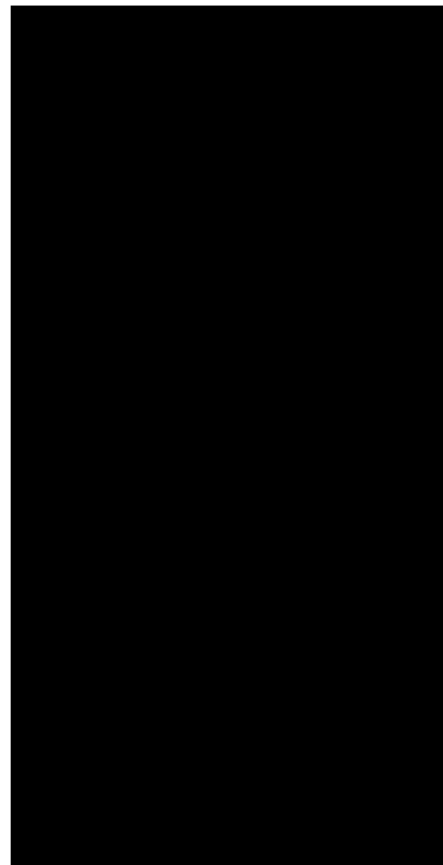


2



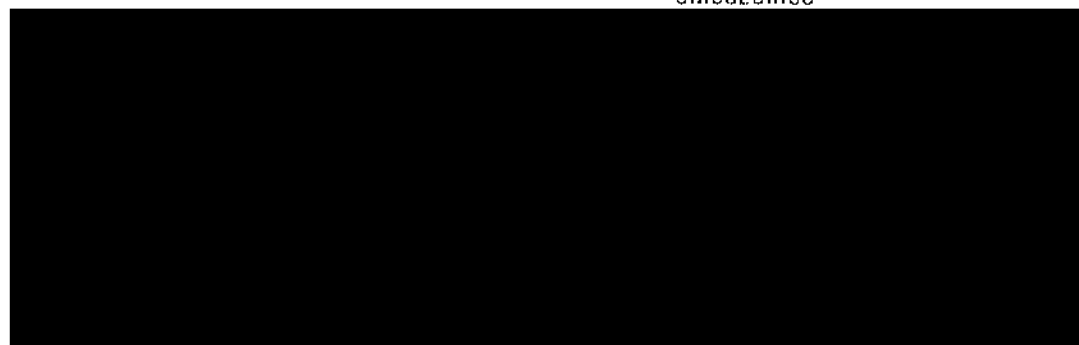
Invoice



 * INVOICE NO. [REDACTED] *

Invoice To: [REDACTED]

Stephen Hepburn MP
 Jarrow



Page 1 Of 1 Date 18/04/2007

Acc.No [REDACTED] Order Date 28/03/2007

Order [REDACTED]

C.A.R. [REDACTED]

Sales Order No: [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (exc1 VAT)	VAT Rate	Line VAT
1		1060010	MARTIN YALE 7200 AUTO D/TOP FOLDER MARTIN YALE 7200 AUTOMATIC DESKTOP FOLDER P7200	1	EACH	185.6000	17/04/07 17/04/07 17/04/07	185.60	17.5	32.48



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	185.60	32.48

Sales Order Total (VAT exc1)

185.60	
INVOICE GOODS	185.60
INVOICE V.A.T.	32.48
INVOICE TOTAL	218.08

Settlement : None
 Discount Terms :

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 18/04/2007

Amt. Due : 218.08

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

16/05/2007

Invoice

* INVOICE NO. [REDACTED] *

Invoice To : [REDACTED]

Stephen Hepburn MP
Jarrow



office2office

PAYMENT SLIP

Please see reverse
for terms of business
and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date : 28/03/2007

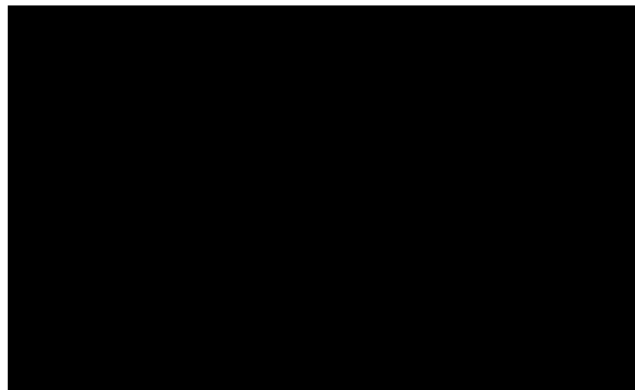
Amt. Due : 152.81

Page 1 of 1 Date 28/03/2007
Acc.No [REDACTED] Order Date 26/03/2007
Order [REDACTED]
C.A.R.



Sales Order No : [REDACTED]

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		7903108	HAGO AMBASSADOR COAT STAND	1	EACH	130.0500	27/03/07	130.05	17.5	22.76



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	130.05	22.76

Sales Order Total (VAT excl)	130.05
INVOICE GOODS	130.05
INVOICE V.A.T.	22.76
INVOICE TOTAL	152.81

Settlement : None
Discount Terms :

**Please
return
the slip**

from final page
of invoice with
your payment
by

25/04/2007



Member's reimbursement form

When to use this form

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

About filling in this form

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

Your details

Name
in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

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, w communication and travel.

Period of claim

from 11/3/07 to 29/3/07

Allowance year

06/07

Office use only

Allow or Exp/
A/c code Cat 5

Item 1

TELEPHONES

£ 248:00 p

Item 2

OFFICE SUPPLIES

£ 920:04 p

Item 3

PRINTING

£ 92:00 p

Item 4

PHOTOCOPYING

£ 57:00 p

Item 5

CLEANING

£ 147:00 p

Item 6

PETTY CASH

£ 250:00 p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 1714:04 p

continued on page 2

* 305.88 (525)
 + 614.16 (500)
 = 920.04

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

29/3/07

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.

[Redacted]

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		/ /

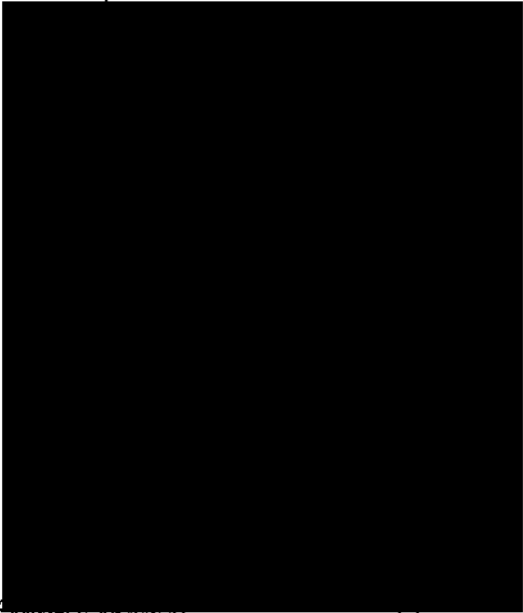
Input subtotals per Cat 5

[Redacted]	£1408.16
[Redacted]	£
[Redacted]	£
[Redacted]	£305.88
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£1714.04

Comments

[Empty Comments Box]

Currys



CANON IXUS 900 TITANIUM £299.89

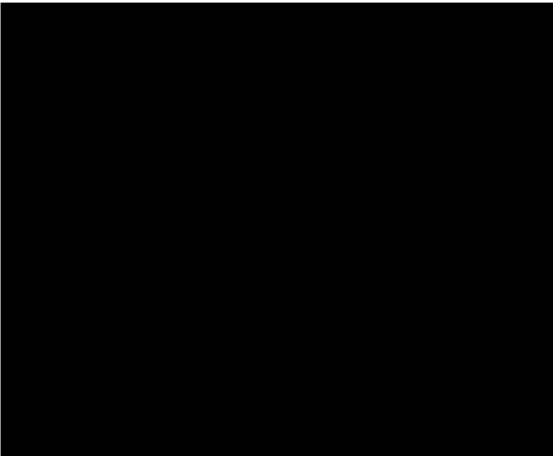
1 x 0000104395 @ £299.89

ANTLER OEM MILAN POLISH £5.99

1 x 0000964464 @ £5.99

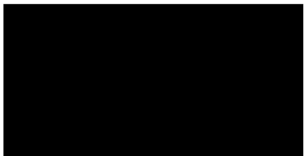


TOTAL TENDERED £305.88





HEWLETPACK 337 BLACK HIGHYLD	£31.98
2 x 0000620199 @ £15.99	
HEWLETPACK NO.343INK TRI R	£19.99
1 x 0000274514 @ £19.99	
HEWLETPACK NO. 344 TRI R	£53.98
2 x 0000273681 @ £26.99	
HEWLETPACK 96A C4096 A TONER	£149.98
2 x 0600719463 @ £74.99	
HEWLETPACK 15A C7115 MONO R	£74.99
1 x 0000296330 @ £74.99	

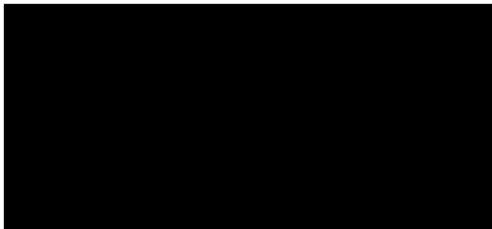


£330.92
£330.92

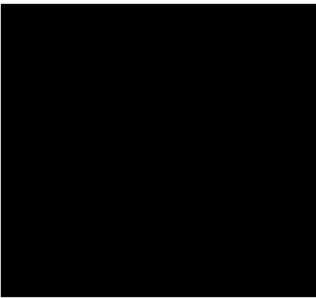
TOTAL TENDERED £330.92



SALES ORDER FORM



Document Date:
 Page No:
 Order Number:
 Order Date:
 Account No:
 Salesperson:
 Customer Ref:
 Contact Name:



Invoice To:

S Hepburn MP
 S Hepburn MP

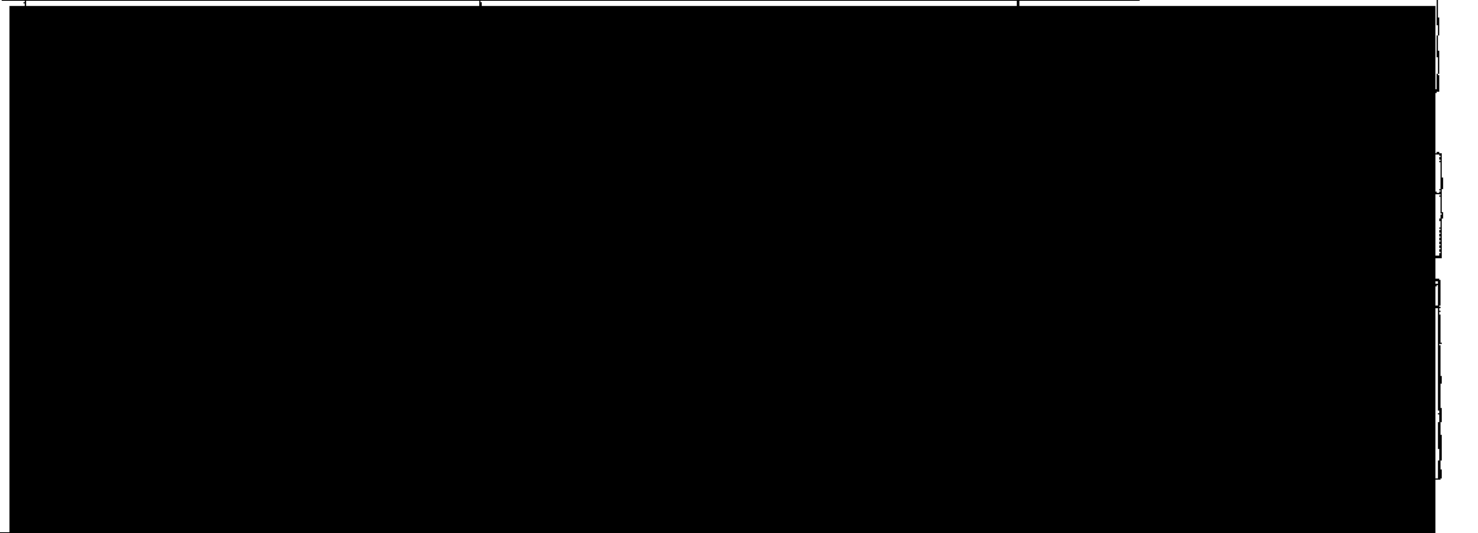
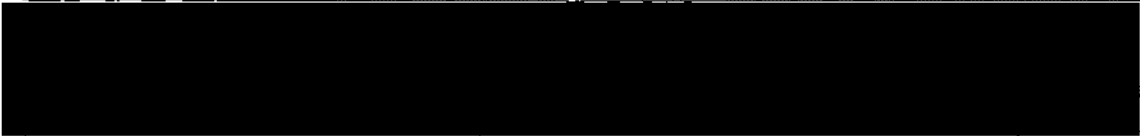
Delivery/Installation Address:

S Hepburn MP
 S Hepburn MP

CATALOGUE STORES

ORDER STATUS: COMPLETED

PRODUCT CODE / DESCRIPTION (CUSTOMER PRODUCT CODE)	QUANTITY	UNIT PRICE		VALUE	VAT INC
		(GBP)	EX VAT	(GBP) EX VAT	VALUE (GBP)
BC116C CANON COLOUR INK CARTRIDGE FOR THE DS700 / DS810 / IP90 BCI-16	2	22.05	EACH	44.10	51.82
BR10547 BROTHER TN-6600 HIGH YIELD TONER (UP TO 6,000 PAGES @ 5% COVERAGE) TN6600	2	46.88	EACH	93.76	110.17
HPCB332E HP 2 PACK OF 343 INKJET PRINT CARTRIDGES CB332EE	1	19.98	EACH	19.98	23.48
BR1000B BROTHER BLACK INK CARTRIDGE DCP130C/330C/540CN/750CNMFC 240C/440CN/660CN/845CW LC1000BK	1	10.76	EACH	10.76	12.64
BR1000C BROTHER CYAN INK CARTRIDGE DCP130C/330C/540CN/750CNMFC 240C/440CN/660CN/845CW LC1000C	1	6.59	EACH	6.59	7.74
BR1000M BROTHER MAGENTA INK CARTRIDGE DCP130C/330C/540CN/750CNMFC 240C/440CN/660CN/845CW LC1000M	1	6.59	EACH	6.59	7.74
BR1000Y BROTHER YELLOW INK CARTRIDGE DCP130C/330C/540CN/750CNMFC 240C/440CN/660CN/845CW LC1000Y	1	6.59	EACH	6.59	7.74
CAN08IP CANON KP-108IP CP SERIES PRINTER PAPER 6x4 108 SHEETS KP-108IP	2	21.37	EACH	42.74	50.22
620199 HPK 337 BLACK HIGHYLD Condition: Pristine	2	13.61	EACH	27.22	31.98
274514 HPK NO. 343 INK TRI R Condition: Pristine	1	17.01	EACH	17.01	19.99
273681 HPK NO. 344 TRI R Condition: Pristine	2	22.97	EACH	45.94	53.98
				522.69	614.16



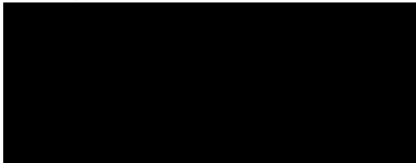


Document Date:
Page No:
Order Number:
Order Date:
Account No:
Salesperson:
Customer Ref:
Contact Name:



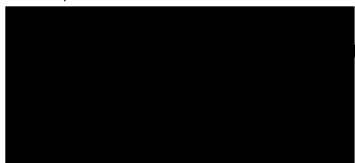
Invoice To:

S Hepburn MP
S Hepburn MP



Delivery/Installation Address:

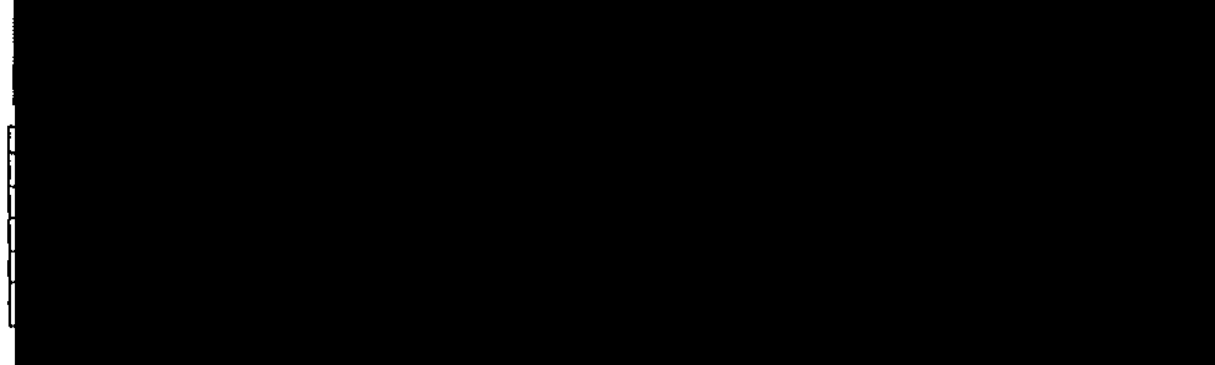
S Hepburn MP
S Hepburn MP



CATALOGUE	STORES
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ORDER STATUS: COMPLETED

PRODUCT CODE / DESCRIPTION (CUSTOMER PRODUCT CODE)	QUANTITY	UNIT PRICE		VALUE	VAT INC
		GBP	£/VAT	(GBP) R-VAT	VALUE (GBP)
719463 HPK 96A C4096 A TONER Condition: Pristine	2	63.82	EACH	127.64	149.98
296030 HPK 15A C7115 MONO R Condition: Pristine	1	63.82	EACH	63.82	74.99
Standard Delivery Charge				9.95	11.69
				522.69	614.16





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 filing 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 Hepburn

Constituency

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

 / /

Allowance year

 /

Incidental Expenses Provision claims

Office use only

	Suppliers	Amount
Item 1	<u>Banner</u>	<u>£ 317 : 24 p</u>
Item 2	<u>u</u>	<u>£ 78 : 99 p</u>
Item 3	<u>u</u>	<u>£ 17 : 97 p</u>
Item 4	<u>u</u>	<u>£ 198 : 20 p</u>
Item 5	_____	<u>£ : p</u>

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

Total **£ 612 : 40 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 ____ / ____ / ____

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.

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Send your completed form to

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

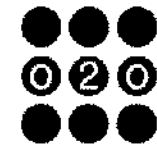
Office use only

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

Invoice

 * INVOICE NO. [REDACTED] *
 * ***** *
 Invoice To : Linda Waggatt
 Stephen Hepburn MP
 Jarrow
 [REDACTED]



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

Page 1 of 1 Date 11/03/2007
 Acc.No [REDACTED] Order Date 09/03/2007
 Order [REDACTED]
 C.A.R.



Acc. No. [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 11/03/2007
 Amt. Due : 317.24

Sales Order No : [REDACTED]

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		7060803	FELLOWES PSS77CS PERSONAL SHREDDER	1	EACH	269.9900	09/03/07	269.99	17.5	47.25



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	269.99	47.25

Sales Order Total (VAT INCL)	269.99
INVOICE GOODS	269.99
INVOICE V.A.T.	47.25
INVOICE TOTAL	317.24

Settlement : None
 Discount Terms :

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

Invoice

 * INVOICE NO. [REDACTED] *



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

Invoice To : [REDACTED]
 Stephen Hepburn MP
 Jarrow



Page 1 of 1 Date 11/03/2007
 Acc.No [REDACTED] Order Date 09/03/2007
 Order [REDACTED]
 C.A.R.

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 11/03/2007
 Amt. Due : 78.99

Sales Order No : [REDACTED]

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		9373037	BANNER LIQUID INK PEN 0.3mm BLACK	1	BOX10	3.8000	09/03/07	3.80	17.5	0.67	
2		9373038	BANNER LIQUID INK PEN 0.3mm BLUE	1	BOX10	8.8200	09/03/07	8.82	17.5	1.54	
3		9100028	BANNER 203x127 SPRL SH N/BOOK 300P	20	BOOK	0.2900	09/03/07	5.80	17.5	1.02	
4		0570165	REXEL SAMSON STAPLE EXTRACTOR	1	XTRCTR	5.5000	09/03/07	5.50	17.5	0.96	
5		0080581	POST-IT NOTE CUBE 76x76 PASTEL BLUE	1	EACH	3.1200	09/03/07	3.12	17.5	0.55	
6		0080584	POST-IT NOTE CUBE 76x76 PASTEL GN	1	EACH	3.1200	09/03/07	3.12	17.5	0.55	
7		0080582	POST-IT NOTE CUBE 76x76 PASTEL PINK	1	EACH	3.1200	09/03/07	3.12	17.5	0.55	
8		0400445	TWINLOCK PERSONAL FILE CHARCOAL	1	FILE	33.9300	09/03/07	33.93	17.5	5.94	
							PLEASE NOTE CODE 903108 IS NOT A VALID CODE	09/03/07			
								09/03/07			
								09/03/07			



V.A.T. Summary
 Rate 17.50 Taxable Sum 67.21 V.A.T. Amount 11.78
 Sales Order Total [REDACTED]
 VAT Registration : GB 731 8604 39
 Settlement : None
 Discount Terms :

.21
 OODS 67.21
 A.T. 11.78
 OTAL 78.99

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



08/04/2007

Invoice

 * INVOICE NO. [REDACTED]

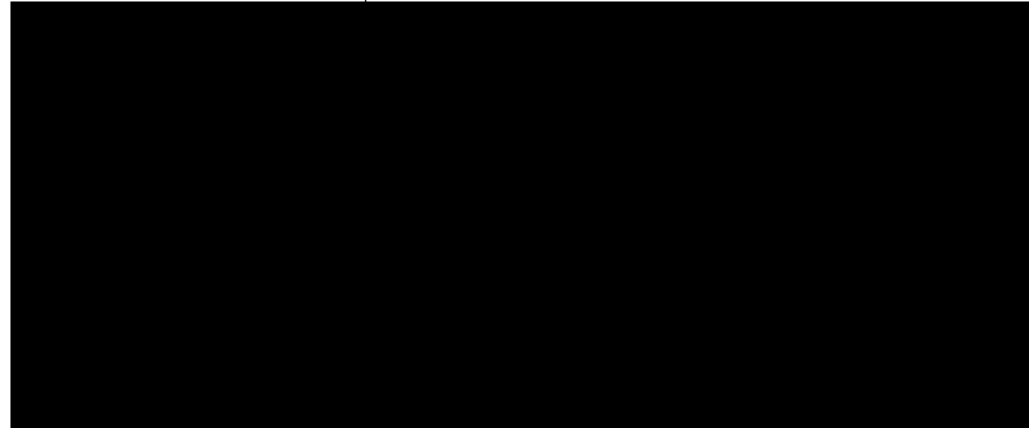
Invoice To : [REDACTED]

Stephen Hepburn MP
 Jarrow



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

Page 1 Of 1 Date 11/03/2007
 Acc.No [REDACTED] Order Date 09/03/2007
 Order [REDACTED]
 C.A.R.



Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 11/03/2007
 Amt. Due : 17.97

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		9430004	BANNER UNSTRUNG RECY TAG 120x60 BF Product code 0160010 has been superseded by product code 9430004 which is of equal or higher specification.	1	PK1000	15.2900	09/03/07 09/03/07 09/03/07 09/03/07	15.29	17.5	2.68



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

V.A.T. Summary		
Rate	Taxable Sum	V.A.T. Amount
17.50	15.29	2.68

Sales Order Total (VAT excl)	15.29
INVOICE GOODS	15.29
INVOICE V.A.T.	2.68
INVOICE TOTAL	17.97

Settlement : None
 Discount Terms :

Invoice

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

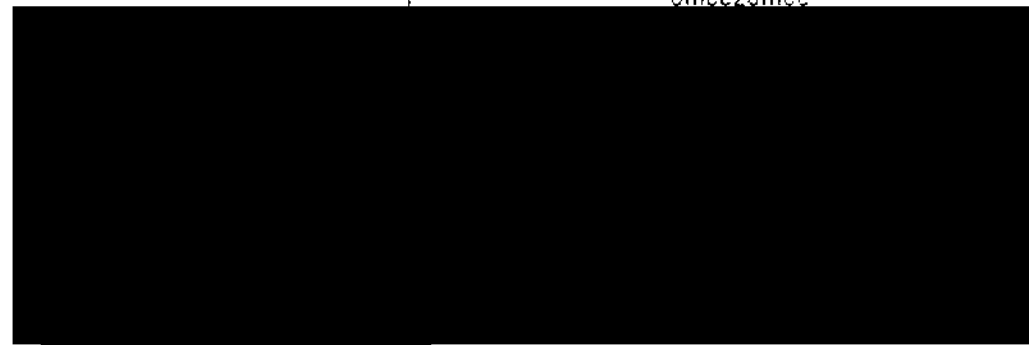
Stephen Hepburn MP
 Jarrow



PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

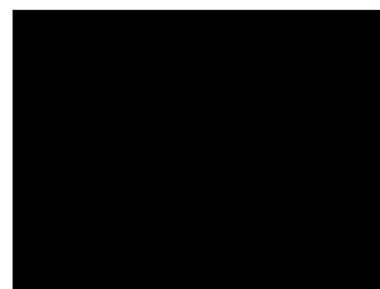
Page 1 of 1 Date 11/03/2007
 Acc.No [REDACTED] Order Date 09/03/2007
 Order [REDACTED]
 C.A.R.



Sales Order No : [REDACTED]

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 11/03/2007
 Amt. Due : 198.20

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		9410001	BANNER A4 CLEAR PUNCHED POCKET 50mu	1	BOX100	6.6700	09/03/07	6.67	17.5	1.17
		2281212	PLENIX DAMPER	1	DAMPER	3.1900	09/03/07	3.19	17.5	0.56
		0920005	SPONGE DAMPER 85mm	1	EACH	1.6500	09/03/07	1.65	17.5	0.29
		0410067	BLU TACK ADHESIVE 120g	10	PACK	0.9700	09/03/07	9.70	17.5	1.70
		0600286	SCOTCH MAGIC TAPE 19mmx33m + DISP	1	PACK12	15.9100	09/03/07	15.91	17.5	2.78
		0401740	SELECTA A4 LEVER ARCH FILE WINE RED	22	EACH	2.9900	09/03/07	66.78	17.5	11.51
		0401738	SELECTA A4 L/ARCH FILE JADE GREEN	22	EACH	2.9900	09/03/07	65.78	17.5	11.51



Sales Order Total (VAT excl) 168.68

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	168.68	29.52

INVOICE GOODS 168.68
 INVOICE V.A.T. 29.52
 INVOICE TOTAL 198.20

Settlement : None
 Discount Terms :

Please
 return
 the slip

from final page
 of invoice with
 your payment
 by

08/04/2007



Member's reimbursement form

02 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

STEPHENS HEPBURN

Constituency

JARROW

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 communication and travel.

Period of claim

from 1 1 2 1 0 7 to 2 8 1 2 1 0 7 ✓

Allowance year

06 1 0 7

	Description of service or goods	Amount
Item 1	TELEPHONES	£ 242 : 00 p
Item 2	OFFICE SUPPLIES	£ 114 : 00 p
Item 3	PRINTING	£ 51 : 00 p
Item 4	PHOTOCOPIING	£ 43 : 00 p
Item 5	CLEANING	£ 95 : 00 p
Item 6	PETTY CASH	£ 250 : 00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 795 : 00 p

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

[Redacted Signature]

MP

Date

2/3/07

✓

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 & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

£ 795.00
£
£
£
£
£
£
£ 795.00

Comments

[Empty Comments Box]



Member's reimbursement form

02 FEB 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 HEPBURN

Constituency

JARROW

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 1 1 07

to 31 1 1 07 ✓

Allowance year

06 1 07

Item 1

TELEPHONES

£ 247 : 00 p

Item 2

OFFICE SUPPLIES

£ 84 : 00 p

Item 3

PRINTING

£ 55 : 00 p

Item 4

PHOTOCOPYING

£ 51 : 00 p

Item 5

CLEANING

£ 89 : 00 p

Item 6

PETTY CASH

£ 250 : 00 p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 776 : 00 p

Office use only

Allow or Exp/ A/c code Cat 5

500
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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

31/1/07

Data protection

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[Redacted]

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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

£ 776.00
£
£
£
£
£
£
£ 776.00

Comments

[Empty Comments Box]

SM



Member's reimbursement form

When to use this form

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

About filling in this form

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

Your details

Name
in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

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 communication and travel.

Period of claim

from 1/12/06 to 31/12

Allowance year

06/07

	Description of service or goods	Amount
Item 1	TELEPHONES	£ 214:00 p
Item 2	OFFICE SUPPLIES	£ 73:00 p
Item 3	PRINTING	£ 47:00 p
Item 4	PHOTOCOPYING	£ 41:00 p
Item 5	CLEANING	£ 82:00 p
Item 6	PETTY CASH	£ 250:00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 707:00 p

Office use only

Allow or Exp/
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

[Redacted Signature]

MP

Date

9/1/07 ✓

Data protection

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Office use only

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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

£ 707.00
£
£
£
£
£
£
£ 707.00

Comments

[Empty Comments Box]



Member's reimbursement form

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

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 / 11 / 06 to 30 / 11 / 06 ✓

Allowance year

06 / 07

	Description of service or goods	Amount
Item 1	TELEPHONES	£ 237 : 00 p
Item 2	OFFICE SUPPLIES	£ 84 : 00 p
Item 3	PRINTING	£ 53 : 00 p
Item 4	PHOTOCOPIING	£ 45 : 00 p
Item 5	CLEANING	£ 86 : 00 p
Item 6	PETTY CASH	£ 250 : 00 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

£ 755 : 00 p

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  MP

Date 4/12/06 ✓

Data protection

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

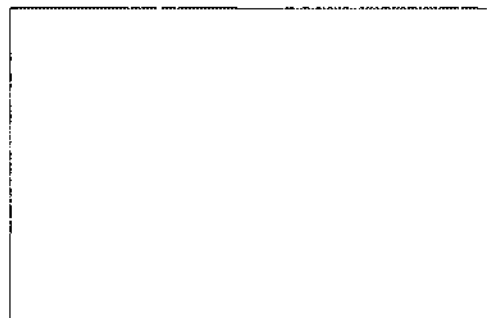
Office use only

Validation	Initials	Date
Claims received	<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		
Input	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Input subtotals per Cat 5

	£ 755.00
	£
	£
	£
	£
	£
	£
	£
	£ 755.00

Comments





Member's reimbursement form



When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW



Claim details

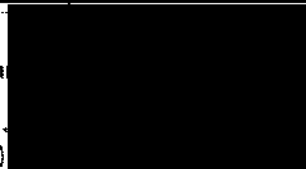
Please ensure

- 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 communication and travel.



Period of claim

from 1 110 106 to 31 110 10

Allowance year

06107

	Description of service or goods	Amount
Item 1	TELEPHONES	£ 243 : 00 p
Item 2	OFFICE SUPPLIES	£ 207 : 00 p
Item 3	PRINTING	£ 44 : 00 p
Item 4	PHOTOCOPYING	£ 47 : 00 p
Item 5	CLEANING	£ 91 : 00 p
Item 6	PETTY CASH	£ 250 : 00 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

£ 882 : 00 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

6/10/06

Data protection

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[Redacted]

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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

£ 882.00
£
£
£
£
£
£
£ 882.00

Comments

[Empty Comments Box]



Member's reimbursement form

25 OCT 2006

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

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 26 / 8 / 06

to 30 / 9 / 06

Allowance year

06 / 07

Description of service or goods

Amount

Item 1

TELEPHONES

£ 247 : 00 p

Item 2

OFFICE SUPPLIES

£ ~~300~~ : 87⁷⁴ p

Item 3

PRINTING

£ 51 : 00 p

Item 4

PHOTOCOPYING

£ 53 : 00 p

Item 5

CLEANING

£ 73 : 00 p

Item 6

PETTY CASH

£ 250 : 00 p

Item 7

[Redacted]

£ : p

Item 8

[Redacted]

£ : p

Item 9

[Redacted]

£ : p

Item 10

[Redacted]

£ : p

Total

£ 974 : 87 p

Office use only

Allow or Exp/
A/c code Cat 5

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

X Signature

[Redacted Signature]

MP

X Date

23/10/06

Data protection

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[Redacted]

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

Office use only

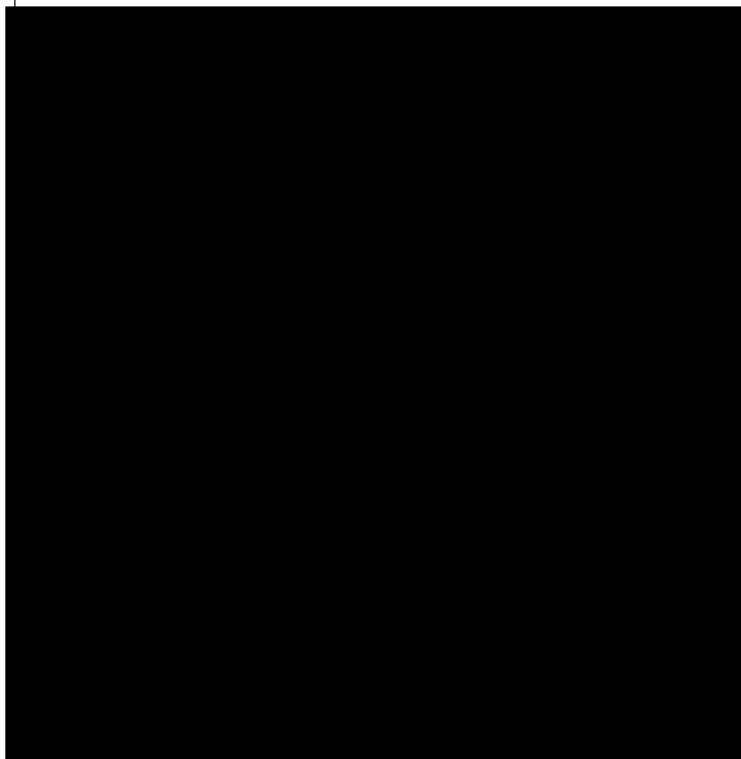
Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Cost		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		/ /
Input		/ /

Input subtotals per Cat 5

£ 899.88
£
£
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£ 74.99
£
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£ 974.87

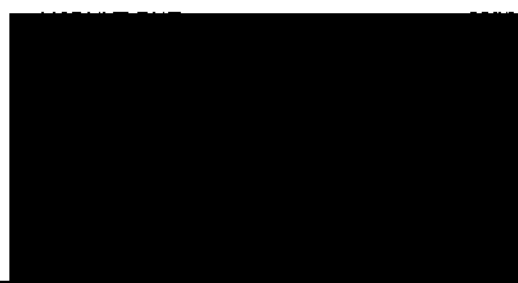
Comments

[Empty Comments Box]

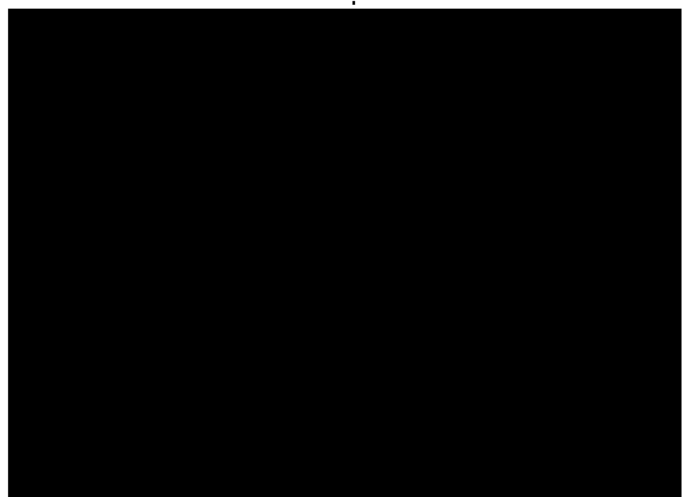


PC LINE DAKOTA WKCSS	£29.99
1 x 0000269351 @ £29.99	
KODAK PPP100S4X 6 230GS	£19.99
1 x 0000901558 @ £19.99	
KODAK PPP100S4X 6 230GS	£19.99
1 x 0000901558 @ £19.99	
HEWLETPACK 15A C7115 MONO R	£74.99
1 x 0000296030 @ £74.99	535 →
BROTHER LC900QUAD PK	£34.99
1 x 0000269039 @ £34.99	
BROTHER LC900QUAD PK	£34.99

1 x 0000269039 @ £34.99	
IXOS 100 FRAGR WET WPS	£5.99
1 x 0000627884 @ £5.99	
IXOS SCREENCLEAN TUB	£7.99
1 x 0000104528 @ £7.99	
STOREX ELEPHANT BUDDY	£6.99
1 x 0000824709 @ £6.99	
BROTHER LC900 BLACK	£14.99
1 x 0000200361 @ £14.99	
BELKIN 3M PREM CONNECT	£24.99
1 x 0000082540 @ £24.99	
SCOTCH SCOTTAPE XB TOWR	£6.99
1 x 0000200850 @ £6.99	
LINKIT USB1.1 4P HUB	£17.99
1 x 0000135182 @ £17.99	


B7
B7

TOTAL TENDERED **£300.87**





Member's reimbursement form

29 AUG 2006

C1

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 HEPBURN

Constituency

JARROW

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 28/7/06

to 25/8/06

Allowance year

06/07

	Description of service or goods	Amount
Item 1	TELEPHONES	£ 242:00 p
Item 2	STATIONARY	£ 85:00 p
Item 3	PRINTING	£ 67:00 p
Item 4	PHOTOCOPIING	£ 82:00 p
Item 5	CLEANING	£ 77:00 p
Item 6	PETTY CASH	£ 250:00 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

£803:00p

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

MP

Date

25/8/06

Data protection

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Send your completed form to

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

Office use only

Validation

Initials Date

Claims received

	/	/
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Signature check

	/	/
--	---	---

Funds check

	/	/
--	---	---

Allowable expenditure

	/	/
--	---	---

Member Res ID & Costc

	/	/
--	---	---

Ext type/Cat 5 & subtotals added to form

	/	/
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Receipts/ documentation present

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Processing

Input

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Input subtotals per Cat 5

£803

£

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£

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£

£

Total £803

Comments

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Member's reimbursement form

27 JUL 2006

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

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 of communication and travel.

Period of claim

from 30/6/06

to 27/7/06

Allowance year

06/07

	Description of service or goods	Amount
Item 1	TELEPHONES	£ 239:00 p
Item 2	STATIONARY	£ 87:00 p
Item 3	PRINTING	£ 53:00 p
Item 4	PHOTOCOPYING	£ 87:00 p
Item 5	CLEANING	£ 74:00 p
Item 6	PETTY CASH	£ 250:00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£790:00 p

Office use only

Allow or Exp/
A/c code Cat 5

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

27/7/06

Data protection

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Send your completed form to

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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

£ 790
£
£
£
£
£
£
£

(Total) £ 790.00

Comments

[Empty Comments Box]



Member's reimbursement form

30 JUN 2006

When to use this form

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

About filling in this form

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

Your details

Name
in CAPITAL LETTERS

STEPHEN HERBURN

Constituency

JARROW

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 29/5/06 to 29/6/06

Allowance year

06/07

Office use only

Allow or Exp/
A/c code Cat 5

	Description of service or goods	Amount
Item 1	TELEPHONES	£ 242:00 p
Item 2	STATIONARY	£ 89:00 p
Item 3	PRINTING	£ 56:00 p
Item 4	PHOTOCOPYING	£ 93:00 p
Item 5	CLEANING	£ 77:00 p
Item 6	PETTY CASH	£ 250:00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 808:00 p

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



MP

Date

29/6/06

Data protection

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

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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

£	800.00
£	
£	
£	
£	
£	
£	
£	
£	800.00

Comments

--



Member's reimbursement form

08 MAY 2006

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

Claim details

Please ensure

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

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 15 106

to 28 5 106

Allowance year

06107

Description of service or goods

Amount

Item	Description of service or goods	Amount
Item 1	TELEPHONES	£ 247 : 00 p
Item 2	STATIONARY	£ 83 : 00 p
Item 3	PRINTING	£ 37 : 00 p
Item 4	PHOTOCOPYING	£ 81 : 00 p
Item 5	CLEANING	£ 71 : 00 p
Item 6	EQUIPMENT	£ 319 : 00 p ✓
Item 7	PETTY CASH	£ 250 : 00 p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Office use only

Allow or Exp/
A/c code Cat 5

Total

£ 1088 : 00 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

6/6/06

Data protection

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Send your completed form to

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

Office use only

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

Input subtotals per Cat 5

£769.00
£
£
£819.00
£
£
£
£
£1088.00

Comments

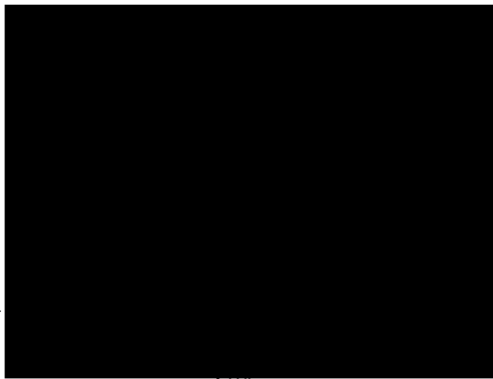
[Empty Comments Box]

Credit Card Receipt - Customer Copy

The Carphone Warehouse



Total No. Card No.



(100)

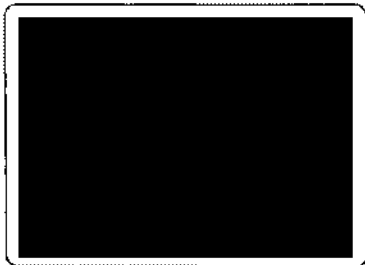


Amount : £319.99
Total : £319.99

*** PIN VERIFIED ***

*** PLEASE KEEP THIS COPY ***

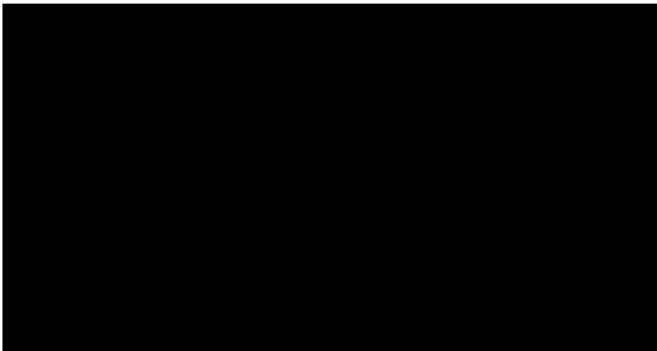
THE Carphone Warehouse



Description	Price	Qty	Amount
Motorola JS 69706 (356342)0113324*0	209.99	1	209.99
SerDisk 1Gb Memory Stick Pro Duo S000000100	95.00	2	190.00
Lifeline (inclined) 1100	82.48 80.00	1	82.48
Discount Given :			82.48



2319.77



Total Price: 2319.77
 Total Tax: 115.99
 Total Amount: 2435.76
 Total to Retail: 2435.76
 Total to Retail: 2435.76
 Total to Retail: 2435.76



better value
...for a better mobile life



Member's reimbursement form

28 APR 2006

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

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 / 06 to 28 / 4 / 06

Allowance year

06 / 07

	Description of service or goods	Amount
Item 1	TELEPHONES	£ 243 : 00 p
Item 2	STATIONARY	£ 97 : 00 p
Item 3	PRINTING	£ 89 : 00 p
Item 4	PHOTOCOPYING	£ 93 : 00 p
Item 5	CLEANING	£ 97 : 00 p
Item 6	PETTY CASH	£ 250 : 00 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

£ 869 : 00 p

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  MP

Date 28/4/06

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

Input subtotals per Cat 5	
	£90.00
	£279.00
	£
	£
	£
	£
	£
	£869.00

Comments