



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

MARTIN HORWOOD

Constituency

CHELTENHAM

Office use only

Costs

M

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

07 / 08

Suppliers

Amount

CLO Print

£ 1579.38 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

Office use only

Allowance / Expense ID / Exp Type

Authorisation and declaration

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

Signature

MP

Date

17/08/08

Data protection

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Send your completed form to

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

Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	
<input type="text"/>	

Invoice

DATE	INVOICE No.
14/03/2008	

INVOICE TO	SHIP TO
Martin Horwood MP [REDACTED]	

DUE DATE	P.O. NUMBER
13/04/2008	

ITEM	DESCRIPTION	QTY	RATE	AMOUNT	VAT%	VAT
A4 single sided	MP Letters	4,750	0.14	665.00	0.00%	0.00
C5window		4,750	0.10	475.00	17.50%	83.13
A4 single sided colour	Insert to letter	2,375	0.15	356.25	0.00%	0.00
[REDACTED]						

Priced in units of ten

Subtotal	1,496.25
VAT [REDACTED]	83.13
Total(£):	1,579.38



Communications Allowance
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18 MAR 2008

Comms2
page 1 of 2

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Name
IN CAPITAL LETTERS

MARTIN HORROOD

Constituency

CHELTENHAM.

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 ___ / ___ / ___ to ___ / ___ / ___

Allowance year

07 / 08

Suppliers

Amount

CLD Print

£ 255.20 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

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

14/03/08

Data protection

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Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	<hr/>

Invoice

DATE	INVOICE No.
05/02/2008	

INVOICE TO	SHIP TO
Martin Horwood MP [REDACTED]	

DUE DATE	P.O. NUMBER
06/03/2008	

ITEM	DESCRIPTION	QTY	RATE	AMOUNT	VAT%	VAT
DL Envelopes		1,100	0.16	176.00	17.50%	30.80
Paper A4	reams	22	2.20	48.40	0.00%	0.00
[REDACTED]						

Priced in units of ten

Subtotal	224.40
VAT (Reg. No. 618346140)	30.80
Total(£):	255.20



Communications Allowance
Direct payment of suppliers

3 - OCT 2007

①

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Your details

Name in CAPITAL LETTERS

MARTIN HORWOOD

Constituency

CHELTEHAM

Office use only

Cost



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

07 / 08

Suppliers

Amount

Lib Dem - Rings

£ 960.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

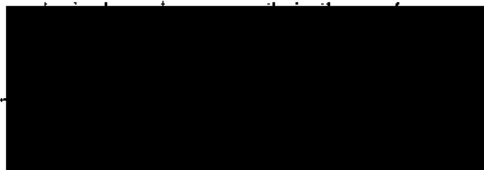
Allow. / Supp ID / Exp Type



Authorisation and declaration

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

Signature



MP

Date

26/09/07

Data protection

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Send your completed form to

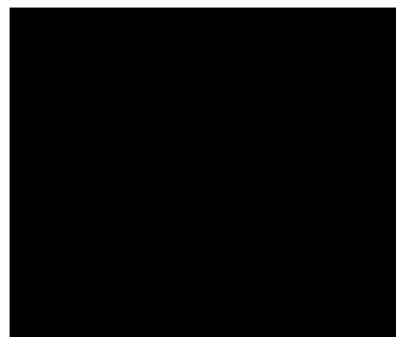
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only	
	Initials / Date
Validation completed	
Comments	

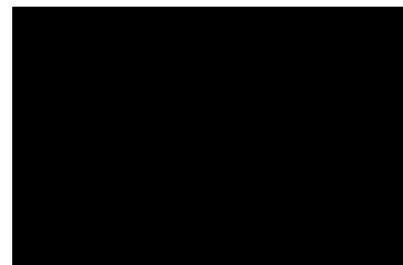
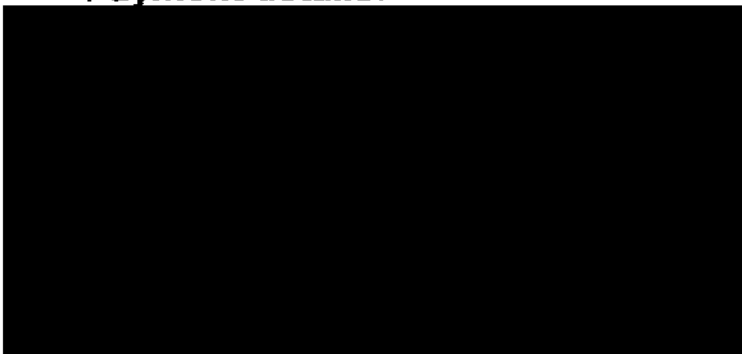
INVOICE

To: Martin Horwood MP

4000 Second Class stamps @ 24p each
September 2007
£960.00



Payment details:





Communications Allowance
Direct payment of suppliers

VALIDATION
04 OCT 2007
RECEIVED

Comms2
page 1 of 2

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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 [redacted]

Your details

Name in CAPITAL LETTERS

MARTIN HORWOOD ✓

Constituency

CHELTEMHAM

Office use only Cost: [redacted]

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

07 / 08

Suppliers

Amount

Lib Dem - Stamp

£ 960 00p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

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

[redacted signature]

MP

Date

3/10/07

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Office use only

Initials / Date

Validation completed

Comments

INVOICE

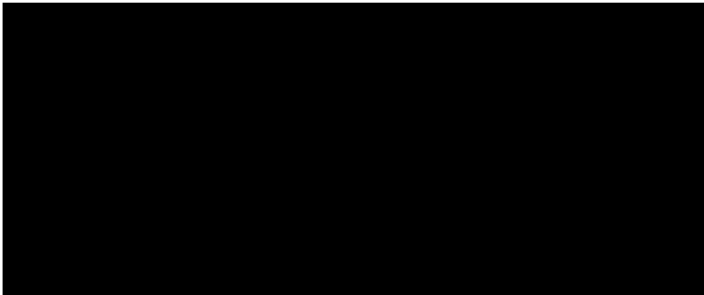
To: Martin Horwood MP

4000 Second Class stamps @ 24p each

✓ October 2007

✓ £960.00

Payment details:



8 1007



Communications Allowance
Direct payment of suppliers

VALIDATION

COMM52 page 1 of 2

24 AUG 2007

RECEIVED

When to use this form

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About filling in this form

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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

MARTIN HORWOOD

Constituency

CHELTEMHAM

Office use only

Cost: [REDACTED]

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

07 / 08

Suppliers

Amount

Lib Post - stamps

£ 960.00 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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

09/08/07

Data protection

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Validation Team, Operations Directorate,
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Office use only

Initials / Date

Validation completed

Comments

INVOICE



To: Martin Horwood MP

4000 Second Class stamps @ 24p each
August 2007
£960.00

Payment details:





2007 MAY 6 2

Communications Allowance



page 1 of 2

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When to use this form

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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

MARTIN HOLWOOD

Constituency

CHELTENHAM

Office use only

Cost



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

07 / 08

Suppliers

Amount

LIB DEM - STAFFS

£ 480.00 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

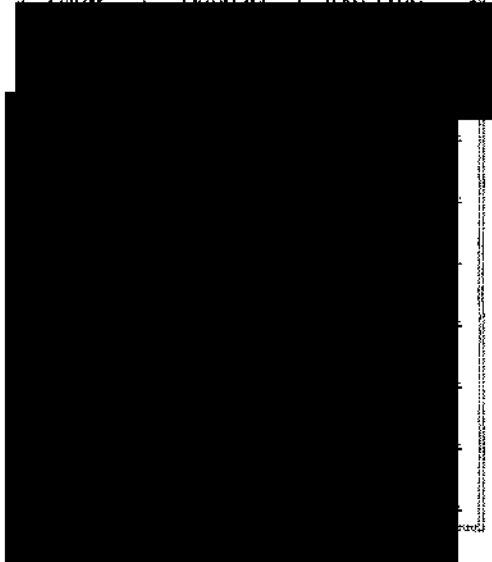
£ _____ p

£ _____ p

£ _____ p

Office use only

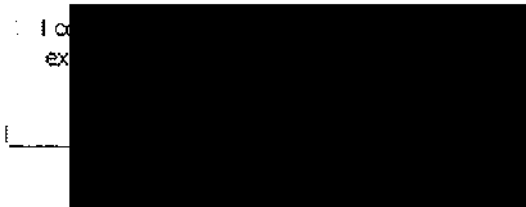
Allow / Supp ID / Exp Type



Authorisation and declaration

I declare that the above is a true and correct account of the
expenditure incurred wholly or partly out of my Parliamentary duties.

Signature



MP

Date

29/05/07

Data protection

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Office use only

Validation completed



Comments

INVOICE

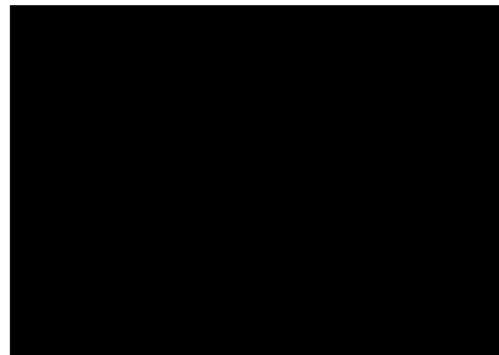
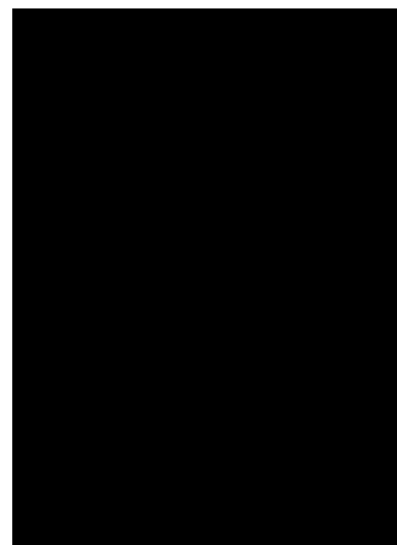
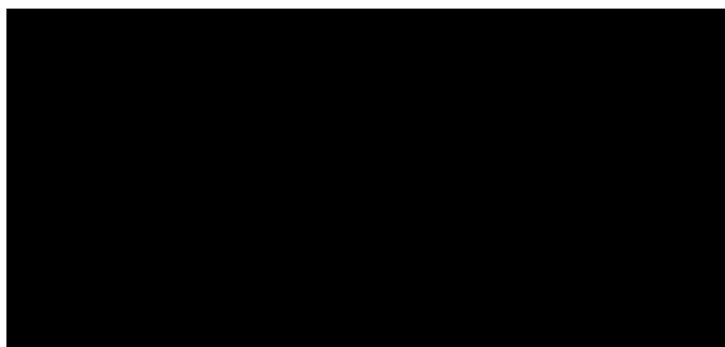
To: Martin Horwood MP

2000 Second Class stamps @ 24p each

May 2007

£480.00 ✓

Payment details:





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, see *Green Book* section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MARTIN HORWOOD

Constituency

CHELTEMHAM

Office use only

Costs

Supp/Res ID

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

17 / 03 / 07

Allowance year



Incidental Expenses Provision claims

Item	Suppliers	Amount
Item 1	Centre for Strategy and Communications	£ 693 : 25 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£ 693 : 25 p

Office use only

Allow or Alc code Supplier ID Exp/ Cat 5



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Claim details *continued*

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ : p
Item 7	_____	£ : p
Item 8	_____	£ : p
Item 9	_____	£ : p
Total		£ : p

Office use only

Allow or A/c code	Supplier ID	Exp/ Cat 5
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorisation and declaration

I declare that the above expenditure was incurred wholly and exclusively in respect of costs incurred wholly, exclusively in the performance of my Parliamentary duties.

Signature _____ MP

Date 21 / 05 / 07

Data protection

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Office use only

Validation	Initials	Date
Claims received	_____	____/____/____
Signature check	_____	____/____/____
Funds check	_____	____/____/____
Allowable expenditure	_____	____/____/____

Validation	Initials	Date
Member ID added to form	_____	____/____/____
Payment codes added to form	_____	____/____/____
Receipts/ documentation present	_____	____/____/____
Processing Input	_____	____/____/____

Please use margin for comments

17 MAR 2007

Centre for Strategy and Communication

Invoice



VAT Registration No.

Invoice To



P.O. Number

Description	VAT AMT	VAT %	Amount	Price	
Course : From Secretary to PA - Becoming a Proactive PA Date : 19 & 20 June 2007 Participant : Claire Wilson Booker : Claire Wilson	103.25	17.50%	590.00	590.00	
VAT%	VAT AMOUNT	VAT%	VAT AMOUNT	SUBTOTAL	£590.00
@ 17.5%	103.25			VAT TOTAL	£103.25
Total					£693.25

