



Communications Allowance
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

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

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

Period of claim

from 01/02/08 to 28/02/08 Allowance year 07/08

Description of service or goods

Amount

Description of service or goods	Amount
<u>Distribution of newspapers</u> <u>(invoice attached)</u>	<u>£ 352 : 50 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 352 : 50 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 27 Feb 2008

Data protection

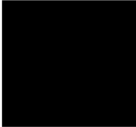
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information 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	<input type="text"/>		<input type="text" value="£"/>
	<input type="text"/>		<input type="text" value="£"/>
Comments 			

ACORN PARK



MALCOLM MOSS M.P.



Invoice Number: 

Your Ref: 

25th February 2008

Distribution of Promotional Material

4,000	MALCOLM MOSS M.P.	@ £0.00	per thousand	£300.00
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VAT @ 17.5% £52.50

Total	£352.50
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Your details

Name in CAPITAL LETTERS MALCOLM MOSS
Constituency NORTH EAST CAMBRIDGESHIRE

Office use only
Cost [REDACTED]

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 01/12/07 to 31/12/07 Allowance year 07/08

Description of service or goods	Amount
<u>ROYAL MAIL (DOOR TO DOOR)</u>	<u>£ 197 : 89 P</u>
<u>ADVERT (CAMBRIDGESHIRE TIMES)</u>	<u>£ 293 : 75 P</u>
<u>M.P SERVICES (NEWSPAPER)</u>	<u>£ 3,319 : 52 P</u>
<u>POSTAGE</u>	<u>£ 123 : 30 P</u>
_____	£ _____ : _____ P
_____	£ _____ : _____ P
_____	£ _____ : _____ P

Office use only
Allow. / Exp. Type (cat5)
[REDACTED]

Total **£ 3,934 : 46 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] MP Date 16th JAN 2008

Data protection

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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

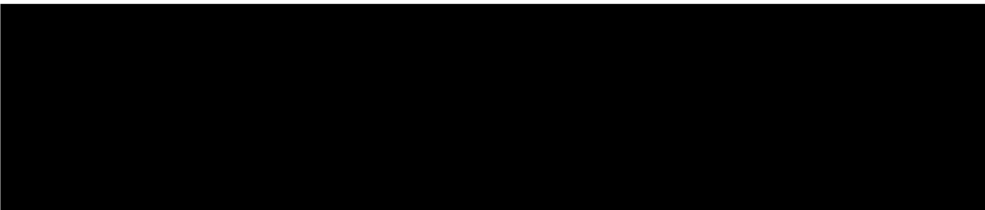
£

£

Comments



Royal Mail



Invoice number

Invoice date

17 Dec 2007

Page

1 of 1

Invoice

To
MALCOLM MOSS MP



Account held at
Malcolm Moss MP



Customer account number



Legal entity number



Terms

10 days

Please pay by

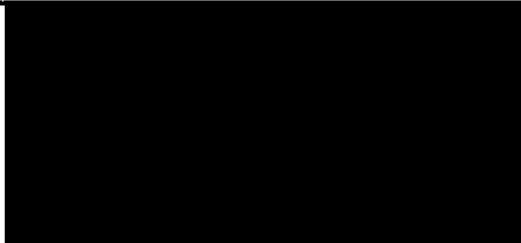
27 Dec 2007

Docket no.	Posting date: Posnet	Sender's ref. Contract no.	Format	Service: Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	14 Dec 2007			DOOR TO DOOR 5,654			197.89	E
							5654 ITEMS AT 3.500 PENCE	

Total Net 197.89

Total VAT E = exempt 0.00

Total 197.89

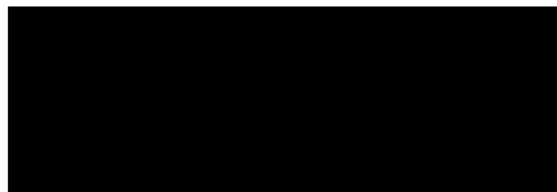




[Redacted]
MALCOLM MOSS MP
 [Redacted]

Account Number	[Redacted]
Invoice Number	[Redacted]
Invoice Date/Tax Point	21/12/2007
Due Date	20/01/2008
Ledger Section	[Redacted]
Contact	Credit Control
Phone Number	[Redacted]

DATE	OUR REF	YOUR REF	DETAILS	SIZE	GROSS AMOUNT	DISCOUNT	NET AMOUNT
21/12/2007	[Redacted]		MALCOLM MOSS MP Cambridge Times	10x4	250.00	0.00	250.00



Total excl. VAT	£250.00
Total VAT	£43.75
Amount Due in Sterling	£293.75



invoice

Mr Malcolm Moss MP

Number: [REDACTED]

Account: [REDACTED]

Date: 02 January 2008

Orders

Order	Quantity	Product		VAT	Price
[REDACTED]	54788	- MP Newspapers	Jan08	£0.00	£2,899.52

Additional Costs

Order	Cost Description	VAT	Price
[REDACTED]	Dispatch from printer	£0.00	£200.00
[REDACTED]	Endorse Folding	£0.00	£220.00

Total (excl): £3,319.52**VAT:** £0.00**TOTAL** £3,319.52



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14 DEC 2007

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Your details

Name in CAPITAL LETTERS MALCOLM MOSS

Constituency NORTH EAST CAMBRIDGESHIRE

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 01/10/07 to 30/11/07 Allowance year 07/08

Table with 3 columns: Description of service or goods, Amount, Office use only. Rows include Postage, Royal Mail (Door to Door), and a Total row with amount £1,227.48 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] MP Date 13 Dec 2007

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Office use only							
Initials / Date	Input subtotals per Cat 5						
Validation completed	<table border="1"><tr><td></td><td></td><td>£ 1227.48</td></tr><tr><td></td><td></td><td>£</td></tr></table>			£ 1227.48			£
		£ 1227.48					
		£					
<p>Comments</p>							



Invoice number [redacted]

Invoice date
08 Oct 2007

Page
1 of 1

Invoice

To
MALCOLM MOSS MP

Account held at
Malcolm Moss MP

Customer account number

Terms
10 days

Legal entity number

Please pay by
18 Oct 2007

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[redacted]	05 Oct 2007	[redacted]		DOOR TO DOOR 22,355 CANCELLATION CHARGES				391.21	E

Total Net	391.21
Total VAT	E = exempt 0.00
Total	391.21

Payment advice

Paying by BACS?

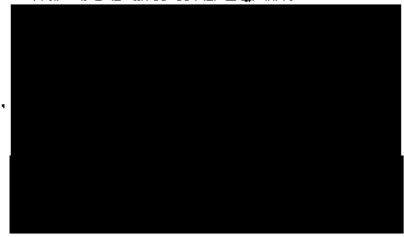
Total amount due [redacted]



Invoice number
 [Redacted]
 Invoice date
03 Dec 2007
 Page
 1 of 1

Invoice

To
MALCOLM MOSS MP



Account held at
Malcolm Moss MP
 [Redacted]

Customer account number
 [Redacted]
 Legal entity number
 [Redacted]

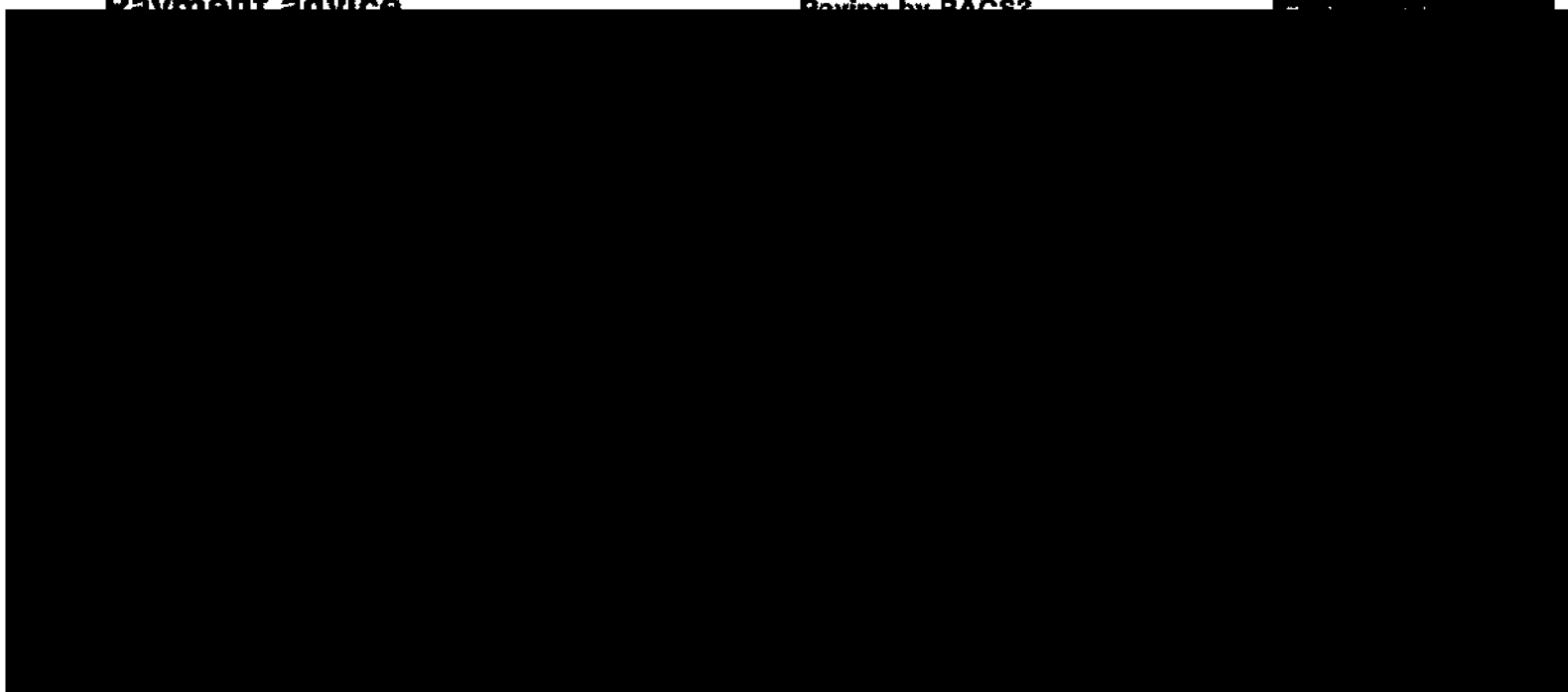
Terms
10 days
 Please pay by
13 Dec 2007

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	30 Nov 2007	[Redacted]		DOOR TO DOOR 9,722 9722 ITEMS AT 3.500 PENCE			340.27	E
[Redacted]	30 Nov 2007	[Redacted]		DOOR TO DOOR 3,500 3500 ITEMS AT 3.500 PENCE			122.50	E

Total Net		462.77
Total VAT	E = exempt	0.00
Total		462.77

Payment advice

Pay by BACS?





Invoice number
 [Redacted]
 Invoice date
10 Dec 2007
 Page
1 of 1

Invoice

To
MALCOLM MOSS MP



Account held at
 Malcolm Moss MP
 [Redacted]

Customer account number
 [Redacted]
 Legal entity number
 [Redacted]

Terms
10 days
 Please pay by
20 Dec 2007

Docket no.	Posting date Posier	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	07 Dec 2007	[Redacted]		DOOR TO DOOR 9,300 9300 ITEMS AT 3.500 PENCE			325.50	E

Total Net	325.50
Total VAT	E = exempt 0.00
Total	325.50

Payment advice

Paying by BACS?

Total amount due [Redacted]

