



Communications Allowance

19-01-2008

Comms1

page 1 of 2

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 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

ANN KEEN

Constituency

Brentford and Isleworth

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 25/01/08 to

Allowance year

07/08

Office use only

Description of service or goods

Fruit boxes

Amount

£ 5875.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 5875.00 p

Authorisation and declaration

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

Signature

MP

Date

18-2-08

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

Validation completed

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Input subtotals per Cat 5

Comments

Trinity Mirror Southern

[REDACTED] & ANN KEEN MP

[REDACTED] & ANN KEEN MP

Publication/Size	Date
HOUNSLOW C & W INFORMER (29x8)	February 1
HOUNSLOW C & W INFORMER (34x8)	February 1
TOTAL AMOUNT DUE	
	£5,875.00

Receipt Details

Receipt Number

Receipt Date

Payment Method

Payment - Excl VAT	£5,000.00
VAT @ 17.50%	£875.00
Payment - Excl VAT	£5,875.00
ORDER BALANCE	£0.00

[REDACTED]



Communications Allowance
Direct payment of suppliers

23 MAY 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 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

ANN KEEN

Constituency

BRENTFORD & ISLEWORTH



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 12-7-07 to 1-1-13-11-07

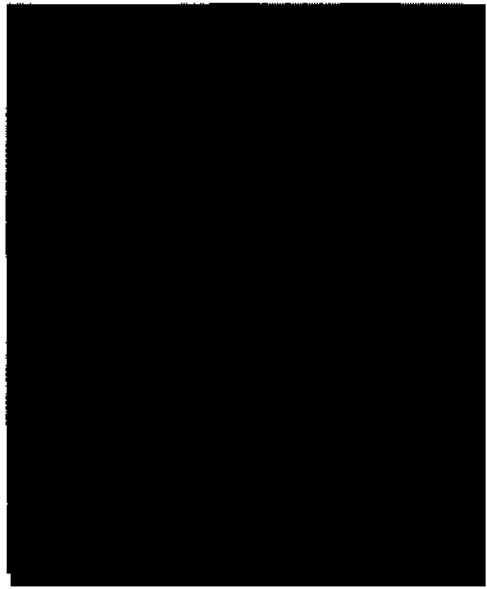
Allowance year 07-08

Suppliers

Amount

Suppliers	Amount
ENVIRONMENTAL PROJECTS	£ 499.38 p
SERVICES LTD	£ _____ p
HOSPITAL RADIO	£ 575.75 p
PUBLICATIONS	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

X2



Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, Parliamentary duties.

Signature



MP

Date

19-5-08

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.

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**Send your completed
form to**

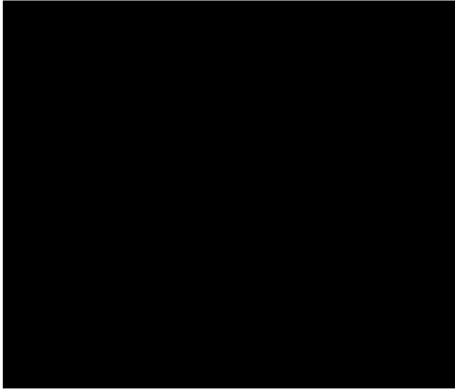
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation
completed**Comments**

Environmental Project Services Limited

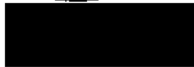


Invoice


Pag 1



13/11/2007

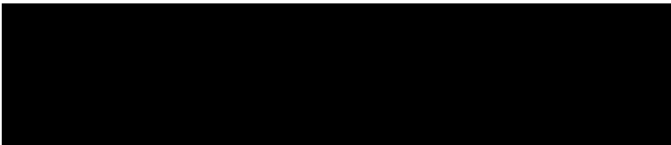


Details

	Unit Price	Net Amount	VAT @ 17.5%
ADVERT IN ENVIRONMENTAL GUIDE 2007			
	425.00	425.00	74.38

We accept Visa, Mastercard and Switch.
Please note that this invoice is subject to the Late Payment of Commercial Debts
(Interest) Act.
Interest charges will be at 8% above the base rate on any amount unpaid after 30 days
from
invoice date.

Please note this invoice is due for immediate payment



**Total Net
Amount** 425.00

**Total VAT
Amount** 74.38

Carriage 0.00

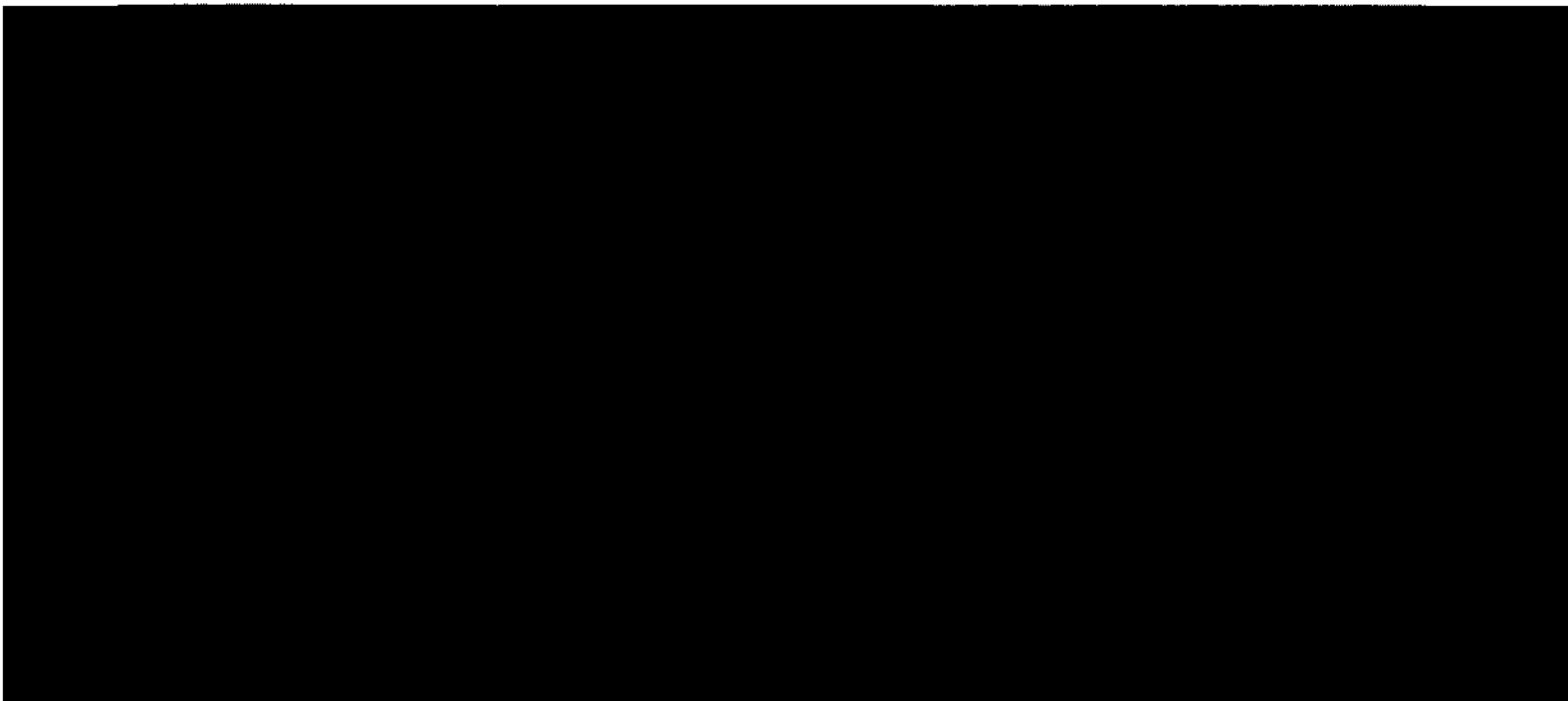
**Invoice
Total** 499.38

The agreement to which this invoice relates has been signed
by:

SIMON BAKER

**VAT Registration
Number:**

636 3390 35



STATEMENT

Environmental Project Services Limited



ANN KEEN M.P.
HOUSE OF COMMONS
LONDON
SW1A 0AA

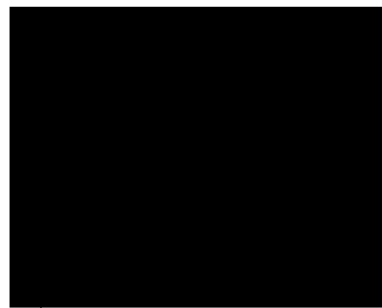
A/c Ref: [Redacted]

Date: [Redacted]

Page: 1

REMITTANCE ADVICE

Environmental Project Services Limited



ANN KEEN M.P.
HOUSE OF COMMONS
LONDON
SW1A 0AA

A/c Ref: [Redacted]

Date: [Redacted]

Page: 1

Date	Ref.	Details	Debit	Credit
13/11/07	27139	ADVERT IN ENVIRONMENTAL GUIDE 2007	499.38*	

Date	Details	Debit	Credit
13/11/07	ADVERT IN ENVIRONMENTAL GUIDE 2007	499.38	

Fold

Fold

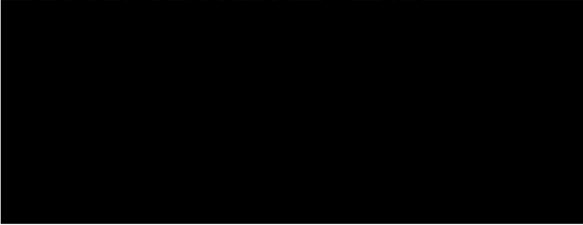
Current	30 Day	60 Day	90 Day	120+ Day
0.00	0.00	0.00	0.00	499.38

Amount Due
499.38

Amount Due
499.38

HOSPITAL RADIO PUBLICATIONS

INVOICE



ANN KEEN MP
HOUSE OF COMMONS
LONDON
SW1A 0AA



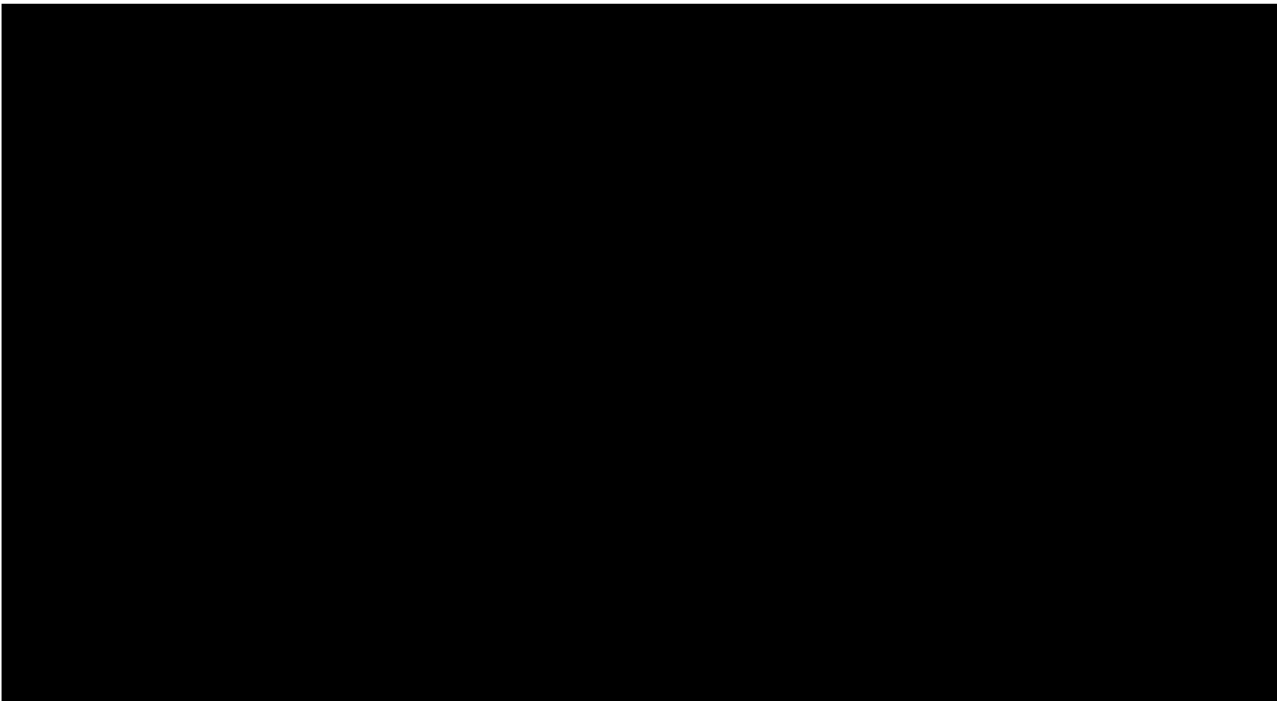
16194
12/07/2007
LORRAINE

WM07

Service Details

WEST MIDDLESEX HOSPITAL PATIENTS GUIDE
HALF PAGE ADVERTISEMENT

Net Amount	VAT Amount
0.00	0.00
490.00	85.75



**THIS INVOICE IS ISSUED NOW TO SAVE
ADMINISTRATION COSTS TO THE CHARITY
WE DO NOT CHASE PAYMENT UNTIL AFTER PUBLICATION**

VAT Registration Number: 594 9255 86

Please make your cheque payable to HOSPITAL RADIO PUBLICATIONS
and write the above invoice number on the back of the cheque
or we can accept payment by most major credit cards

+ THANK **YOU FOR YOUR SUPPORT** +

Total Net Amount	490.00
Total VAT Amount	85.75
Invoice Total	575.75