



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.

02 MAR 2007

About filling in this form

- For details of costs you can claim for, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 01/10/07

to 28/02/07 (2 mths)

Allowance year

06/07

	Description of service or goods	Amount
Item 1	Blackberry	£ 29 : 61 p
Item 2	Computer inks etc.	£ 72 : 64 p
Item 3	Telephone (Office)	£ 224 : 75 p
Item 4	Office supplies	£ 239 : 99 p
Item 5	Petty Cash	£ 200 : 00 p
Item 6	Internet Dial-up (ann) (Easynet)	£ 93 : 99 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

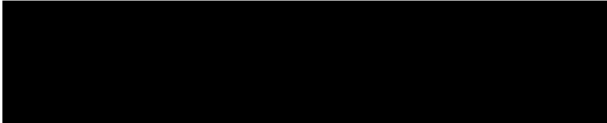
Total

£960 : 98 p

continued on page 2

**Authorisation and declaration**

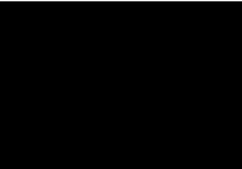
I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature  MP

Date 1<sup>st</sup> March 2007

**Data protection**

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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**

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Exl type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
<b>Processing</b>		
Input		/ /

**Input subtotals per Cat 5**

	£960.98
	£
	£
	£
	£
	£
	£
	£
	£960.98

**Comments**

Empty box for comments

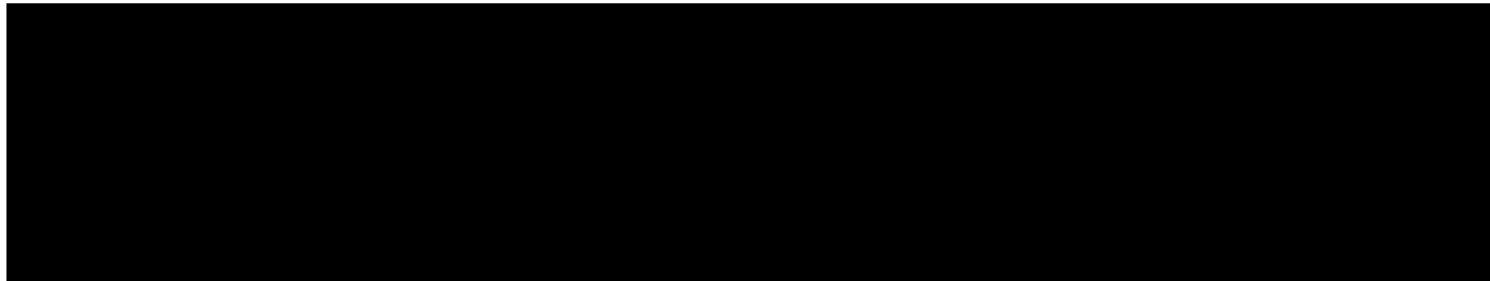
Malcolm Moss



Ref No: [Redacted]  
Date: 4 January, 2007

## Pro Forma Invoice

Qty	Items	Unit Price	Total
1	Renewal of Annual Dialup Subscription for [Redacted] for the year starting from 27/01/2007	£79.99	£79.99
		Total Items	£79.99
		VAT @ 17.5%	£14.00
		Grand Total	£93.99





Member's reimbursement form

08 JAN 2007

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About filling in this form

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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 01/12/06

to 31/12/06

Allowance year

06/07

	Description of service or goods	Amount
Item 1	Telephone	£ 60 : 89 p
Item 2	Postage & Stationery	£ 109 : 56 p
Item 3	Advertising	£ 305 : 50 p
Item 4	Purchase of new Printer	£ 159 : 00 p
Item 5	Purchase telephone	£ 79 : 95 p
Item 6	* Contribution to Mrs. D. Clark's salary 3 months 1/1/07 to 31/3/07	£ 1,732 : 08 p
Item 7		£ : p
Item 8	Petty Cash	£ 200 : 00 p
Item 9		£ : p
Item 10		£ : p

Total

£2,646 : 98 p

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

8th JAN 2007

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Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
<b>Processing</b>		
Input		/ /

Input subtotals per Cat 5

£ 68.95
£
£
£ 79.95
£
£ 159.00
£
£ 1732.08
£

Comments

[Empty Comments Box]

# NORTH EAST CAMBRIDGESHIRE CONSERVATIVE ASSOCIATION



Conservatives

Malcolm Moss MP

15 December 2006

For the 3 months 1<sup>st</sup> January 2007 to 31<sup>st</sup> March 2007  
To the provision of the services of [REDACTED] at the Constituency Office

Salary	£1,583.34
National Insurance employer's contributions	<u>148.74</u>
	£1,732.08



# Member's reimbursement form

01 DEC 2006

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- 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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

## Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 01 11 06 to 30 11 06 [2 months]

Allowance year

06 107

	Description of service or goods	Amount
Item 1	Telephone	£ 73 : 48 p
Item 2	Postage + Stationery	£ 358 : 73 p
Item 3	Domain Registration	£ 35 : 00 p
Item 4	Office Consumables	£ 32 : 40 p
Item 5	Computer Service Annual Agreement	£ 822 : 50 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£1,322 : 11 p

continued on page 2

**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

30<sup>th</sup> Nov 2006

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Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costs		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
<b>Processing</b>		
Input		/ /

**Input subtotals per Cat 5**

£	499.61
£	
£	
£	
£	
£	822.50
£	
£	1322.11

**Comments**

[Empty box for comments]

# PALACE COMPUTING



INVOICE TO

Malcolm Moss MP

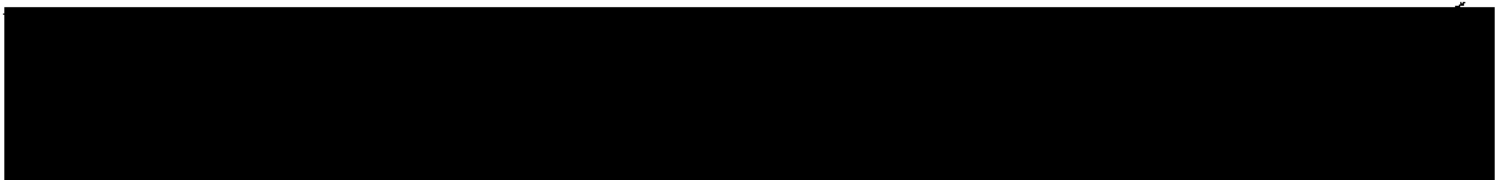


**Invoice**

TAX DATE	INVOICE NO	TERMS	VAT REG NO
26/06/2006		Due By Return	

DESCRIPTION	QTY	RATE	VAT AMT	AMOUNT
12 Month Service Contract (One Computer) 8th July 2006 to 7th July 2007	1	700.00	122.50	700.00

VAT SUMMARY		
	SUBTOTAL	700.00
£ 122.50 @ 17.5% ;	VAT TOTAL	122.50
	<b>Total</b>	<b>£822.50</b>





Member's reimbursement form

Page 1 of 2  
OCT 2005

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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 01/08/06 to 30/09/06 [2 months]

Allowance year

06/07

	Description of service or goods	Amount
Item 1	Const. Office Tel.	£ 159 : 01 p
Item 2	Printer Ink Cartridges	£ 136 : 24 p
Item 3	Blackberry	£ 104 : 65 p
Item 4	Mobile Phone	£ 68 : 73 p
Item 5	Printing + Stationery	£ 109 : 99 p
Item 6	Petty Cash	£ 200 : 00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 778 : 62 p

continued on page 2

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

11<sup>th</sup> October 2006 ✓

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Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
<b>Processing</b>		
Input		/ /

Input subtotals per Cat 5

£	573.97	778.62
£		
£		
£	104.65	
£		
£		
£		
£		
£	778.62	

Comments

[Empty Comments Box]



Member's reimbursement form

03 AUG 2006

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name MALCOLM MOSS  
 in CAPITAL LETTERS

Constituency NORTH EAST CAMBRIDGESHIRE



Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim from 01/07/06 to 31/07/06

Allowance year 06/07

	Description of service or goods	Amount
Item 1	<u>Office telephone</u>	<u>£ 195 : 62 p</u>
Item 2	<u>Mobile telephone</u>	<u>£ 69 : 43 p</u>
Item 3	<u>Office consumables</u>	<u>£ 139 : 13 p</u>
Item 4	<u>Printing</u>	<u>£ 55 : 23 p</u>
Item 5	<u>Petty Cash</u>	<u>£ 200 : 00 p</u>
Item 6		<u>£ : p</u>
Item 7		<u>£ : p</u>
Item 8		<u>£ : p</u>
Item 9		<u>£ : p</u>
Item 10		<u>£ : p</u>

Total £ 659 : 41 p



**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

 2<sup>nd</sup> August 2006

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Send your completed form to

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**Office use only**
**Validation**

Initials Date

Claims received

	/	/
--	---	---

Signature check

	/	/
--	---	---

Funds check

	/	/
--	---	---

Allowable expenditure

	/	/
--	---	---

Member Res ID &amp; Costs

	/	/
--	---	---

Ext type/Cat 5 &amp; subtotals added to form

	/	/
--	---	---

Receipts/ documentation present

	/	/
--	---	---

**Processing**

Input

	/	/
--	---	---

**Input subtotals per Cat 5**

£ 659.41

£

£

£

£

£

£

£

Total

£ 659.41

**Comments**



Member's reimbursement form

04 JUL 2006

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About filling in this form

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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS ✓

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 01 10 06 106

to 30 10 06 106

Allowance year

06 07

	Description of service or goods	Amount
Item 1	Computer Printing Ink	£ 86 : 96 p
Item 2	Postage + Stationery	£ 42 : 70 p
Item 3	Mobile Phone	£ 44 : 64 p
Item 4	Cartridges Photocopier	£ 23 : 48 p
Item 5	Constituency Office costs	£ 2,478 : 85 p
Item 6	(balance of year Oct - Dec) 3 months	£ : p
Item 7	Telephone	£ 35 : 52 p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 2,712 : 15 p

continued on page 2

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

3<sup>rd</sup> July 2006

Data protection

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Office use only

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

£	233.30
£	
£	
£	
£	
£	
£	
£	2478.85
£	2712.15

Comments

[Empty Comments Box]

# NORTH EAST CAMBRIDGESHIRE CONSERVATIVE ASSOCIATION



Malcolm Moss MP

June 2006

For the 3 months 1<sup>st</sup> October 2006 to 31<sup>st</sup> December 2006

Based on a proportion of costs incurred by the N.E. Cambridgeshire Conservative Association in renting, maintaining and running the Office

Rent including a nominal amount for your exclusive use of the portacabin as your permanent Constituency Office	766.00
Other services: Gas, Electricity and Water rates	326.14
Council Business Tax	212.90
Insurance	81.25
Copy cost (including maintenance agreement and ink cartridges) for photocopier	177.00
Paper for photocopying	61.78
Office maintenance, equipment maintenance contracts including the risograph and Fenland Fire appliances, repairs and cleaning	267.73
Telephone line rental and call costs for the telephone exclusively used for the fax machine and e-mails	86.45
Agent's costs incurred solely on the MP's behalf and not including general constituency duties or expenses	499.60

**£2478.85**



Member's reimbursement form

07 JUN 2006

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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 01/05/06

to 31/05/06

Allowance year

06/07

	Description of service or goods	Amount
Item 1	Annual Constituency	£ : p
Item 2	Office Costs (12 mths)	£ 6,957 : 52 p ✓
Item 3	Printing and Postage	£ 106 : 10 p
Item 4	Telephone	£ 108 : 64 p
Item 5	Blackberry	£ 108 : 58 p
Item 6	Mobile	£ 137 : 00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£7,417 : 84 p

continued on page 2

**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 7<sup>th</sup> June 2006


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Office use only		Input subtotals per Cat 5	
Validation	Initials Date		
Claims received	<input checked="" type="checkbox"/> / /		£7,417.84
Signature check	<input checked="" type="checkbox"/> / /		£
Funds check	<input checked="" type="checkbox"/> / /		£
Allowable expenditure	<input checked="" type="checkbox"/> / /		£
Member Res ID & Costc	<input checked="" type="checkbox"/> / /		£
Ext type/Cat 5 & subtotals added to form	<input checked="" type="checkbox"/> / /		£
Receipts/ documentation present	<input checked="" type="checkbox"/> / /		£7,417.84
<b>Processing</b>		<b>Comments</b>	
Input	/ /		

# NORTH EAST CAMBRIDGESHIRE CONSERVATIVE ASSOCIATION

CONSERVATIVE



Malcolm Moss MP

June 2006

For the 9 months 1<sup>st</sup> January 2006 to 1<sup>st</sup> October 2006

Based on a proportion of costs incurred by the N.E. Cambridgeshire Conservative Association in renting, maintaining and running the Office

Rent including a nominal amount for your exclusive use of the portacabin as your permanent Constituency Office	2300.00
Other services: Gas, Electricity and Water rates	493.35
Council Business Tax	638.70
Insurance	243.75
Copy cost (including maintenance agreement and ink cartridges) for photocopier	535.00
Paper for photocopying	185.37
Office maintenance, equipment maintenance contracts including the risograph and Fenland Fire appliances, repairs and cleaning	803.20
Telephone line rental and call costs for the telephone exclusively used for the fax machine and e-mails	259.35
Agent's costs incurred solely on the MP's behalf and not including general constituency duties or expenses	1498.80
	<hr/>
	£6957.52