



Communications Allowance Direct payment of suppliers

21 AUG 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 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

COLIN BURGON

Constituency

ELMET

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 ___/___/___ to ___/___/___

Allowance year

2007, 2008

①

Suppliers

Public Impact

* / inv }
X / credits }

Amount
overall =
£5358 00p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

Authorisation and declaration

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

Signature

MP

Date

10/08/07

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 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 SW1AA

Office use only

Initials / Date

Validation completed

Comments

Invoice

Colin Burgon MP

Invoice No. [REDACTED]

Invoice/Tax Date

31/07/2007

Cust. Order No.

Account Ref. [REDACTED]

Quantity Details

Unit Price

Net

VAT Rate

VAT

1.00 Mailsort 3 - Royal Mail Fees re Postage of 24,815 items mailhouse distribution

NOTE: Payment must be received prior to despatch of items - 23 August 2007

5,358.00

5,358.00

17.50

937.65

[REDACTED]

[REDACTED]

Total Net Amount

5,358.00

Total VAT Amount

937.65

Invoice Terms:

Invoice Total

6,295.65



Credit Note

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Colin Burgon MP

Invoice No. [REDACTED]

Invoice/Tax Date

31/07/2007

Cust. Order No.

Account Ref. [REDACTED]

Quantity Details

Quantity	Details	Unit Price	Net	VAT Rate	VAT
1.00	Re: [REDACTED]	0.00	0.00	17.50	937.65

Total Net Amount 0.00

Total VAT Amount 937.65

Invoice Terms: 30 Days

Invoice Total 937.65



Communications Allowance
Member's reimbursement form

07 FEB 2008

comms1
page 1 of 2

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

COUN BURTON

Constituency

EMMOT

Office use only

Costs

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 1, Jan, 08 to 31, Jan, 08

Allowance year

07, 08

Description of service or goods

Amount

Rise	£ 250 : 75 p
Public Impact	£ 64 : 63 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 315 : 38 p

Authorisation and declaration

- I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the ...

Signature

MP

Date

31 Feb 2008

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			
	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	<input type="text" value="£"/>
	<input type="text"/>	514525	<input type="text" value="£"/>
<div style="border: 1px solid black; height: 150px; padding: 5px;"> <p>Comments</p> </div>			



INVOICE

COLIN BURGON M.P

Page :
 Invoice Date :
 Invoice N° :
 Currency :
 Contract N° :
 Start Date :
 Customer N° :

Item Number	Description	Quantity	UM	Unit Price	Taxable Amount	VAT	Invoice Amount
UKSP	SERVICE PLAN CONTRACT	50.000	MP	4.27	213.40	37.35	250.75
MP : Thousand Pieces							
Machines included in the contract :							
<u>Item Number</u>	<u>Description</u>			<u>Serial Number</u>			
	RISOGRAPH RZ 200 A4						
Invoking Period :							
Start Date :	25/01/08	End Date :	25/04/08				
VAT Code	VAT Rate	VAT Amount		Goods Total		213.40	
AD	17.500	37.35		VAT		37.35	

Invoice Total	GBP	250.75

Invoice

Page 1

Colin Burgon MP
**Invoice No.** **Invoice/Tax Date**

30/09/2007

Cust. Order No.**Account Ref.** **Quantity Details**

	Unit Price	Net	VAT Rate	VAT
1.00 Delivery charges re 7 boxes Parliament news to constituency	55.00	55.00	17.50	9.63

Total Net Amount 55.00**Total VAT Amount** 9.63**Invoice Terms: 30 Days****Invoice Total** 64.63
