



Direct payment of suppliers

17 MAR 2008

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 DORRELL

Constituency

CHARWOOD

Office use only

Cost: [REDACTED]

Supp/Res ID: [REDACTED]

Claim details

Please ensure

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

You must specify

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

You can specify

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

Date of claim

10 / 03 / 08

Allowance year

2007 / 2008

Incidental Expenses Provision claims



Suppliers	Amount
Item 1 DELL PRINTER CARTRIDGE	£ 52 : 88 p
Item 2	£ : p
Item 3	£ : p
Item 4	£ : p
Item 5	£ : p

Total £ 52 : 88 p

Office use only

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



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 partly, by Parliamentary duties.

Signature

X  MP

Date

12 / 03 / 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 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 Resources, 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 / /

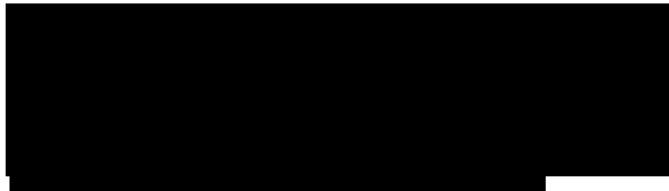
Payment codes added to form / /

Receipts/ documentation present / /

Processing Input / /

Please use margin for comments

26 FEB 2008



Invoice

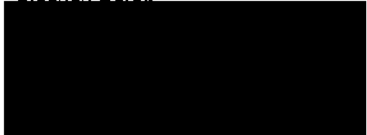
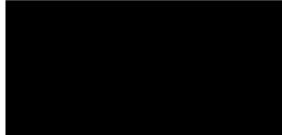
Invoice to:

Deliver To:



Stephen Dorell, MP

Stephen Dorell



Invoice No [redacted] Customer No [redacted] Dell Order No [redacted] Page 1 of 1

Your Ref/PO No.
MyFinancials PIN
Despatch Note No.
Despatch Date
Payment Terms
Invoice Date



Booking Reference:
Account Manager
Account Manager Tel
Account Manager Fax
Account Manager Email

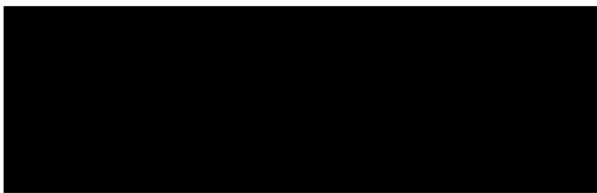


Item No.	Description	Quantity	Unit Price	Net
593-10153	Dell - 1815dn - Black - High Capacity Toner	1	45.00	45.00
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00

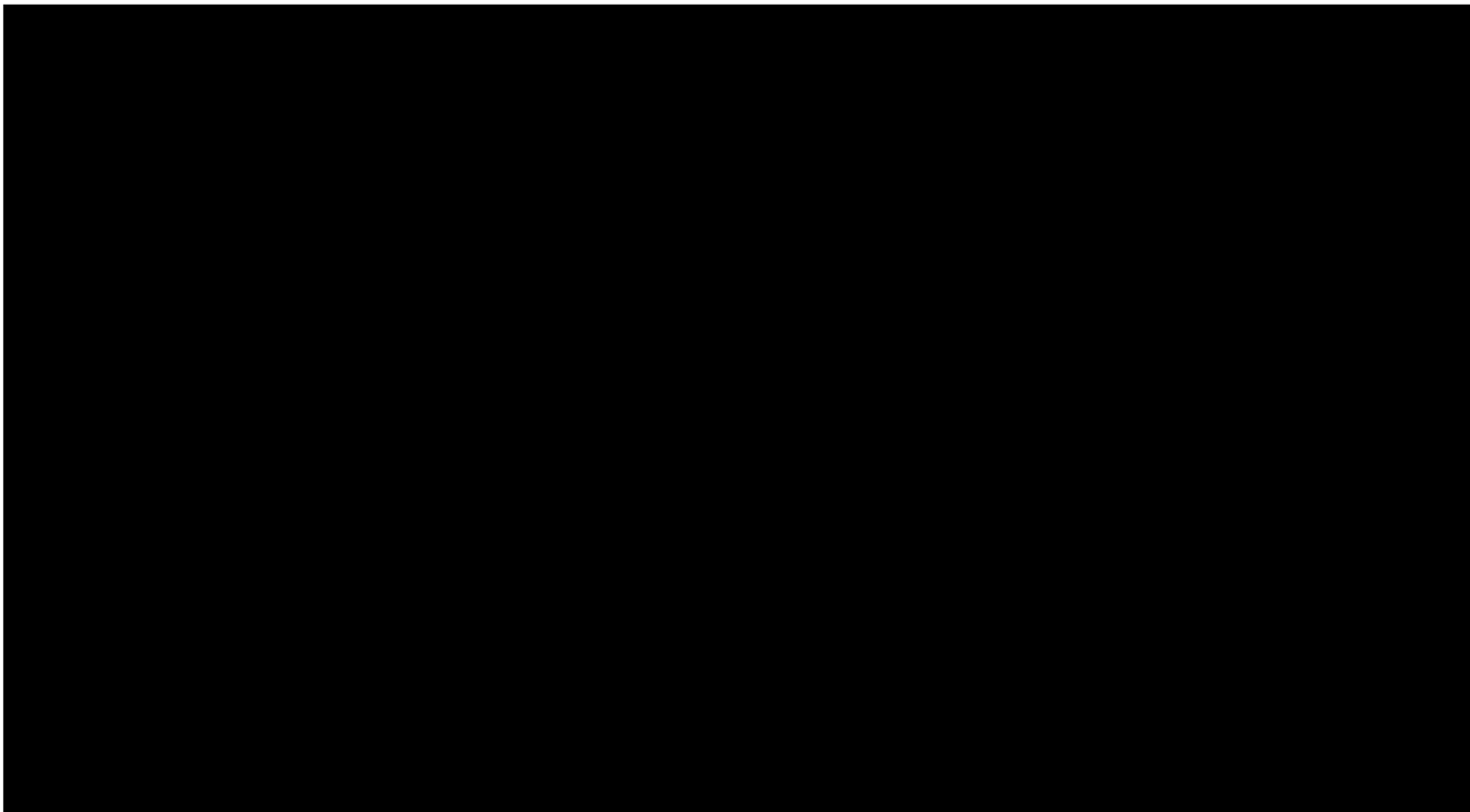
VAT Summary

VAT Type	VAT Rate %	GBP Total Net £	GBP VAT £
S	17.5	45.00	7.88

Subtotal	45.00
Freight	0.00
VAT £	7.88
Total	52.88



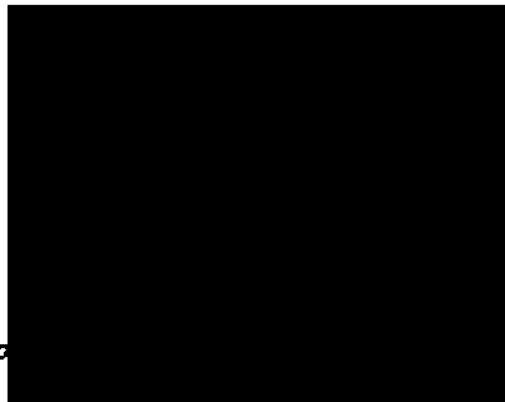
Tag Nos.



Financial Processing }

Transaction

Registration



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

C

or

New Supplier

Volunteer Yes/No

Please check / amend relation

Text

09/01/08

Invoice No.

C

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

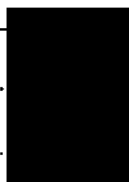
TOTAL

£ 60.38

£ 60.38

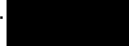
Comments:

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



12/1

Posted by (initials & date)





Authority for the payment of one-off salary and/or expenses to staff

When to use this form

- Use this form to request a one-off payment of salary to a temporary or casual employee.
- Use this form to reimburse out-of-pocket expenses to an employee or a volunteer.

About filling in this form

- Please note that payments can be made through the payroll only if we hold a valid National Insurance number for the employee.
- If you have any questions about this form, please call 020 7219 1340.

Your details

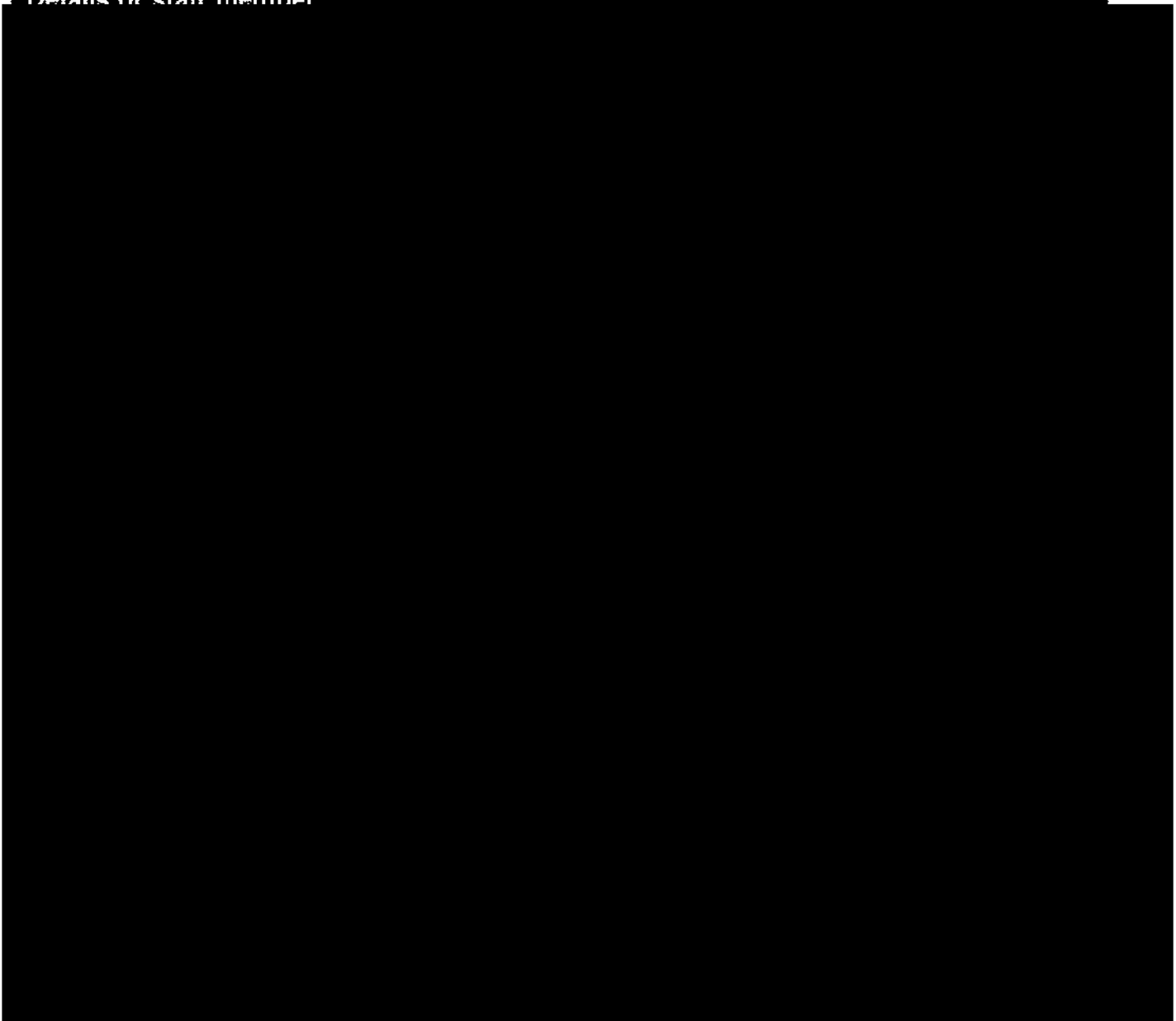
Name
in CAPITAL LETTERS

STEPHEN DORRELL

Constituency

CHARNWOOD

Details of staff member



Claim details

- Please claim actual amounts incurred, not round sums
- Please attach receipts or invoices

	Amount	Taxable	Allow & exp type	Initials
One off salary	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Season ticket loan	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Travel-home/work	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Rail travel	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Car travel	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Air travel	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Taxi	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Meals and subsistence	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Healthcare	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Childcare	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Home as office/telephone	£ 60 : 38 p	<input checked="" type="checkbox"/> No		
Office requisites	£ _____ : _____ p	<input checked="" type="checkbox"/> No		
Total	£ 60 : 38 p			

Authorisation and declaration

Signature _____ MP
 Date 9/1/08
 I hereby declare that the above expenses were actually and necessarily incurred in the performance of my official duties.

Data protection
 On behalf of the Data Controller, the employing Member of Parliament, the House of Commons Administration will process the information you provide on this form for the purpose of staff administration, administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the employing member, the House of Commons and the Inland Revenue. The information may also be disclosed to the National Audit Office for audit purposes.
 The information will be processed in accordance with the provisions of the Data Protection Act 1998. 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, including the right to see and receive a copy of any personal data that the House of Commons Administration holds about you on behalf of your employer, please contact your employer.

Send your completed form to Validation Team, Operations Directorate,
 Department of Finance & Administration, House of Commons, London SW1A 0AA



Member's reimbursement form

When to use this form

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

About filling in this form

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

VALIDATION
 05 DEC 2007
 RECEIVED

Your details

Name in CAPITAL LETTERS

STEPHEN DOUGLAS

Constituency

CHARNWOOD

Office use only

Costs/Cat 2

Claim details

Please ensure

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

You can only claim for

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

Period of claim

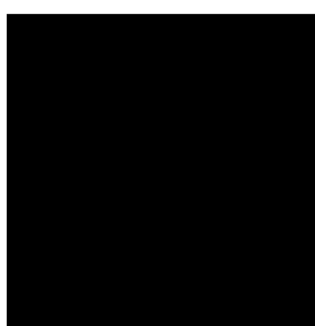
from 1/4/07 to 1/12/07

Allowance year

07/08

Office use only

Allow or Exp/ A/c code Cat 5



Description of service or goods	Amount
Stationery (Ayrton)	£ 95: 14 p
Stationery (Langton)	£ 180: 95 p
Info. Commissioners	£ 35: 00 p
Staff travel to Courtroom	£ 41: 00 p
Item 5	£ : p
Item 6	£ : p
Item 7	£ : p
Item 8	£ : p
Item 9	£ : p

Total

£ 352: 09 p

Authorisation and declaration

I claim [redacted] exclusively and necessarily in the [redacted]

Signature

[redacted] MP

Date

2nd January 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 & Cost		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

[redacted]	£ 311.09
[redacted]	£ 41.00
[redacted]	£
[redacted]	£
[redacted]	£
[redacted]	£
[redacted]	£
[redacted]	£ 352.09

Comments

[Empty box for comments]

2.1 SEP. 2007



STEPHEN DORRELL MP

19 September 2007

Registration Numbers [REDACTED]

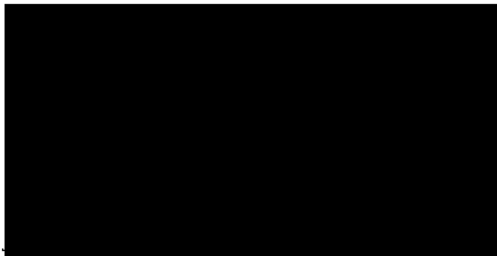
Dear Stephen Dorrell

We confirm receipt of your payment of £35.00 (VAT nil) for the renewal fee of the above referenced notification to cover the period 16 September 2007 to 15 September 2008.

Yours sincerely

[REDACTED]
Notification Department

Ryman



SALES VOUCHER

Customer copy

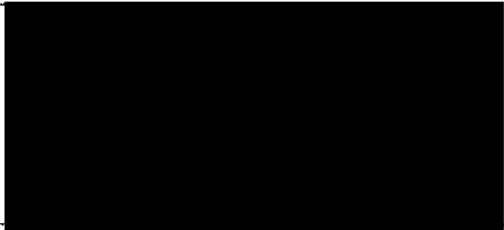
	£
RYMAN BUBBLE BAG PK5 E/2 0508013562	2.49
POST-IT x2 YELLOW 6822 0360026317	2.19
HP TONER CART C7115A BLK 1315018701	69.99

Total	3 Items	£74.67
-------	---------	--------



Ryman

the stationer



	£
IMATION CDR 52x SLIM x10 1402013463	6.99
CD/DVD LABELS STAND. MATT 0215016160	5.99
RYMAN LABELS P14 PK25 0220013361	7.49

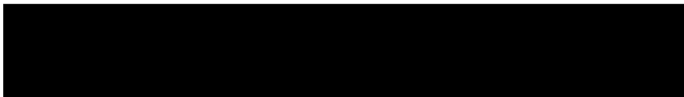
Total 3 Items £20.47



'3 0 MAY 2007



LANGFORD PRINTERS



Invoice

The Rt. Hon. Stephen Dorrell MP

Invoice Number	
Date / Tax Point	25/05/2007

Account Number	
----------------	--

Details	Net Price	VAT
5000 x A4 Green House of Commons Letterheads	106.00	18.55

Delivery Address:



Total Net	106.00
Total VAT	18.55
INVOICE TOTAL £	124.55

23 JUL 2007



LANGFORD PRINTERS



Invoice

The Rt. Hon. Stephen Dorrell MP

Invoice Number	
Date / Tax Point	19/07/2007

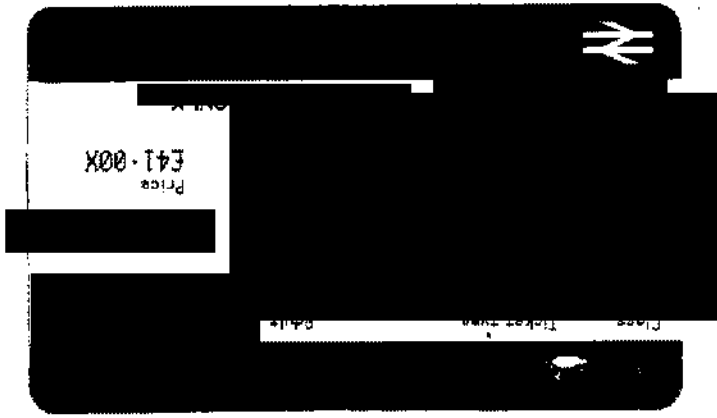
Account Number	DORRELL
----------------	---------

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

Delivery Address:



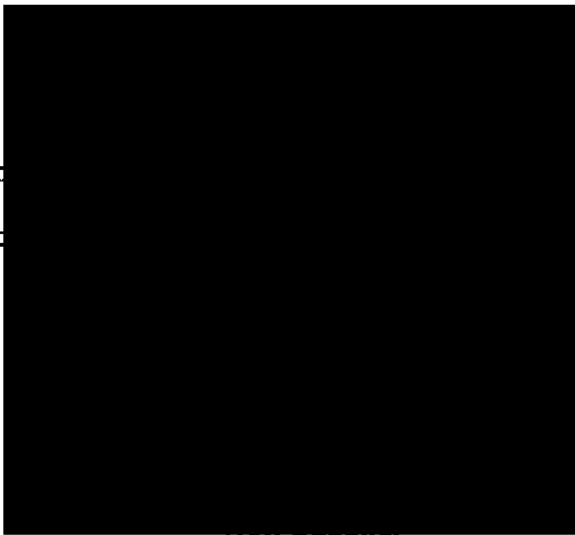
Total Net	48.00
Total VAT	8.40
INVOICE TOTAL £	56.40



Financial Processing }

Transaction No

Registration No



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

or

or

Volunteer Yes/No
Please check / amend relation

Text

15-10-07

Invoice No.

C

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



----	£ 77.41
----	£
----	£
----	£
----	£
----	£
----	£
----	£
----	£
----	£
----	£ 106.00
----	£ 183.41

TOTAL

Comments:

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

24/11/07

Posted by (initials & date)

.....



Staffing Allowance/Incidental Expenses Provision

SA3

Authority for the payment of one-off salary and/or expenses to staff

When to use this form

- Use this form to request a one-off payment of salary to a temporary or casual employee.
- Use this form to reimburse out-of-pocket expenses to an employee or a volunteer.

About filling in this form

- Please note that payments can be made through the payroll only if we hold a valid National Insurance number for the employee.
- If you have any questions about this form, please call 020 7219 1340.

Your details

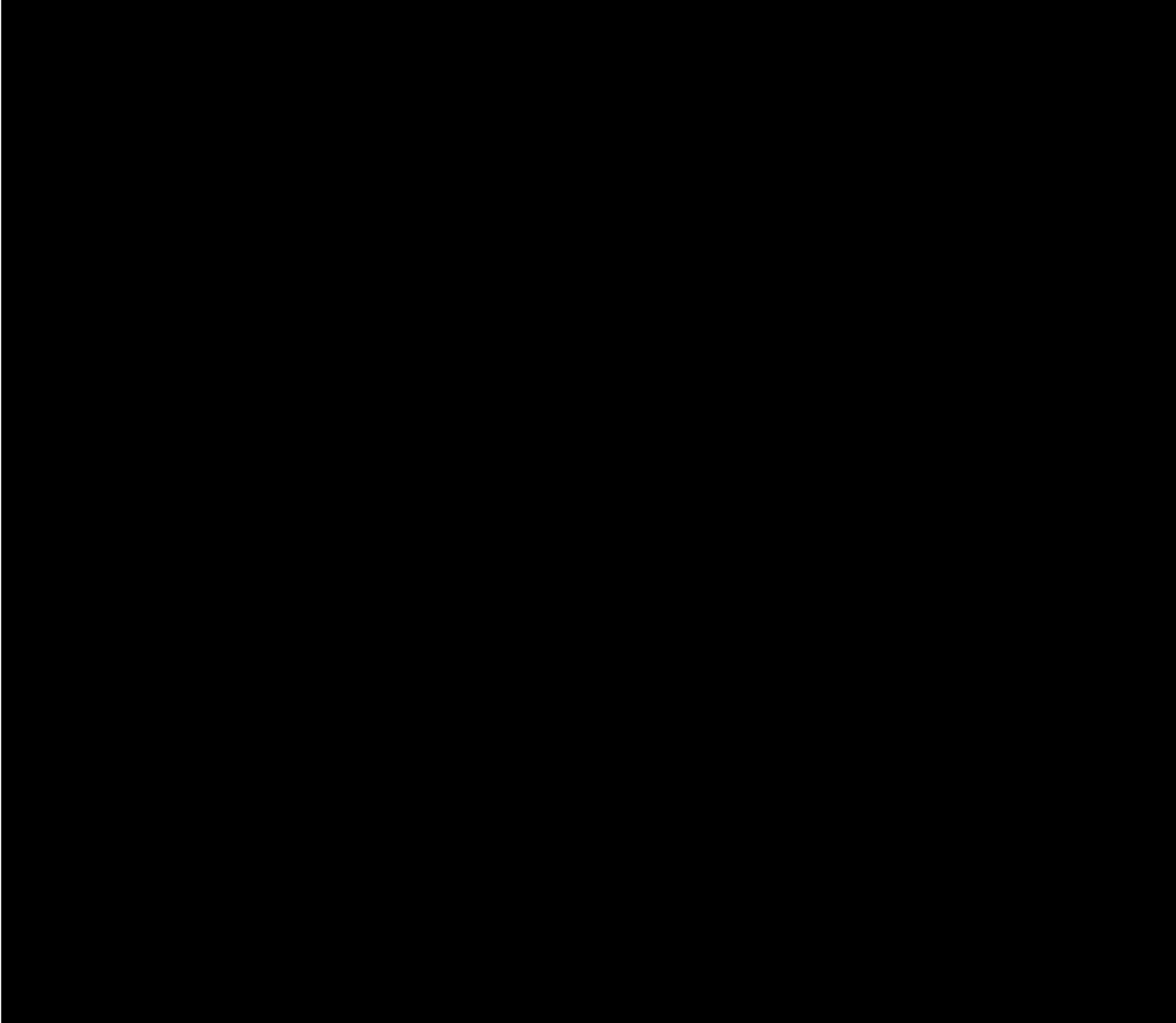
Name in CAPITAL LETTERS

STEPHEN DORRELL

Constituency

CHARNWOOD

Details of staff member



Claim details

- Please claim actual amounts incurred, not round sums
- Please attach receipts or invoices

	Amount
One off salary	£ _____ : _____ p
Season ticket loan	£ _____ : _____ p
Travel—home to work	£ _____ : _____ p
Rail travel	£ _____ : _____ p
Car travel	£ _____ : _____ p
Air travel	£ _____ : _____ p
Taxi	£ _____ : _____ p
Meals and subsistence	£ _____ : _____ p
Healthcare	£ _____ : _____ p
Childcare	£ _____ : _____ p
(May - Sept)	
Home as office/telephone	£ 106 : 00 p
Office requisites	£ 77 : 41 p

Taxable	Allow & exp type	Initials
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input checked="" type="checkbox"/> No		
<input checked="" type="checkbox"/> No		

Total £ 183 : 41 p

Authorisation and declaration

Signature [Redacted] and necessarily incurred duties.
 Date 15th Dec 07 MP

Data protection

On behalf of the Data Controller, the employing Member of Parliament, the House of Commons Administration will process the information you provide on this form for the purpose of staff administration, administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the employing member, the House of Commons and the Inland Revenue. The information may also be disclosed to the National Audit Office for audit purposes.

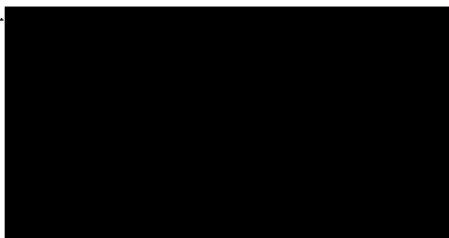
The information will be processed in accordance with the provisions of the Data Protection Act 1998. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, including the right to see and receive a copy of any personal data that the House of Commons Administration holds about you on behalf of your employer, please contact your employer.

Send your completed form to

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

Ryman

the stationer



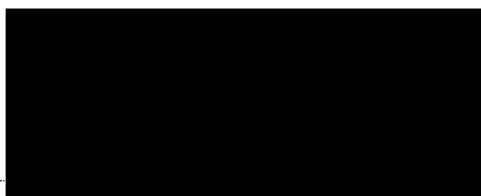
	£
FISCO P/CLIPS BX1000 LIPP 0740085065	2.49
SELLO PARCEL TAPE 50x65 0601044131	1.99

Total 2 Items £4.48



Ryman

the stationer



SALES VOUCHER

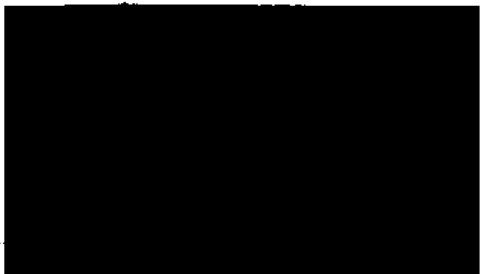
Customer copy

	£
BROTHER INK CART LC-900BK 1302056501	17.99
POST-IT CUBE YELLOW 0360107117	4.49
GHG EVERYDAY CARDS 00 2101602390	1.59

Total 3 Items £24.07

A large black rectangular redaction box covering the bottom portion of the document.

Ryman



SALES VOUCHER

Customer copy

	£
TIPPEX RAPID FLUID PK 2 0852104216	2.49
RYMAN INK CART R9030M 1301022263	8.99
RYMAN INK CART R9017 YEL 1301022261	8.99
RYMAN INK CART R9029 CY 1301022262	8.99
SUB TOTAL	29.46

You have saved/earned:

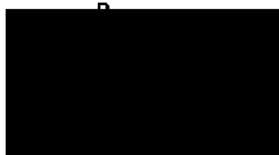
3 FOR 2 ON RYMAN CARTRIDGES -8.99

Total 4 Items £20.47



Ryman

the stationer



SALES VOUCHER

Customer copy

RYMAN INKCART R0009		£	44.97
1301022260	3	x 14.99	
SUB TOTAL			44.97

You have saved/earned:

3 FOR 2 ON RYMAN CARTRIDGES			-14.99
-----------------------------	--	--	--------

Total	3 Items		£29.98
-------	---------	--	--------

A large black rectangular redaction box covering the bottom half of the document.



Direct payment of suppliers

1 0 OCT 2007

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

STEPHEN DORRELL

Constituency

CHARNWOOD ✓

Office use only

Cost

Supp/Res ID

Claim details

Please ensure

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

You must specify

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

You can specify

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

Date of claim

10 / 10 / 2007

Allowance year

2007/08

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	DELL	£ 52 : 88 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Total		£ 52 : 88 p

Office use only

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


Claim details continued

Staffing Allowance claims

	Suppliers	Amount		
		£	:	p
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

Signature  d wholly, duties.

Date 10 / 10 / 2007

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.

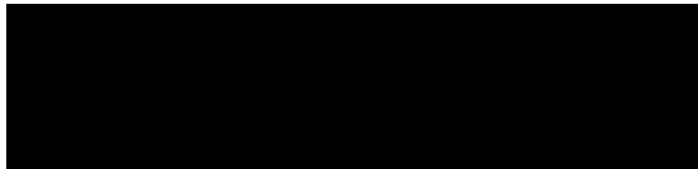
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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	<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	<input type="checkbox"/>		/ /
Payment codes added to form	<input type="checkbox"/>		/ /
Receipts/ documentation present	<input type="checkbox"/>		/ /
Processing Input	<input type="checkbox"/>		/ /

Please use margin for comments



Invoice

Invoice to:

House of Commons
Stephen Dorell, MP

Deliver To:



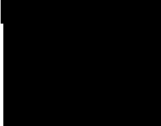
Stephen Dorell



Invoice No: [Redacted] Customer No: [Redacted] Dell Order No: [Redacted] Page 1 of 2

Your Ref/PO No.
MyFinancials PIN
Despatch Note No.
Despatch Date
Payment Terms
Invoice Date

STEPHENDORRELL



Booking Reference:
Account Manager
Account Manager Tel
Account Manager Fax
Account Manager Email

2300170
Steven Moors

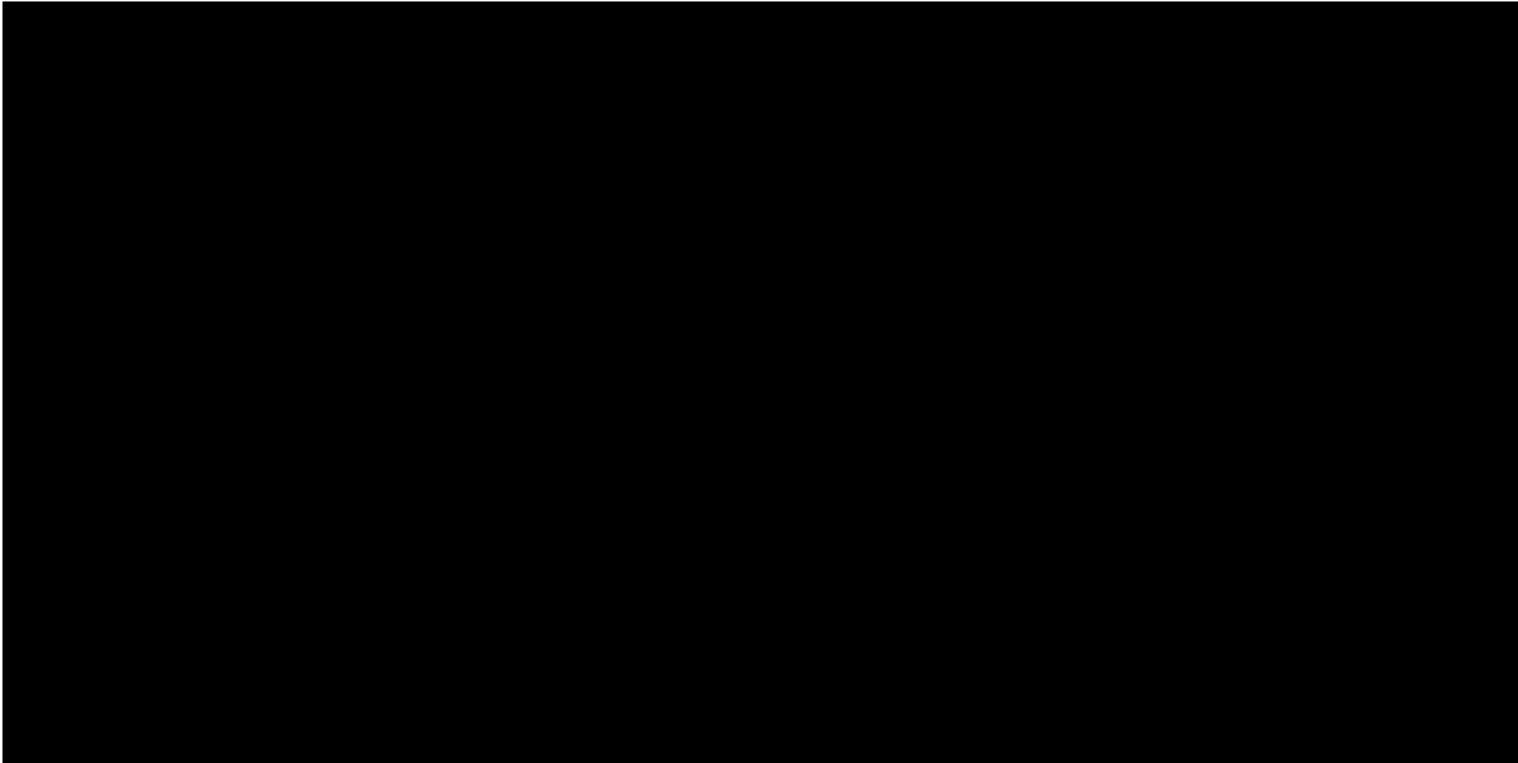


Item No.	Description	Quantity	Unit Price	Net
593-10153	High Capacity Black Toner Cartridge for Dell Multifunction Laser Printer 1815dn	1	45.00	45.00
800-10709	info - Laser Standard Consumables Delivery	1	0.00	0.00

VAT Summary

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

Tag Nos.





Direct payment of suppliers

VALID G2
19 J
RECEIVED
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

STEPHEN DORRILL

Constituency

CHARNWOOD

Office use

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

18 / 07 / 2007

Allowance year

/

Incidental Expenses Provision claims

Office use only

Suppliers

Amount

Allow or A/c code

Supplier ID

Exp/ Cat 5

Item 1

DELL - PRINTER CARTRIDGE £ 52 : 88 p

Item 2

£ : p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

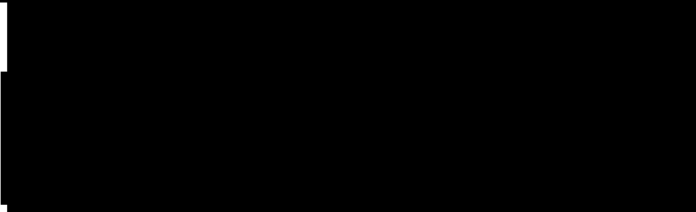
Total

£ 52 : 88 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 18 / 07 / 2007

incurred wholly,
entary duties.

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.

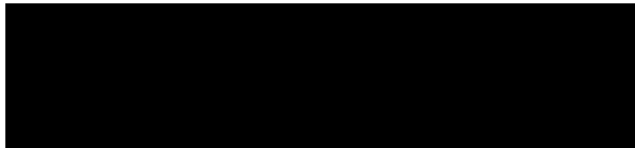
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1996, 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		/ /	Member ID added to form
Signature check		/ /	Payment codes added to form
Funds check		/ /	Receipts/ documentation present
Allowable expenditure		/ /	Processing input

Please use margin for comments



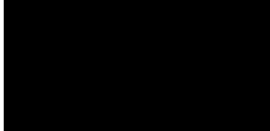
Invoice

R012 TRD

For the attention of:



Stephen Dorrell



Deliver To:

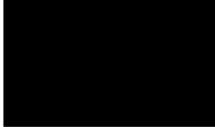
House of Commons
Stephen Dorrell



Invoice No: [Redacted] Customer No: [Redacted] Dell Order No: [Redacted] Page 1 of 1

Your Ref/PO No.
Despatch Note No.
Despatch Date
Payment Terms
Invoice Date

STEPHENDORRELL



Booking Reference:
Account Manager
Account Manager Tel
Account Manager Fax
Account Manager Email

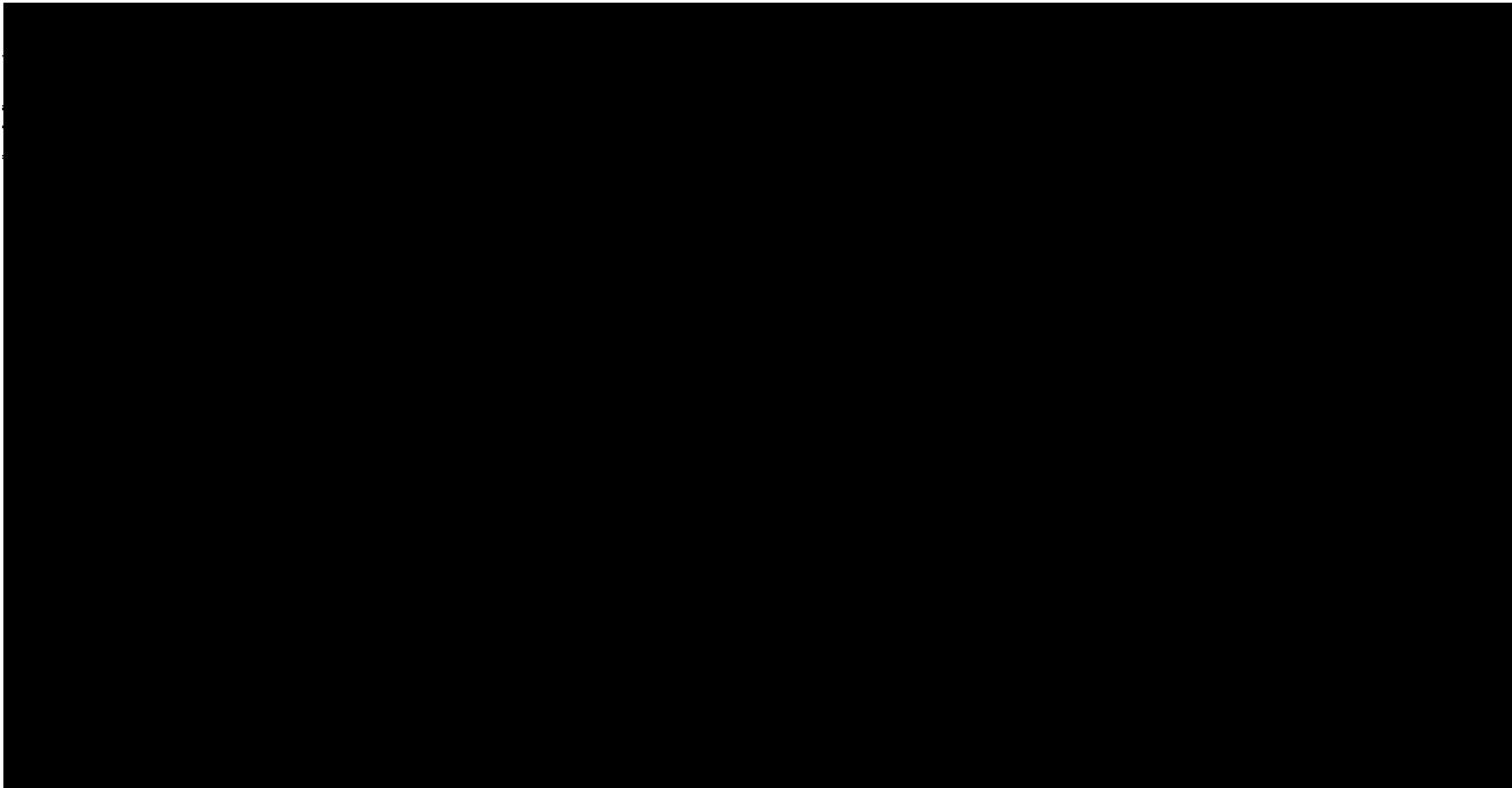


Item No.	Description	Quantity	Unit Price	Net
593-10133	High Capacity Black Toner Cartridge for Dell Multifunction Laser Printer 1815dn	1	45.00	45.00
900-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00

VAT Summary

VAT Rate %	Total Net £	GBP	GBP	Subtotal	GBP
17.5	45.00	7.88		45.00	45.00
				Freight	0.00
				VAT £	7.88
					2.88

Tag Nos.



Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

or

8 [REDACTED]

Volunteer /N

Please check / amend relation

Text

16/05/07

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

[REDACTED] ✓

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

£ 17.99 ✓
£
£
£
£
£
£
£
£
£
£
£ 72.21 ✓
£ 90.20 -

TOTAL

Comments:

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

[REDACTED] 23 MAY 07

Posted by (initials & date)

[REDACTED]

17 MAY 2007

SA3



Staffing Allowance/Incidental Expenses Provision

Authority for the payment of one-off salary and/or expenses to staff

Page 1 of 2

When to use this form

- Use this form to request a one-off payment of salary to a temporary or casual employee.
- Use this form to reimburse out-of-pocket expenses to an employee or a volunteer.

About filling in this form

- Please note that payments can be made through the payroll only if we hold a valid National Insurance number for the employee.
- If you have any questions about this form, please call 020 7219 1340.

Your details

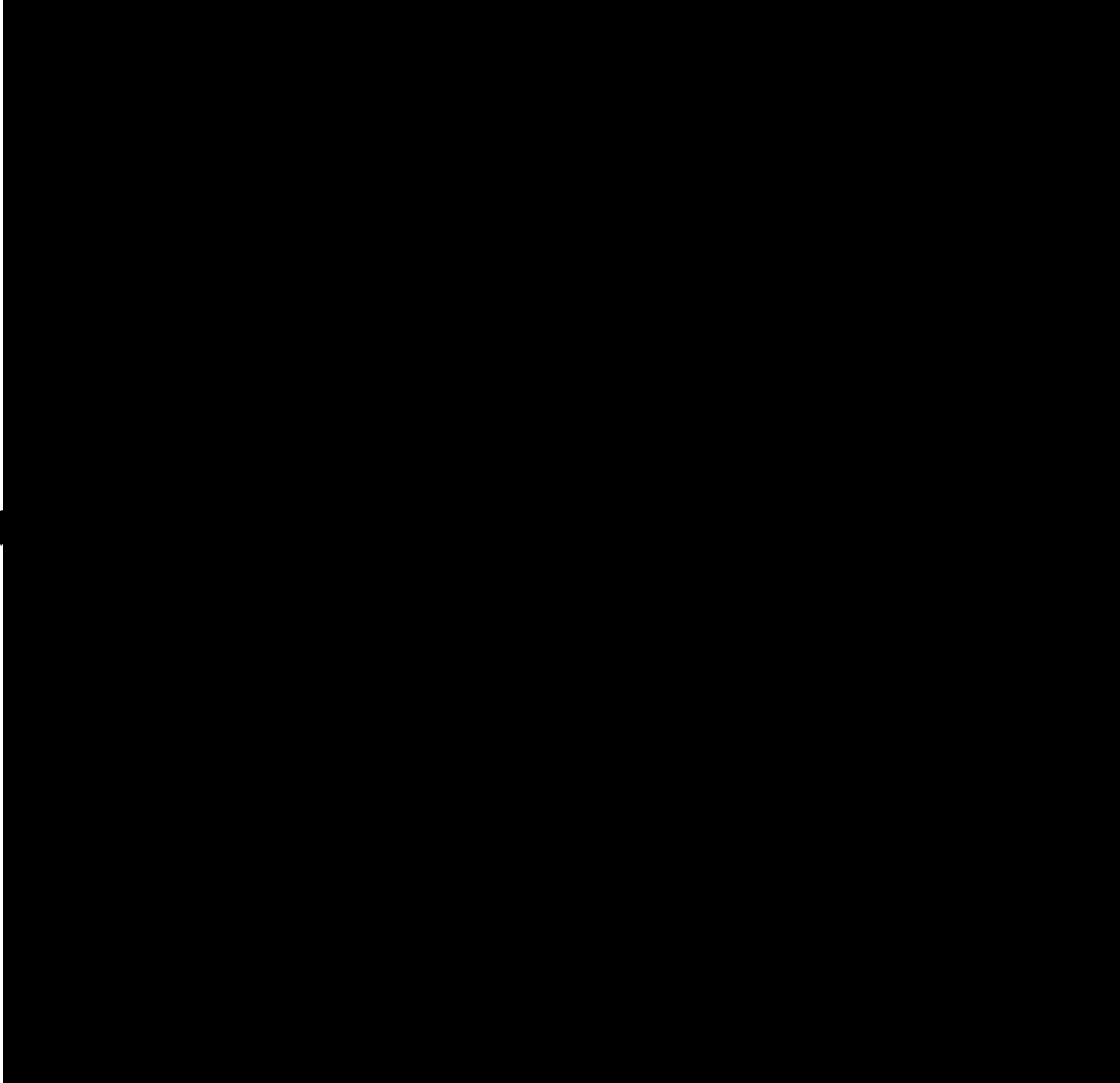
Name
in CAPITAL LETTERS

RT. HON. STEPHEN DORRELL, M.P.

Constituency

CHARNWOOD

Details of staff member



Claim details

- Please claim actual amounts incurred, not round sums
- Please attach receipts or invoices

	Amount	Taxable	Allow & exp type	Initials
One off salary	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Season ticket loan	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Travel - home to work	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Rail travel	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Car travel	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Air travel	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Taxi	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Meals and subsistence	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Healthcare	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Childcare	£ _____ : _____ p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
[Redacted]	£ 72 : 21 p	<input checked="" type="checkbox"/> No	[Redacted]	
Office requisites	£ 17 : 99 p	<input checked="" type="checkbox"/> No	[Redacted]	

Total £ 90 : 20 p

Authorisation and declaration

Signature [Redacted] necessarily incurred

Date 11/5/07

Data protection

On behalf of the Data Controller, the employing Member of Parliament, the House of Commons Administration will process the information you provide on this form for the purpose of staff administration, administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the employing member, the House of Commons and the Inland Revenue. The information may also be disclosed to the National Audit Office for audit purposes.

The information will be processed in accordance with the provisions of the Data Protection Act 1998. 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, including the right to see and receive a copy of any personal data that the House of Commons Administration holds about you on behalf of your employer, please contact your employer.

Send your completed form to **Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA**

Ryman

the stationer



SALES VOUCHER

Customer copy

	£
BROTHER INK CART LC-900BK	17.99



Total	1 Items	£17.99
-------	---------	--------

Paid		£17.99
------	--	--------

A large black rectangular redaction box covering the bottom half of the page.



Direct payment of suppliers

020 7219 1340

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 DORRELL

Constituency

CHARWOOD

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

18 / 04 / 2007

Allowance year

2007 / 08

Incidental Expenses Provision claims

Office use only



Table with columns: Suppliers, Amount (£ : p). Row 1: DELL PRINTER CARTRIDGE, £ 52 : 88 p. Total: £ : p



Table with columns: Allow or No, Supplier ID, Exp/ Cost. Multiple empty rows.

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 _____ of costs incurred wholly, Parliamentary duties.
 Date 18, 4, 2007 MP

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act. Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House)

Send your completed form to

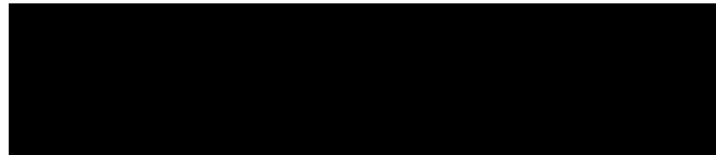
Validation Team, Operations Directorate,
 Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

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

Please use margin for comments

10 APR 2007



Invoice

Invoice To:



Stephen Dorrell



Deliver To:



Invoice No: 21 Customer No: Dell Order No: Page 1 of 1

Your Ref/PO No.
Despatch Note No.
Despatch Date
Payment Terms
Invoice Date

STEPHENDORRELL



Booking Reference:
Account Manager
Account Manager Tel
Account Manager Fax
Account Manager Email

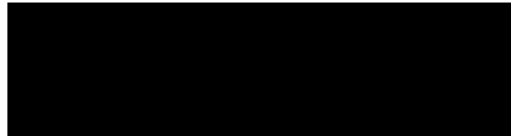


Item No.	Description	Quantity	Unit Price	Net
593-10153	High Capacity Black Toner Cartridge for Dell Multifunction Laser Printer 1815dn	1	45.00	45.00
990-10283	Standard Freight - Toner	1	0.00	0.00
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00

VAT Summary

VAT Rate	GBP	GBP
%	Total Net £	VAT £
17.5	45.00	7.88

	GBP
Subtotal	45.00
Freight	0.00
VAT £	7.88
Total	52.88



Tag Nos.

