



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form 10 APR 2008

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

MICHAEL FOSTER

Constituency

WORLESTER

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 MAR 2007 to 31 MAR 2008

Allowance year

2007, 2008

Description of service or goods

Amount

Stamp

£ 1920 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 1920 : 00 p

Authorisation and declaration

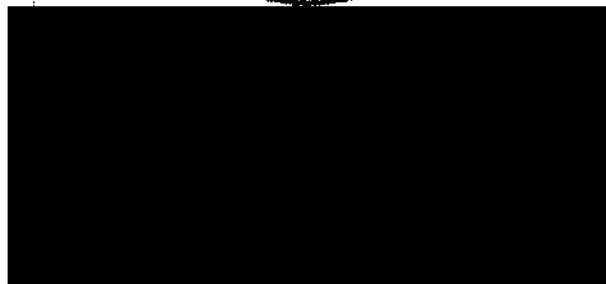
I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

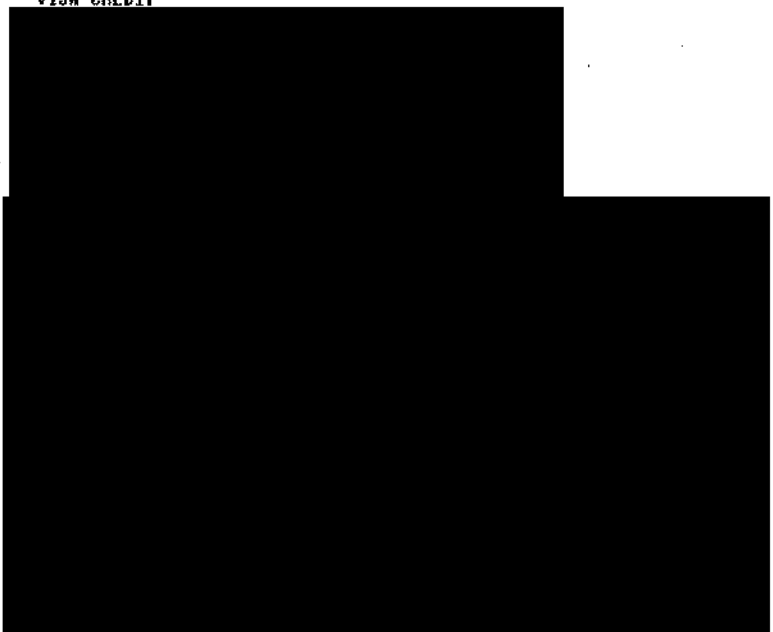
7/4/08



S/a 2ndx100		
80 @ 24.00		1920.00
TOTAL DUE TO POST OFFICE		1920.00
Visa Credit	FROM CUSTOMER	1920.00
BALANCE		0.00

Payment Retail

VISA CREDIT





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

MICHAEL FOSTER

Constituency

WORCESTER

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 FEB 2008 to 29 FEB 2008

Allowance year

07, 08

Description of service or goods	Amount
Annual Report printing	£ 1916 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
Total	£ 1916 : 00 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

16/3/08

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 SW1A 0AA

Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

--	--



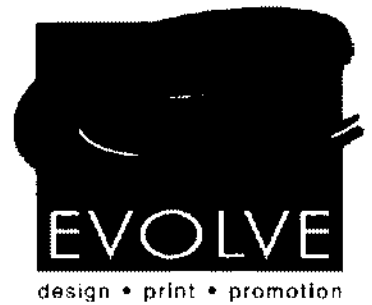
£ 1916.00

£

Comments

--

Invoice



Invoice No: [REDACTED]

Date: 29/02/2008

Invoice to:

MIKE FOSTER'S OFFICE
[REDACTED]

Description	Amount
42K MIKE FOSTER NEWSLETTER [REDACTED]	£1,916.00
Sub Total:	£1,916.00
VAT:	£0.00
Total Amount:	£1,916.00
Amount Applied:	£0.00
Balance Due:	£1,916.00

TERMS ARE STRICTLY 30 DAYS - FAILURE TO PAY RESULTING IN COURT ACTION WILL INCUR A £50 RECOVERY CHARGE PLUS INTEREST AT 7% PER ANNUM



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

- 4 MAR 2008

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

MICHAEL FOSTER

Constituency

WORCESTER

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, FEB, 08 to 29, FEB, 08

Allowance year

2007 2008

Description of service or goods

Amount

Mailbox delivery Annual Report

£ 1930 . 00 P

£ . . P

£ . . P

£ . . P

£ . . P

£ . . P

£ . . P

Total

£ 1930 . 00 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

3/3/08

ACORN PARK

[REDACTED]

MICHAEL FOSTER M.P.

[REDACTED]

Invoice Number: [REDACTED]

Your Ref: [REDACTED]

14th February 2008

Distribution of Promotional Material

40,000 MICHAEL FOSTER M.P. @ £40.00 per thousand £1,600.00

VAT @ 17.5% £280.00

Collection Fee £50.00

Total £1,930.00

[REDACTED]



Communications Allowance
Member's reimbursement form

2007 1340 2

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

MICHAEL FOSTER

Constituency

WORLESTER

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 JAN 2008 to 31 JAN 2008

Allowance year

2007, 2008

Description of service or goods

Amount

freepost charge

£ 756.08 p

risoprint lease charge

£ 708.40 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 1464.48 p

Authorisation and declaration

I declare that the above costs were incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

28/1/08

Worcester Constituency Labour Party

To:
Mike Foster MP

28th December 2007

INVOICE

Postage costs 2908 returned items at 26p each (includes 2p handling cost)	£756.08
Total	£756.08

Please make cheques payable to: Worcester CLP



Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

05 DEC 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

MICHAEL FOSTER

Constituency

WORCESTER

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, Nov, 2007 to 30, Nov, 2007 Allowance year 2007, 2008

Description of service or goods

Amount

1. Airco supplement £ 217 : 13 P

Freepost top up £ 76 : 04 P

£ : P

£ : P

£ : P

£ : P

£ : P

Total

£ 293 : 17 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

3/12/07

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

--	--



£

£

Comments

--



Communications Allowance
Member's reimbursement form

- 7 NOV 2007

Comms1

page 1 of 2

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

MICHAEL FOSTER

Constituency

WORCESTER

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, Oct, 2007 to 31, Oct, 2007

Allowed year

Description of service or goods

Amount

Postage	£ 1200 : 00 p
Rental biro (Agreement attached)	£ 602 : 90 p
Comminables	£ 473 : 45 p
	£ : p
	£ : p
	£ : p

Total

£ 2276 : 35 p

Authorisation and declaration

I claim in the

which I incurred wholly, exclusively and necessarily for my duties.

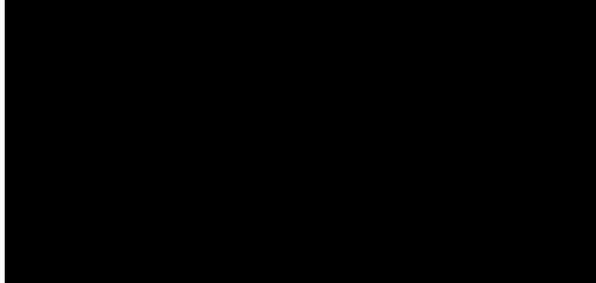
Signature

[Redacted Signature]

MP

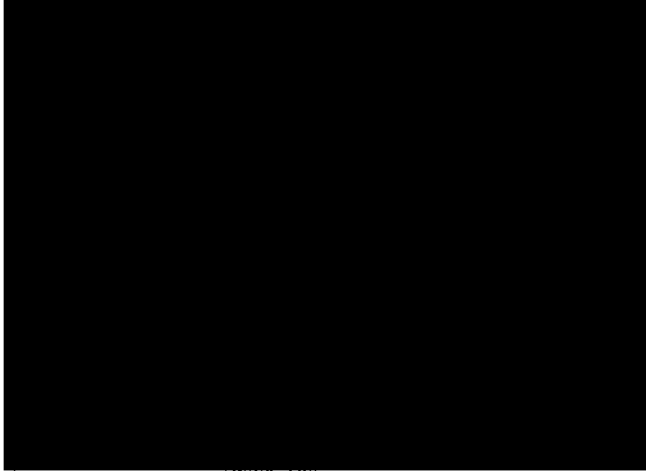
Date

1/11/07



S/a 2ndx100		
50 @ 24.00		1200.00
TOTAL DUE TO POST OFFICE		1200.00
Visa Credit	FROM CUSTOMER	1200.00
BALANCE		0.00

Payment Retail



Amount Due

OUR DETAILS

YOUR DETAILS

Hirer's Full Business Name MICHAEL FOSTER M.P.

Trading as (if applicable) _____

Hirer's Business Address _____

KEY FINANCIAL INFORMATION

Equipment Make	Equipment Model	Equipment Description / Accessories	New, used, re-manufactured, refurbished	Equipment Serial No.	If Equipment location different to Business Address tick below and complete overleaf.
RISO		2x EXTRA DRUMS	NEW		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

This Agreement is for a Fixed Period of 5 years and 0 month(s)

First Rental £ 602.90 excl VAT which equals £ 708.40 incl VAT

When the Equipment is delivered, followed by in words NINETEEN

further Rentals of £ 602.90 excl VAT which equals £ _____ incl VAT

You will pay Rentals of a Quarterly basis starting from the date of delivery of the Equipment until this Agreement ends in accordance with Term 2 overleaf. The Rentals may change if you change your method of payment or if the Government changes the rate of corporation tax. This is explained in Terms 3, 4 and 9 of this Agreement. If you terminate your hiring under this Agreement you will be responsible for the full hire charge as set out in Term 12 of this Agreement.

Customer order and Copier/printer Service Agreement

CUSTOMERS NAME AND ADDRESS/PAYMENT POINT

INSTALLATION ADDRESS IF DIFFERENT

MICHAEL FOSTER M.D.

POST CODE: TEL NO:

CONTACT:

FAX NO:

EMAIL:

EQUIPMENT MAKE	MODEL	SERIAL NO.	QTY	UNIT PRICE	ITEM PRICE	
RISO		2 Colours Devls	1	ON LEASE.		
RISO	MZ MASTERS		1 box	80.00	£80.00	
RISO	RZ BLACK	INK	2 box	49.95	£99.90	
=	RZ RED	INK	2 box	55.76	£111.52	
=	RZ GREEN	INK	1 box	55.76	£55.76	
=	RZ BLUE	INK	1 box	55.76	£55.76	
					TOTAL DUE	£402.94

Photocopier/ printer billing details



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

3 - OCT 2007

Comms1

page 1 of 2

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

MICHAEL FOSTER

Constituency

WORLESTER

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, SEP, 2007 to 30, SEP, 2007

Allowance year 2007, 2008

Description of service or goods

Amount

freepost top-up

£ 75 : 00 p

ASB survey

£ 242 : 00 p

postage

£ 1200 : 00 p

£ : p

£ : p

£ : p

£ : p

Total

£ 1517 : 00 p

Authorisation and declaration

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

Signature

MP

Date

2/10/07

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

--	--



£ 1517.00

£

Comments



Post Office Ltd



S/a 2ndx100		
50 @ 24.00		1200.00
TOTAL DUE TO POST OFFICE		1200.00
Visa Credit	FROM CUSTOMER	1200.00
BALANCE		0.00

Payment Retail
VISA CREDIT





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

MICHAEL FOSTER ✓

Constituency

WORCESTER

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, Aug, 2007 to 31, Aug, 2007

Allowance year

2007, 2008

Description of service or goods

Amount

Envelopes

£ 234.76 p

freepost top up

£ 75.00 p

Update printing

£ 120.00 p

£ : p

£ : p

£ : p

£ : p

Total

£ 429.76 p

Authorisation and declaration

I declare
in the

incurred wholly, exclusively and necessarily
for my duties as an MP.

Signature

[Redacted Signature]

MP

Date

1/9/07



Communications Allowance
Member's reimbursement form

08 AUG 2007

page 1 of 2

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

MICHAEL FOSTER

Constituency

Worcester

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, July, 2007 to 31, July, 2007

Allowance year

2007, 2008

Description of service or goods

Amount

Description of service or goods	Amount
Postage	£ 12 00 : 00 p
Freepost top up	£ 333 : 55 p
Update printing	£ 240 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 1773 : 55 p

Authorisation and declaration

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

Signature

MP

Date

3/8/07

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

--	--

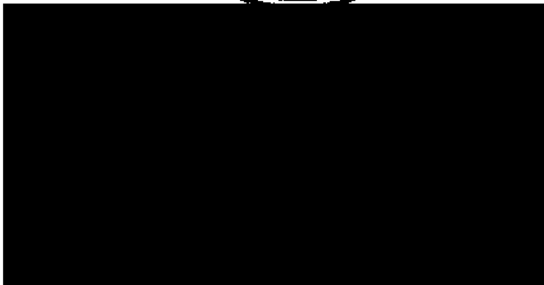


£ 1773.55

£

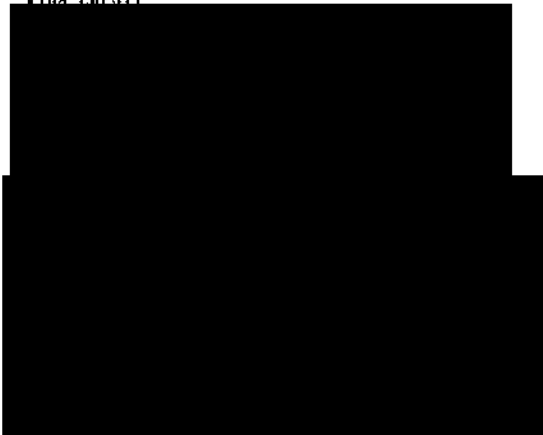
Comments

--

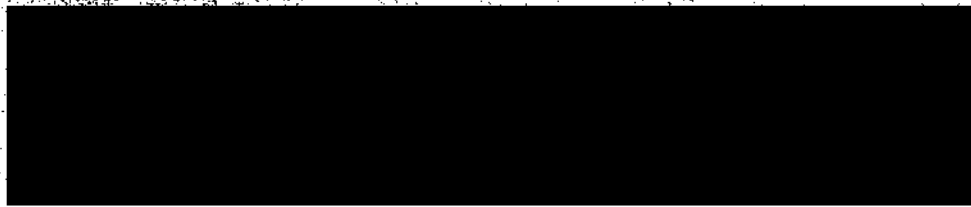


S/a 2ndx100		
50	8	24.00
		1200.00
TOTAL DUE TO POST OFFICE		1200.00
Visa Credit	FROM CUSTOMER	1200.00
BALANCE		0.00

Payment Retail
VISA CREDIT



Thank You



Invoice number
 Invoice date
18 Jul 2007
 Page
1 of 8

To
MICHAEL FOSTER MP

Invoice
 for your reducing credit
 balance account

Account held at
MICHAEL FOSTER MP

Customer account number

Terms
21 days

Legal entity number

Please pay by
08 Aug 2007

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
------------	--------------	---------------	--------	---------	----------	------------	---------------	-----------	-----

Opening balance on account 54.06 CR

26 Nov 2005
 RESPONSE SERVICES 0.30 E
 1
 1 item £0.295

Breakdown w/e	26 Nov 2005	Mon	Tue	Wed	Thu	Fri	Sat	Total
		0	0	0	1	0	0	1
		0	0	0	1	0	0	1

RESPONSE SERVICES 13.35 E
 62
 53 items £0.215
 9 items £0.215 Saturday posting

Breakdown w/e	26 Nov 2005	Mon	Tue	Wed	Thu	Fri	Sat	Total
		3	19	0	18	13	9	62
		3	19	0	18	13	9	62

RESPONSE SERVICES 3.44 E
 16
 16 items £0.215

Amount carried forward to next page 17.09



Invoice

Invoice Date
18 Jul 2007
 Page
 8 of 8

Amount brought forward

181.08

Bucket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service	Quantity	Weight (kg)	Unit cost (£)	Net value	VAT
------------	------------------------	-------------------------------	--------	---------	----------	-------------	---------------	-----------	-----

Breakdown w/e	25 Nov 2006	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.310		0	1	0	0	0	0	1
Totals		0	1	0	0	0	0	1

RESPONSE SERVICES

8.36 E

Letter 38 Items £0.220

Breakdown w/e	24 Feb 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.220		10	5	13	10	0	0	38
Totals		10	5	13	10	0	0	38

RESPONSE SERVICES

0.22 E

Letter 1 Item £0.220

Breakdown w/e	17 Mar 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.220		0	0	1	0	0	0	1
Totals		0	0	1	0	0	0	1

RESPONSE SERVICES

0.31 E

Letter 1 Item £0.310

Breakdown w/e	31 Mar 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.310		0	0	0	0	1	0	1
Totals		0	0	0	0	1	0	1

RESPONSE SERVICES

6.58 E

Letter 28 Items £0.235

Breakdown w/e	21 Apr 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235		0	21	4	3	0	0	28
Totals		0	21	4	3	0	0	28

18 Aug 2005 **RESPONSE SERVICES LICENCE** 68.50 E

RESPONSE SERVICES LICENCE 68.50 E

Total Net 333.55

Total VAT E = exempt 0.00

Total 333.55

Including this usage your balance is now

~~258.55~~ DR

To maintain your credit balance please pay

333.55



Communications Allowance
Member's reimbursement form

10 JUL 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

MICHAEL FOSTER

Constituency

WIMBORNE

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.

13 JUL 2007

Period of claim

from 1/6/07 to 30/6/07

Allowance year

2007/2008

Description of service or goods

Amount

Allow. / Exp. Type (cat5)

Postage

£ 240.00 p

Anti-social survey

£ 97.95 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 337.95 p

Authorisation and declaration

which I incurred wholly, exclusively and necessarily on my Parliamentary duties.

Signature

MP

Date

7/7/07

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

--	--



£ 337.95

£

Comments



Communications Allowance
Member's reimbursement form

VALIDATION

01 JUN 2007

RECEIVED

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

MICHAEL FOSTER

Constituency

WORLESTER

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 / MAY / 2007 to 31 / MAY / 2007

Allowance year

2007 / 2008

Description of service or goods

Amount

Postage

£ 240.00 p

Update printing

£ 122.50 p

1 (off newsletter)

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 362.50 p

Authorisation and declaration

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

Signature

MP

Date

30/5/07

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 subtotal's per Cat 5

Validation completed

--	--



£

£

Comments

--