



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

KELVIN HOPKINS MP

Constituency

LUTON NORTH

Office use only Costc



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

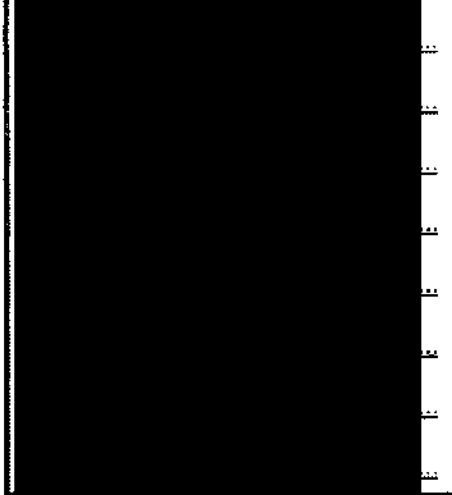
from 04/ / 2007 to 31/03/2008 Allowance year 07/08

Suppliers

Amount

	£ <u>1,057.50</u> p
_____	£ _____ : _____ 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, or partly, in respect of my Parliamentary duties.

Signature



MP

Date

04/04/08



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

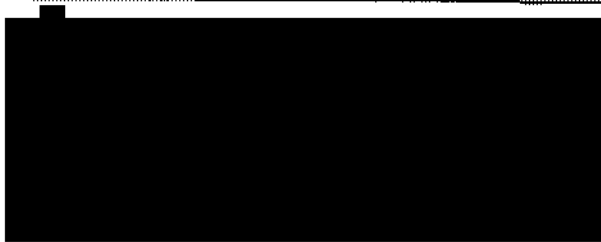
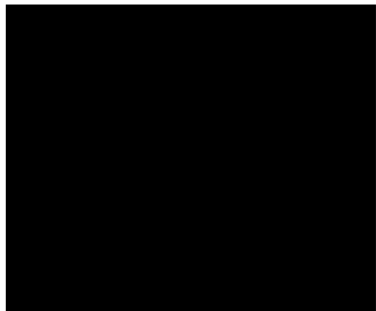
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

Comments



Invoice

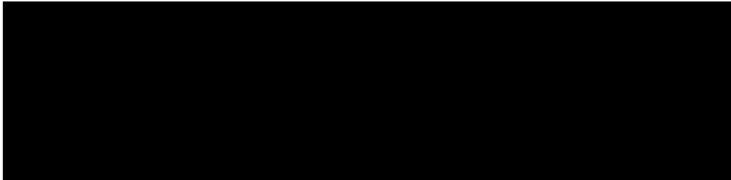
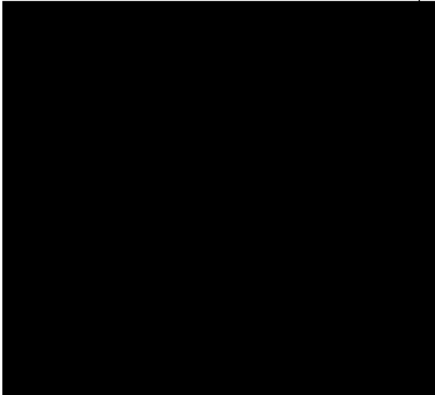
Customer name Kelvin Hopkins MP Address _____

Tel No. _____

Contact name _____

Date of delivery / collection _____

Please accept our delivery note and invoice as follows

Quantity	Description	Price £
20000	Letterheads, 4 colour	550.00
10000	A5 Out Cards	350.00
		
		

Received by _____

Amount Paid _____

Cheque / Cash _____

Sub Total	900.00
Val @ %	157.50
Total Inc. Val	1057.50 ✓





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12 MAY 2008

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KELVIN HOPKINS

Constituency

LUTON NORTH

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Costs M

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 1/03/08 to 31/03/09 Allowance year 07/08

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Row 1: [Redacted], £ 12.50p. Subsequent rows are empty.

Office use only

Allow. / Supp ID / Exp.Type (S.A.S)

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

[Redacted Signature]

MP

Date

8/5/08

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Send your completed form to

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

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Initials / Date

Validation completed

Comments