby authorise the Fees Office to pay the undermentioned person the following sums from my Office Costs Allowance.

Name..

Address

Only complete the bank details if this is the first time of payment or if your details need amending.

Bank name and address

Sort code

Account No.

Account name

Payment for	Amount £	Description - if further clarification required
Meals & subsistence		
Travel - (rail/air/taxi) *** Please see below		
Other travel -- (car) *** Please see below		
Other travel -- (season ticket) *** Please see below		
Child care costs		
Telephone	£ 64.78	July - Sept. 2006
Home as office		
Office requisites	£ 52.43	Receipts attached
Private medical insurance		
Other (please specify)		
*** These should exclude travel from home to normal place of work. Such items should be entered on a C4 claim form.	£ 117.21	

I certify that these expenses are for my constituency duties.

Signed (Member)..

Printed name

STEPHEN BOKRELL

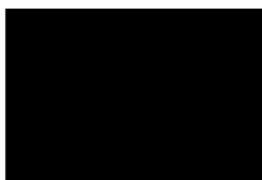
Date

Constituency

CHARNWOOD

Ryman

the stationer



SALES VOUCHER



BROTHER INK CART LC-800M £
10.99



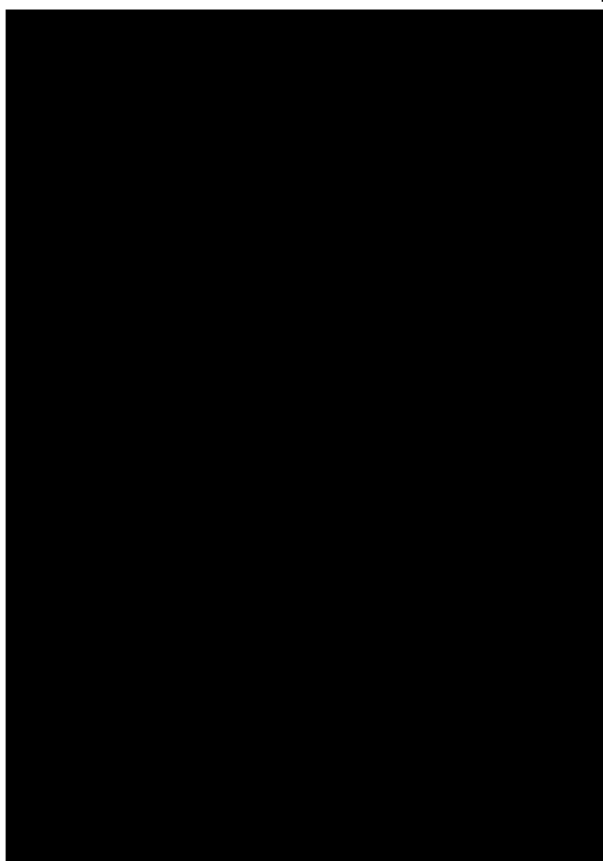
£10.99

£10.99

VAT Analysis

VAT NO. 

VAT Code	Trans Amount	VAT
1 17.5%	9.35	1.64



RYMAN THE STATIONER



SALE

BROTHER INKJARI LC-800BK £17.99

TOTAL (1 Item) £17.99
EVAT CONTENT £2.68
PAID BY

£17.99

MERCH ID:

Amount: £17.99



RYMAN THE STATIONER

SALE

STAEDTLER PENCIL 2B £0.49
0801016062

STAEDTLER PENCIL 2B £0.49
0801016062

STAEDTLER PENCIL 2B £0.49
0801016062

BROTHER INK CART LC-800Y £10.99
1302056417

BROTHER INK CART LC-800C £10.99
1302056429

TOTAL (5 items) £23.45

VAT CONTENT £3.49

PAID BY

£23.45

£23.45

Financial Processing }

Transaction No. .

Registration No. .

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

or

Volunteer Y/N

Please check / amend relation

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

[Redacted]

[Redacted]

TOTAL

£.....

£ 53.95

£.....

£.....

£.....

£.....

£.....

£.....

£ 54.42

£ 108.37

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

Posted by (initials & date)

[Redacted]

12/07.

13 JUL 2006

Transaction code.

C3. DIRECT PAYMENT
of expenses to Secretaries/research assistants.
(To exclude travel between home and normal place of work)

I hereby authorise the Fees Office to pay the undermentioned person the following sums from my Office Costs Allowance.

Name...

Address

Only complete the bank details if this is the first time of payment or if your details need amending.

Bank name and address

Sort code..... Account No.....

Account name

VALIDATION
06 JUL 2006
RECEIVED

Payment for	Amount £	Description - if further clarification required
Meals & subsistence		
Travel - (rail/air/taxi) *** Please see below		
Other travel - (car) *** Please see below		
Other travel - (season ticket) *** Please see below		
Child care costs		
Telephone / Fax	£ 54.42	Phone & fax for the last quarter
Home as office		
Office requisites	£ 53.95	receipts attached
Private medical insurance		
Other (please specify)		
*** These should exclude travel from home to normal place of work. Such items should be entered on a C4 claim form.	£ 108.37	

I certify that these expenses were incurred on parliamentary duties.

Signed (Member).....

Printed name..... STEPHEN DORRELL

Date..... 5/7/06..... Constituency..... CHARNWOOD

RYMAN THE STATIONER



SALE

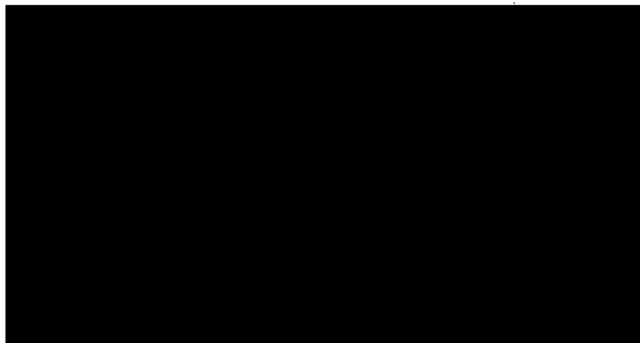
BROTHER INK CART LC-800M £10.99
1302056430

TOTAL (1 item) £10.99
EVAS CONTENT £1.64

PAID BY

 £10.99


Amounts £10.99



RYMAN THE STATIONER



SALE

BROTHER INK CART LC-800BK 1302056401	£17.99
BROTHER INK CART LC-800C 1302056429	£10.99
BROTHER INK CART LC-800V 1302056417	£10.99
LINE DATER 0715015050	£2.99

TOTAL (4 items)	£42.96
VAT CONTENT	£6.41
PAID BY	



£42.96



Amount: £42.96

