



Communications Allowance  
Member's reimbursement form

Comms1

14 NOV 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 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

JOHN BATTIE

Constituency

LEEDS WEST

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 1 / April 2007 to 12 / Nov / 07

Allowance year

Description of service or goods

Amount

Description of service or goods	Amount
Worley Web	£ _____ : _____ p
website maintenance/modification	£ 1,700 : 00p
	£ _____ : _____ p
	£ _____ : _____ p
	£ _____ : _____ p
	£ _____ : _____ p
	£ _____ : _____ p

Total

£ 1,700 : 00p

Office use only

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

12 Nov 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 SW1A 0AA

**Office use only**

Initials / Date

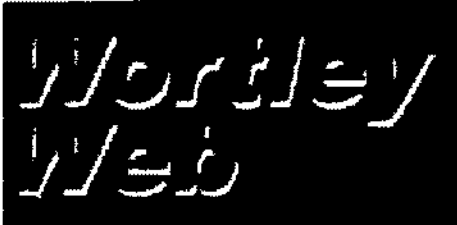
Input subtotals per Cat 5

Validation completed

£ 1,700 - 00

£ /

Comments



# Wortley Web



John Battle MP




## Invoice

Date: 09 November 2007

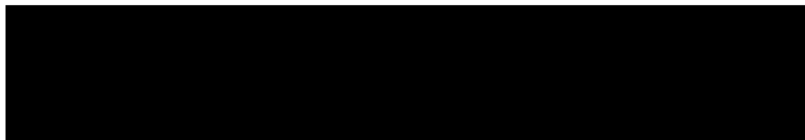
No. 



For:

Hosting, modification and maintenance of website  1<sup>st</sup> April 2007 to 1<sup>st</sup> November 2007.

Amount:	£1700.00
VAT:	£ 0.00
Total Due	£1700.00





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

JOHN BATTLE

Constituency

Leeds West

Office use only

Costs

Claim details

You can only request payment to suppliers for goods and services directly relating to Communications Allowance. Please ensure you attach all supplier invoices.

Period of claim from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Allowance year \_\_\_/\_\_\_

Approved 27/11/07

Suppliers

Amount

Trust Distribution

£1439.37

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Authorisation and declaration

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

Signature

Date

11 Dec '07

**Data protection**

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Send your completed  
form to

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

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**Office use only**

Initials / Date

Validation  
completed

Comments

# Trust Distribution

7<sup>th</sup> December

John Battle MP,

To distribution charges:-

35,000 Leaflets @ £35 per thousand

V.A.T.

£1225.00

214.37

£1439.37

Back-checks to follow



FINANCE &  
ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance Direct payment of suppliers

11 JAN 2008

**Comms2**

page 1 of 2

12 JAN 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

JOHN BATTLE

Constituency

LEEDS WEST

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 1 / 04 / 2007 to 1 / 1 / 2008

Allowance year

2007 / 2008

Suppliers

Amount

Duffield Printers

£1583.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type  
(Cat 5)

## Authorisation and declaration

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

Signature

MP

Date

10 Jan 08

**Data protection**

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**Send your completed form to**

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

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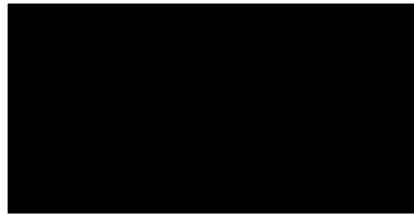
**Office use only**

Initials / Date

Validation completed

**Comments**

# INVOICE



**DUFFIELD**  
P R I N T E R S



*"Delivering the Promise"*

OFFICE OF JOHN BATTLE MP



Customer A/C No. 

Vat Reg No. 

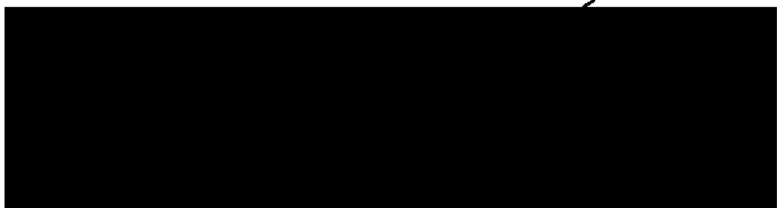
TAX POINT	INVOICE NUMBER	DESPATCH DATE	CUST ORDER NO	DATE ORDERED	JOB NUMBER
17/12/2007		03.12.07		16.11.07	

	VAT CODE	VAT AMOUNT	TOTAL AMOUNT
35,000 PARLIAMENTARY NEWSLETTERS	Z	0.00	1453.00
A4 4 PAGES			
ENDORSE FOLD TO A5	Z	0.00	130.00

Thank you for your valued order. We look forward to your prompt payment



TOTAL GOODS	1583.00
TOTAL VAT	
TOTAL DUE	1583.00



INVESTOR IN PEOPLE





20 MAY 2008

**Communications Allowance**  
**Direct payment of suppliers**

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

**Your details**

Name in CAPITAL LETTERS

JOHN BATTUE

Constituency

LEEDS WEST

Office use only

Costs



**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 1, Nov, 2007 to 31, Mar, 08

Allowance year

2007, 2008 ✓

Suppliers

Amount

Wortley Web

£ 1600.00 p ✓

£ : p

£ : p

£ : p

£ : p

£ : p

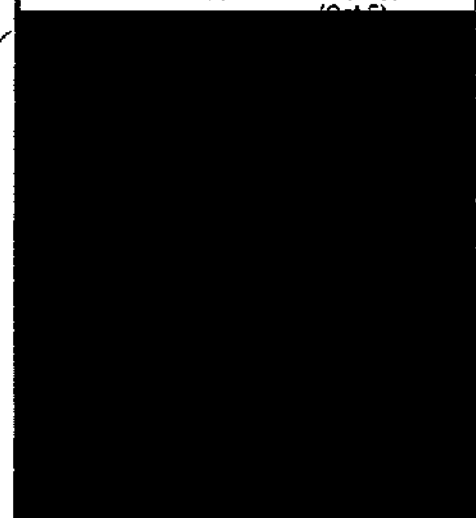
£ : p

£ : p

£ 1600.00

Office use only

Allow. / Supp ID / Exp.Type



**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

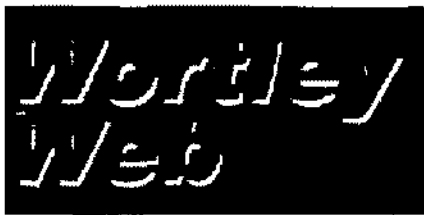


MP

Date

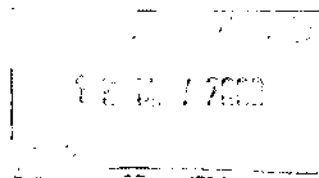
27th May 08





# Wortley Web

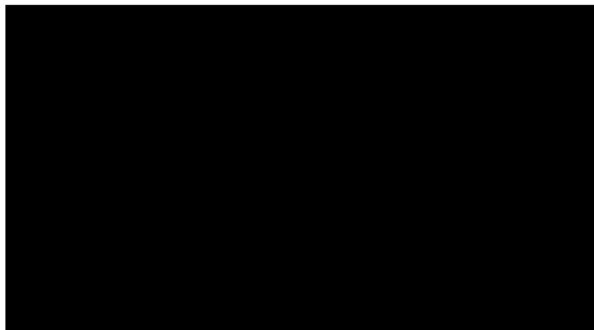
John Battle MP



## Invoice

Date: 21 April 2008

No. [REDACTED]



For:

Hosting, modification and maintenance of website for John Battle MP 1<sup>st</sup> November 2007 to 30<sup>th</sup> April 2008.

Amount:	£1600.00
VAT:	£ 0.00
Total Due	£1600.00

