



Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

YEAR 07/08

- 2 APR 2008

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 please refer to booklet on Communications Allowance. If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MACKINLAY, ANDREW

Constituency

Thurrock

Office use only

Cost

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.

Period of claim

from 6 MARCH to 31 MARCH 08 Allowance year 07/08

Description of service or goods

Amount

Postcard to all £ : p

cashbury households ✓691-31p

distributed E ~~691~~ : p

[cleared previously £ : p

with fees office) E : p

E : p

E : p

Total

£693-31p

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

31 MARCH 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 HM Revenue & Customs. 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

Initials / Date

Input subtotals per Cat 5

Validation completed

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Comments

County Newspapers

Echo Newspapers



LEAFLET INVOICE

MCKINLAY ANDREW

Account No	
Invoice No	
Customer	MCKINLAY ANDREW
Invoice Date	26/10/07
Rep Name	

Your Order Reference	Client Reference	Our Reference (URN)

Leaflet Style, Publication(s) and Insertion Date(s)

Leaflet Dist With Title
Thurrock Gazette
26/10/07

Charge	Amount
Value of Order	£575.58
VAT @ 17.5%	£100.73
Late Payment Surcharge	£15.00
Total Due	£691.31

In case of query please contact:

PAYMENT TERMS 10 DAYS FROM INVOICE DATE. IF PAYMENT IS RECEIVED BY 05/11 THEN YOU NEED ONLY PAY: £676.31

VAT REG

NEWSQUEST - a Gannett Company



[Redacted]

Account Number:

[Redacted]

[Redacted]

[Redacted]

MCKINLAY ANDREW

[Redacted]

19-November-2007

Final Request for Payment

Dear Sir or Madam,

According to our records the amount shown below remains unpaid.

Unless payment is received by return of post, it is our intention to commence legal proceedings without further notice.

This course of action would add court costs to the debt and if judgement is given against you, it may prejudice any future applications for credit.

Statutory interest, in accordance with The Late Payment of commercial debt (interest) Act 2002, may be applied against all overdue accounts.

Invoice Date	Invoice/Credit Note No.	Invoice Amount Outstanding	Sales Order Reference	Transaction Type
26-Oct-07	[Redacted]	676.31	[Redacted]	INV
26-Oct-07	[Redacted]	15.00	[Redacted]	SUR

Yours faithfully,

[Redacted Signature]

Credit Manager

Total Outstanding:	£691.31
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[Large Redacted Area]



Communications Allowance
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 please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

A Mackenzie

Constituency

THURKROK

Office use only

Claim details

You can only request
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 2007 to 2008 / /

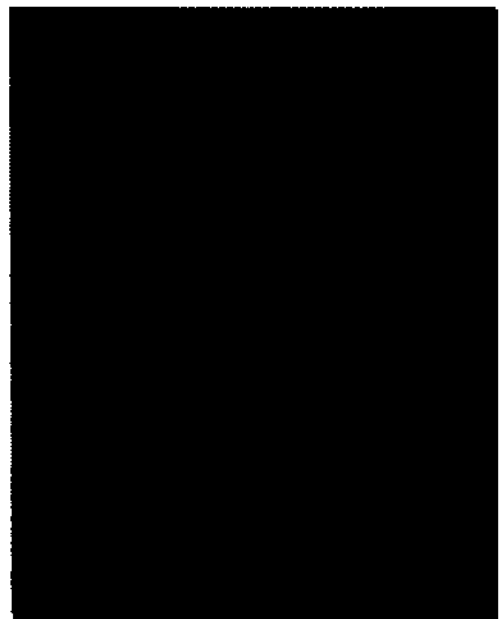
Allowance year

07 / 08

Suppliers

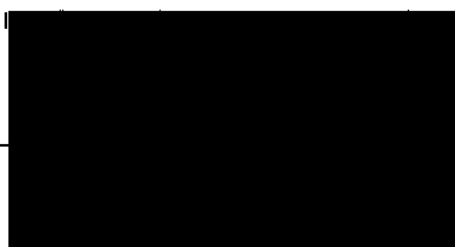
Amount

Suppliers	Amount
PRINT INN	£ 850.00
(CARD to each cashier in my household "cleared" previously with fees office - ie surgery details)	£ : P
	£ : P
	£ : P
	£ : P
	£ : P
	£ : P



Authorisation and declaration

Signature



in respect of costs incurred wholly, in discharge of my Parliamentary duties.

MP

Date

25/sep/07

Data protection

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Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

Comments



INVOICE

CUSTOMER:

Andrew Macinlay MP

INVOICE/TAX DATE: 22/9/2007

DELIVERY DATE:

YOUR ORDER NO:

TERMS: THIS INVOICE IS NETT AND DUE FOR IMMEDIATE PAYMENT PLEASE

QUANTITY	DESCRIPTION	£	P
45,000	A6 full colour postcard [REDACTED]	850	00
		TOTAL DUE	850 00 ✓

THANK YOU FOR YOUR ORDER

