



Communications Allowance Direct payment of suppliers

Comms2

page 1 of 2

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

MICHAEL MATE S

Constituency

East Hampshire

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

MP Services

£ 2528: - p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

B11 OR

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

22-4-08.

(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 SW1AA

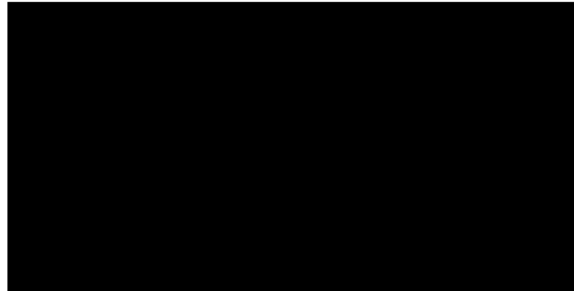
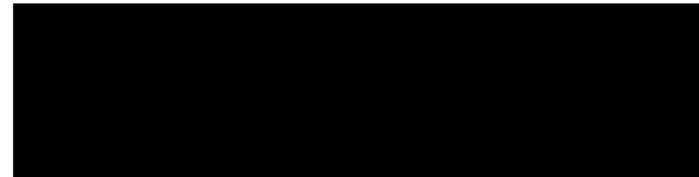
Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	

invoice

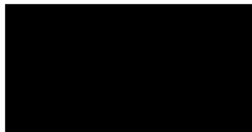
MPServices

Conservative Campaign Headquarters
30 Millbank, London
SW1P 4DP

Mr Michael Mates MP



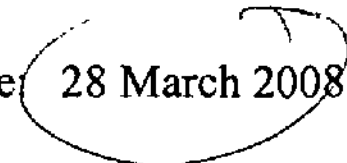
Number:



Account:



Date: 28 March 2008



Orders

Order	Quantity	Product	VAT	Price
		- MP Newspapers	£0.00	£2,428.00

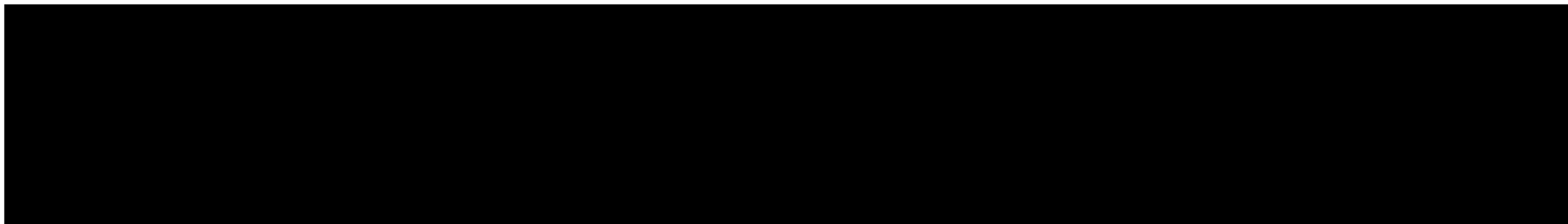
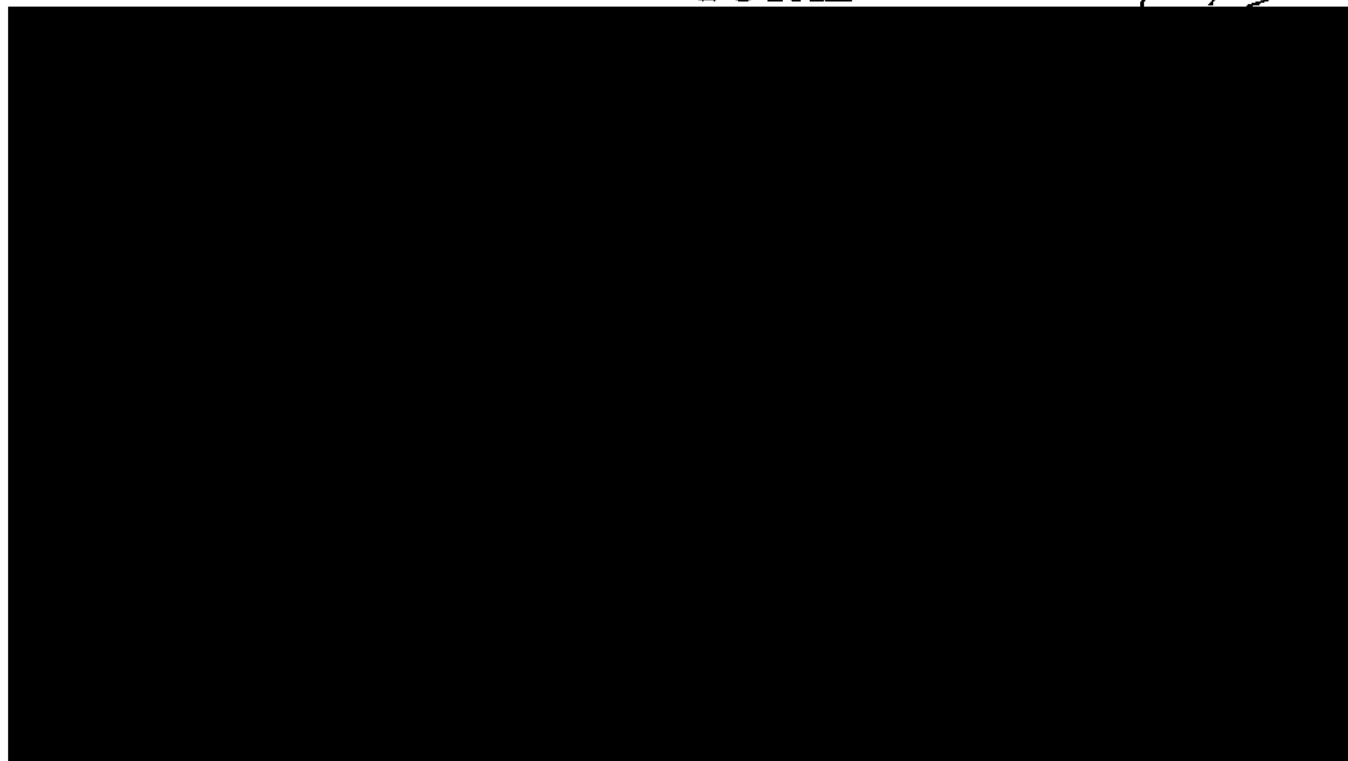
Additional Costs

Order	Cost Description	VAT	Price
	Dispatch from printer	£0.00	£100.00

Total (excl): £2,528.00

VAT: £0.00

TOTAL £2,528.00



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Send your completed form to

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

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Validation completed	<input type="text"/>
Comments 	



Communications Allowance
Direct payment of suppliers

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- For details of costs you can claim for please refer to booklet on Communications Allowance.
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Your details

Name in CAPITAL LETTERS

MICHAEL MATES

Constituency

East Hampshire

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 1/1/08 to 31/12/08

Allowance year

07/08

Suppliers

Amount

Haecceitas Ltd

£ 1882 : 35 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

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

19.2.08.



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Your details

Name in CAPITAL LETTERS

MICHAEL MATES

Constituency

East Hampshire

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 1/4/07 to 1/5/07 Allowance year 07/08

Amount

Table with 2 columns: Supplier Name, Amount. Row 1: Conservative 302101, £2508:-- p

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

Date 9.5.07.

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.

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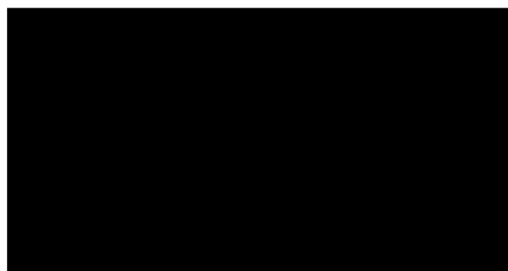
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

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

invoice



Mr Michael Mates MP



Number:



Date: 25 April 2007



Orders

Order	Quantity	Product	VAT	Price
[Redacted]		- MP Newspapers <i>Apr07</i>	£0.00	£2,408.00

Additional Costs

Order	Cost Description	VAT	Price
[Redacted]	Dispatch from printers	£0.00	£100.00

Total (excl):	£2,508.00
VAT:	£0.00
TOTAL	£2,508.00

