



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

03 MAR 2008

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

Simon Burns

Constituency

W Chesham

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 1/2/8 to 29/2/8

Allowance year

07/08

Suppliers

Amount

Chesham Conservation

£568.60 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type
(Cat 5)

Signature

MP

Date

29/2/8

Statements requested are in respect of costs incurred wholly, necessarily in the performance of my Parliamentary duties.

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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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

28th February 2008

Mr. Simon Burns MP.


INVOICE

To: Adverts for surgeries

£568.60





Communications Allowance
Direct payment of suppliers

30 NOV 2007

Comms2

page 1 of 2

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- 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.
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Your details

Name in CAPITAL LETTERS

Simon Lucas

Constituency

W Chelmsford

Office use only

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 1/11/07 to 30/11/07 Allowance year 07/08

Suppliers

Amount

Chelmsford Construction

£ 175.38 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

Payments requested are in respect of costs incurred wholly, necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

30 11 07

Data protection

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Initials / Date

Validation completed

Comments



**Chelmsford
Conservatives**

30th November 2007

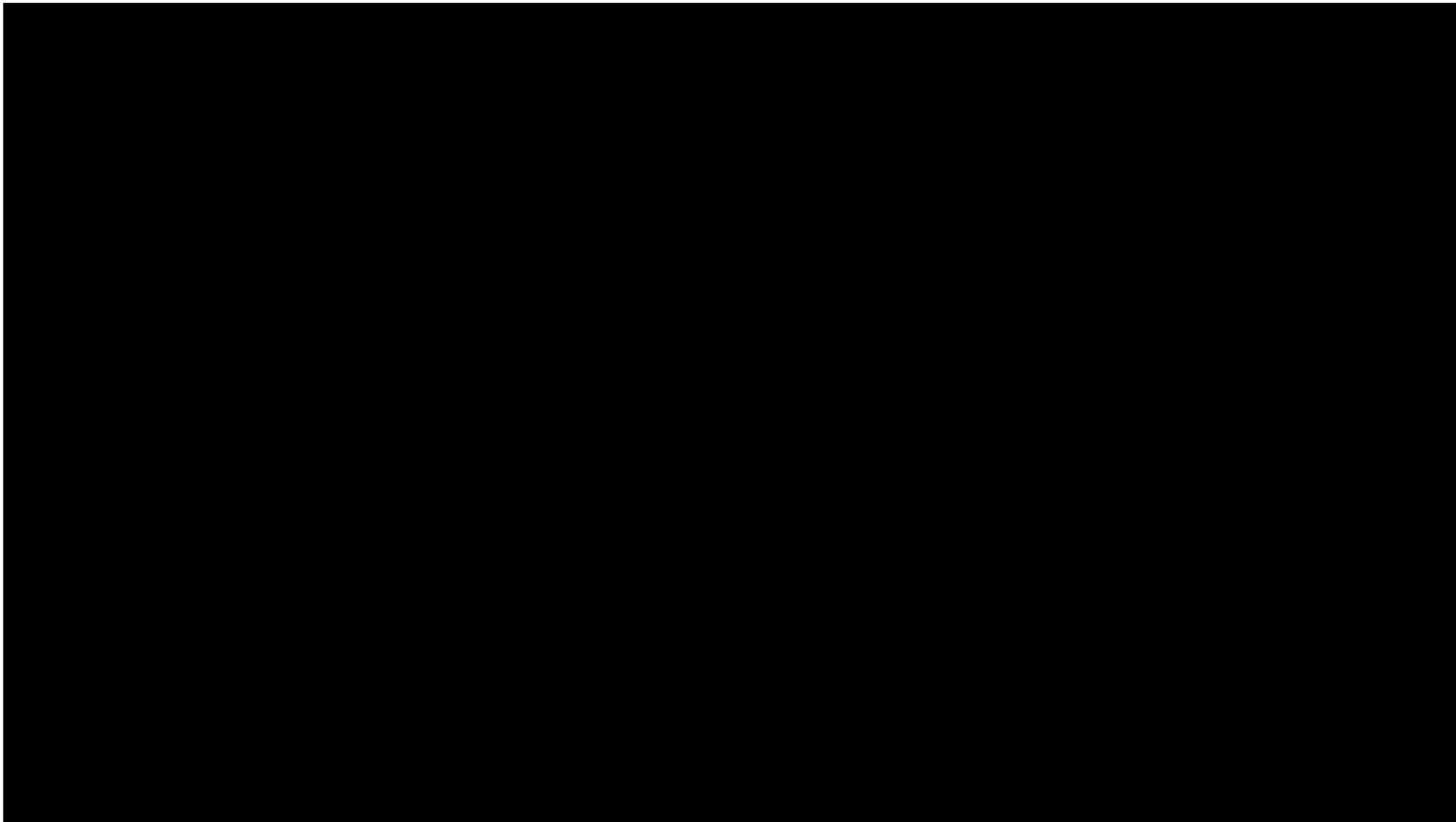
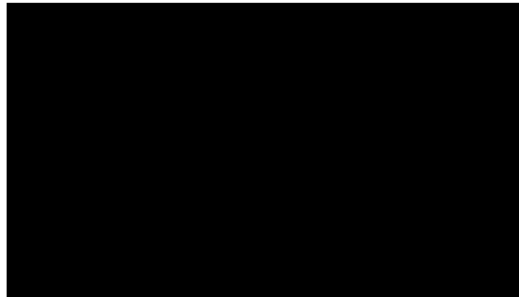
Mr. Simon Burns MP,



INVOICE

To: Adverts for surgeries

£175.38





Communications Allowance 05 NOV 2007

Direct payment of suppliers

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

Simon Burns

Constituency

W Chathamford

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 5/11/07 to ___/___/___

Allowance year

07/08

Suppliers

Amount

Echo Newspapers

£ 2696.64 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

Office use only

Allow. / Supp ID / Exp.Type

(CALS)

Authorisation and declaration

requested are in respect of costs incurred wholly,
the performance of my Parliamentary duties.

Signature

MP

Date

5.11.07

Data protection

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

Office use only

Initials / Date

Validation
completed

Comments

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.....

PROFORMA INVOICE

Customer

Name **Simon Burns**

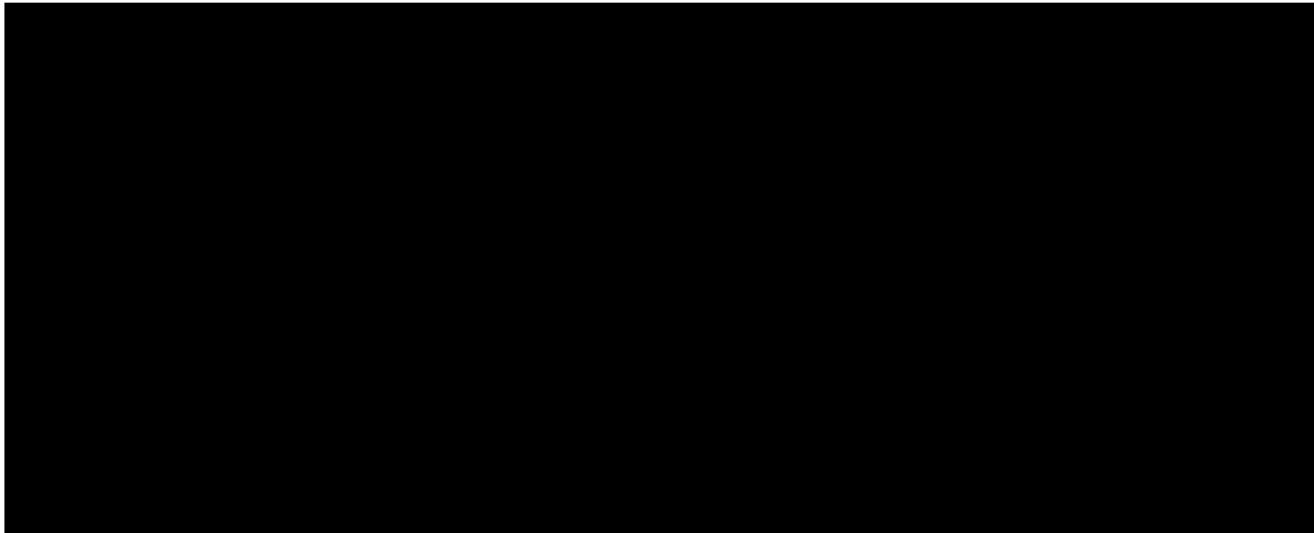
Date **31/10/07**
 Um
 Rep
 Due By:

Edition	Insertion Dates	Size		
Chelmsford Wkly News	22/11/07	34*9	Net Amount	£2,295.00
			SubTotal	£2,295.00
			Vat @ 17.5%	£401.64
			Total:	£2,696.64

Your Ref:



Simon Burns





Communications Allowance
Direct payment of suppliers

05 NOV 2007

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

Simon Burns

Constituency

W Cheshamford

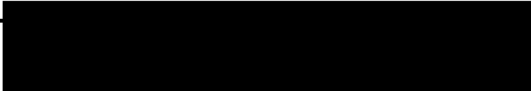
Office use only	Costs	
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Claim details

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 2 / 11 / 07 to ___ / ___ / ___ Allowance year 07 / 08



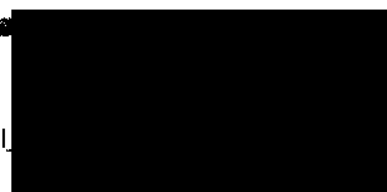
Suppliers	Amount
PCS - For Newspapers to be delivered to constituency	£ 1175.00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only		
Allow.	Supp ID	Exp.Type (Cat 5)

Authorisation and declaration

I request are in respect of costs incurred wholly, the performance of my Parliamentary duties.

Signature



MP

Date

21/7

Data protection

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Send your completed
form to

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Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation
completed

Comments

Invoice

13 NOV 2007



Parliamentary
Liaison Services
Limited

Invoice To
Simon Burns MP
[REDACTED]

VAT REG NO	Tax Date	Invoice No	Ref No	Terms
[REDACTED]	01/11/2007	[REDACTED]	[REDACTED]	Due on receipt

Description	Net Amount	VAT %	VAT AMT
Design Work (CA)	1,000.00	17.50%	175.00
[REDACTED]			

SUBTOTAL	£1,000.00
VAT TOTAL	£175.00
Total	£1,175.00



Communications Allowance
Direct payment of suppliers

2002 NOV 20



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

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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

Simon Boens

Constituency

W. Chathamford

Office use only Costc

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 1/10/7 to 31/10/7

Allowance year

07/08

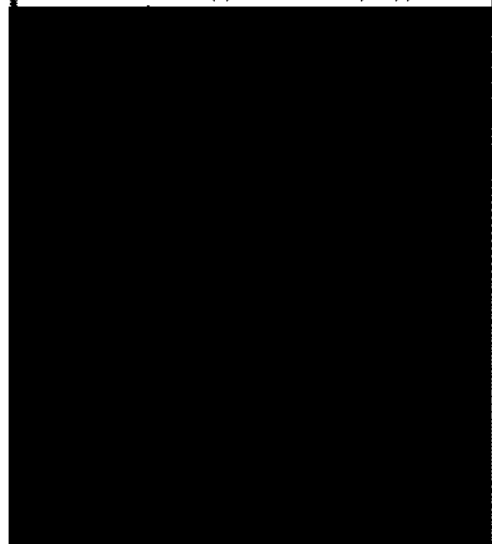
Suppliers

Amount

Suppliers	Amount
Chathamford Communications	203.29
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

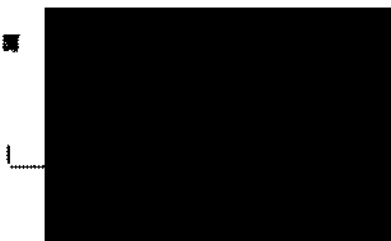
Allow. / Supp ID / Exp.Type



Authorisation and declaration

- I certify that the costs requested are in respect of costs incurred wholly, or in part, in the performance of my Parliamentary duties.

Signature



MP

Date

31/10/7

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	

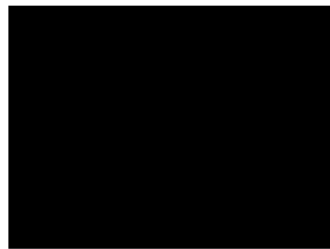


**Chelmsford
Conservatives**



✓ 26th October 2007

Mr. Simon Burns MP.

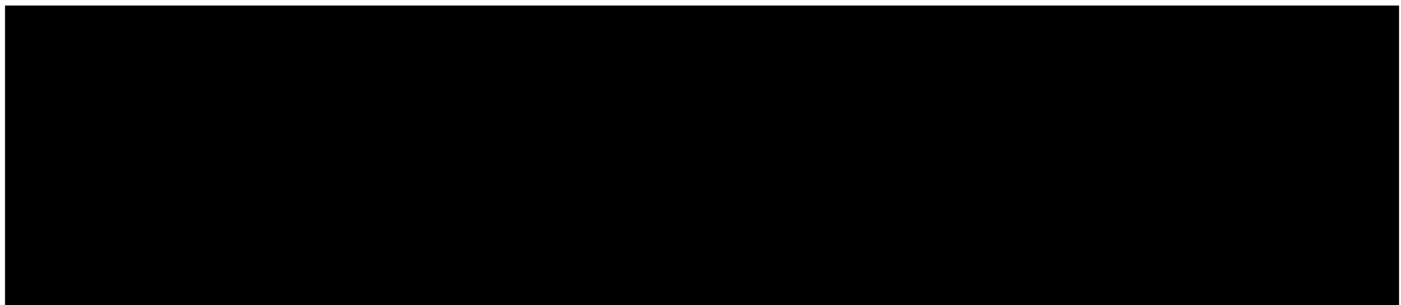
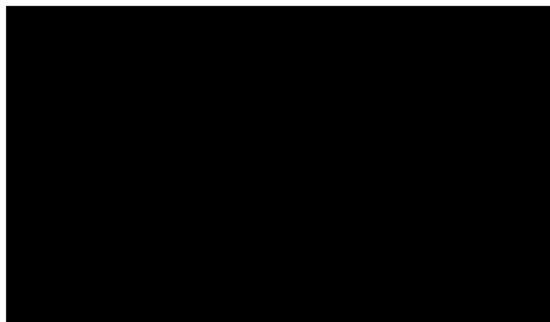


INVOICE

To: Adverts for surgeries

£203.29

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✓





FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

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this form

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About filling in
this form

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Your details

Name
in CAPITAL LETTERS

Simon Burns

Constituency

W Cheshamford

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 1, 8, 7 to 31, 8, 7

Allowance year

07, 08

Suppliers

Amount

Cheshamford Coms

£ 226.63

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

- I declare that the costs requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

31/8/07

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Office use only

Initials / Date

Validation
completed**Comments**

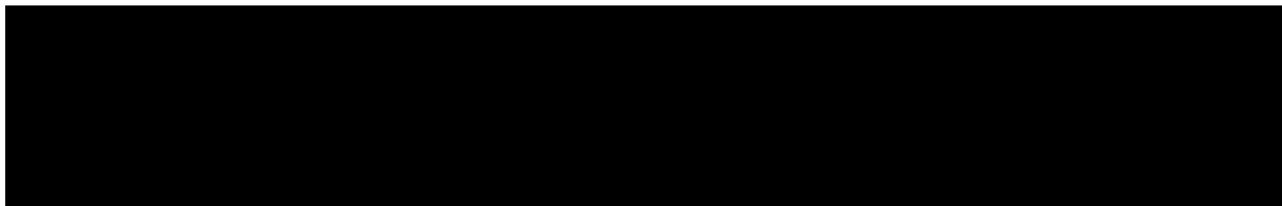

31st August 2007

Mr. Simon Burns MP,


INVOICE

To: Adverts for surgeries

£226.63





Communications Allowance
Direct payment of suppliers

2007 JUL 20

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 Simon Brown
Constituency W Chelmsford

Office use only Cost: [Redacted]

Claim details

You can only request payment to suppliers for goods and services directly relating to Communications Allowance. Please ensure you attach all supplier invoices.

Period of claim from 1/7/07 to ___/___/___ Allowance year 07/08



Table with columns: Suppliers, Amount. Row 1: Chelmsford Conservation, £ 133.00p

Office use only Allow. / Supp ID / Exp.Type (Cat 5) [Redacted]

Authorisation and declaration

I declare that the costs requested are in respect of costs incurred wholly, or in part, for the performance of my Parliamentary duties.

Signature [Redacted] MP Date 17/7

Data protection

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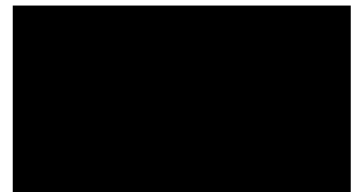
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Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments 	

29th June 2007

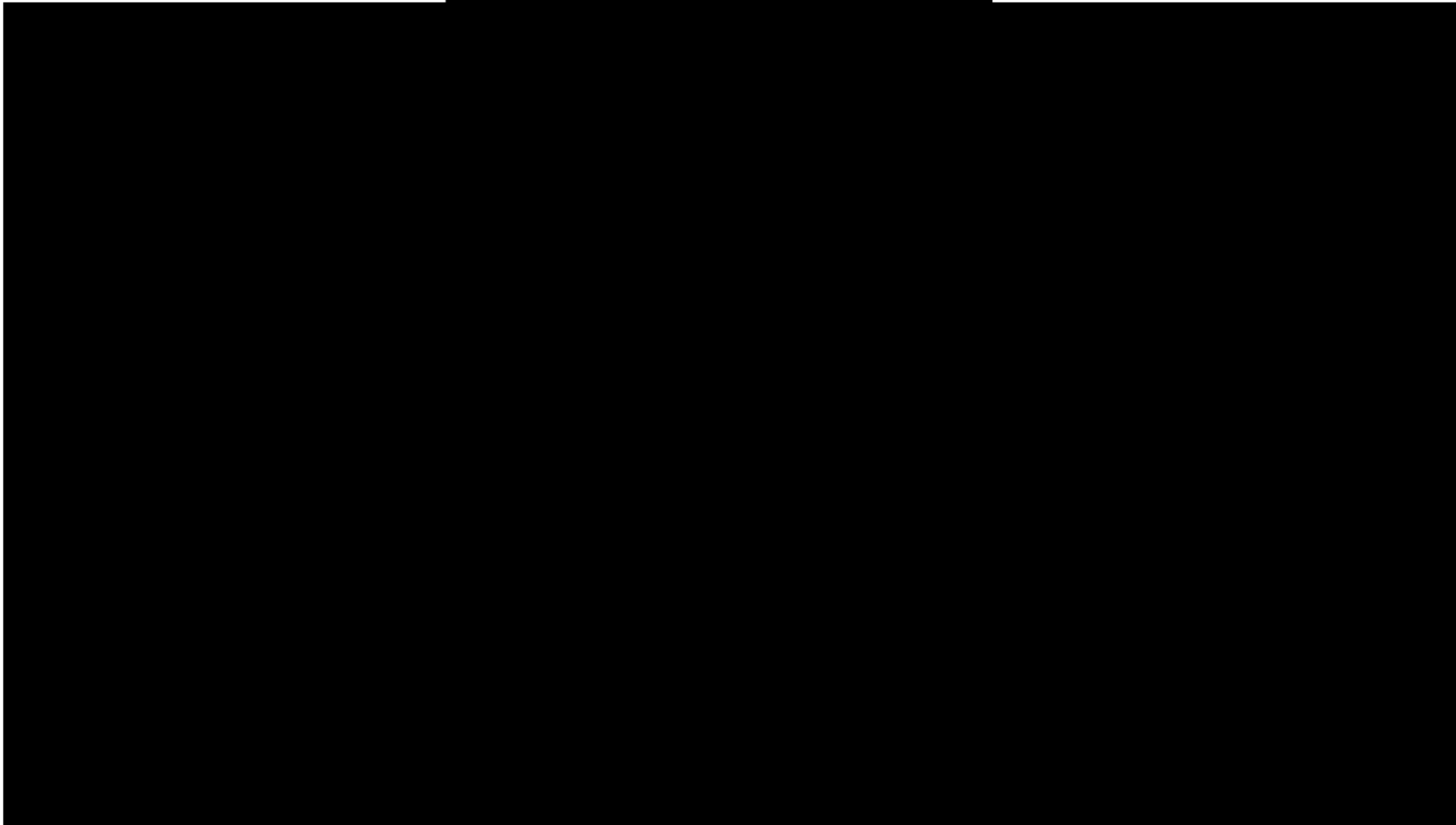
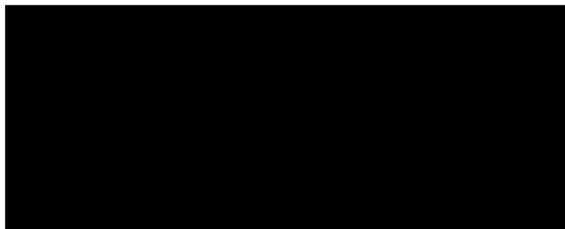
Mr. Simon Burns MP,

INVOICE

To: Adverts for surgeries

£133.07



27 JUN 2007



Communications Allowance

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

Simon Burns

Constituency

Walsingham

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.

29 JUN 2007

Period of claim

from 27/6/7 to / /

Allowance year

07/08

Description of costs	Amount
	£ 1362.91 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 1362.91 p

Authorisation and declaration

I declare that the costs which I incurred wholly, exclusively and necessarily in connection with my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

27/6/7

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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

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£1362.91

£

Comments

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Invoice



Parliamentary
Liaison Services
Limited

Invoice To
Simon Burns MP
[REDACTED]

VAT REG NO	Tax Date	Invoice No	Ref No	Terms
[REDACTED]	26/06/2007	[REDACTED]	[REDACTED]	Due on receipt

Description	Net Amount	VAT %	VAT AMT
Recharge of Advertising Costs	1,159.92	17.50%	202.99

SUBTOTAL	£1,159.92
VAT TOTAL	£202.99
Total	£1,362.91



FINANCIAL
ADMINISTRATION
HOUSE OF COMMONS

07 JUN 2007

Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

When to use
this form

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About filling in
this form

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

SIMON BURNS ✓

Constituency

W Chesham ✓

Office use only

Costs

[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 7/6/7 to 1/1/1 ✓

Allowance year

07/08

Office use only

Allow. / Exp. Type (cat5) ✓

[Redacted]

Amount

£ 967 : 32 p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

Total

£ 967 : 32 p

Authorisation and declaration

I declare that the costs which I incurred wholly, exclusively and necessarily on my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

7/6/7

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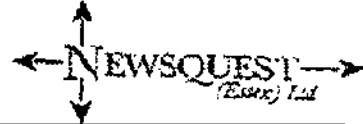
Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only	
	Initials / Date
Validation completed	<input type="text"/>
	Input subtotals per Cat 5
	£ <input type="text"/>
	£ <input type="text"/>
Comments	
<input type="text"/>	

Echo

NEWSPAPERS



PROFORMA INVOICE

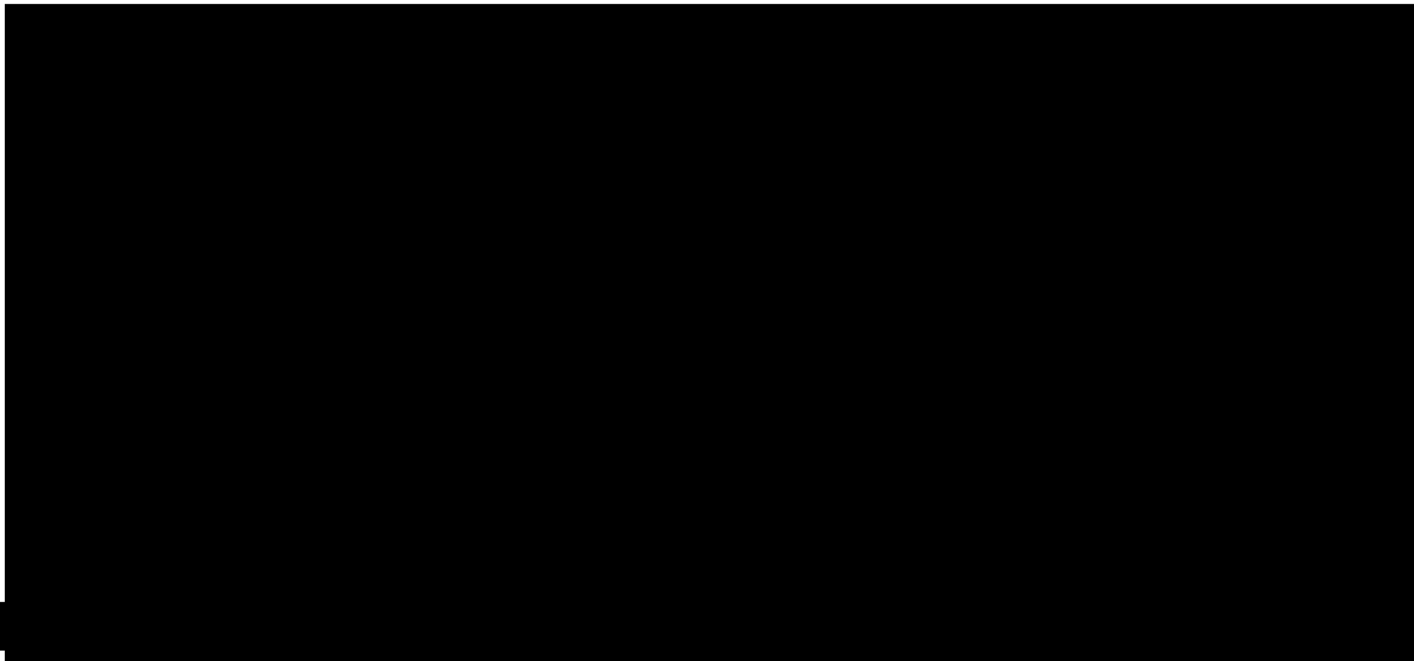
Customer

Name [Redacted]
Simon Burns
[Redacted]

Date 05/06/07
Urn [Redacted]
Rep [Redacted]
Due By: [Redacted]

Edition	Insertion Dates	Size		
Chelmsford Wkly News	28/06/07	34*9	Net Amount	£823.25
			Sub Total	£823.25
			Vat @ 17.5%	£144.07
			Total:	£967.32

Your Ref:



Echo



NEWSPAPERS

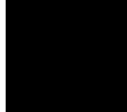


PROFORMA INVOICE



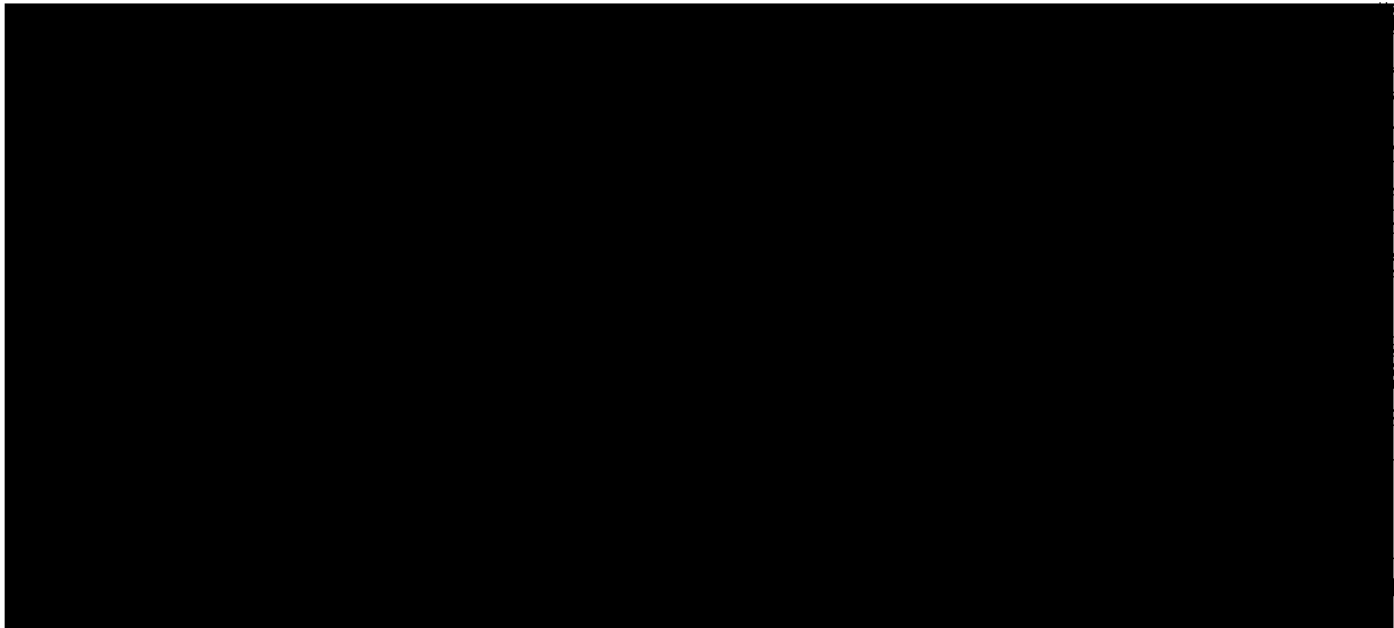
Customer

Name 
Simon Burns


Date 05/06/07
Um 
Rep
Due By:

Edition	Insertion Dates	Size	Net Amount	
Chelmsford Wkly News	28/06/07	34"3		£823.25
			Sub Total	£823.25
			Vat @ 17.5%	£144.07
			Total	£967.32

Your Ref:





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

Simon Bolin

Constituency

W Chesham

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 1/3/8 to 31/3/8

Allowance year

08/08 ✓

Suppliers

Amount

Chesham Com Services

£ 143.12 ✓

£ : P

£ : P

£ : P

£ : P

£ : P

£ : P

£ : P

£ 143.12 ✓

Office use only

Allow. / Supp ID / Exp.Type
(Cat 5)

Authorisation and declaration

- I confirm that the costs requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

8-8

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

Comments

31st March 2008

Simon Burns MP,


INVOICE

To: Adverts for surgeries

£143.12
