



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

THOMAS M^C AVOY

Constituency

RUTHERGLEN AND HAMILTON WEST

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items

Period of claim from 01/03/08 to 31/03/08 Allowance year 2007, 2008 ✓

Description of service or goods	Amount
ROYAL MAIL - REPORT DELIVERY	£484.42 ✓
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
Total	£484.42 ✓

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

7/4/08 ✓

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.

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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		
Validation completed	<table border="1"><tr><td style="width: 50px; height: 30px;"></td><td style="width: 50px; height: 30px;"></td></tr></table>		
			
	Input subtotals per Cat 5		
	<table border="1"><tr><td style="width: 100px; height: 20px; text-align: center;">£</td></tr></table>	£	
£			
	<table border="1"><tr><td style="width: 100px; height: 20px; text-align: center;">£</td></tr></table>	£	
£			
Comments			

with compliments

Receipt

Account name

THOMAS McAVOY MP

Received with thanks

£ 484.22

For account number

[REDACTED]

Name of sender

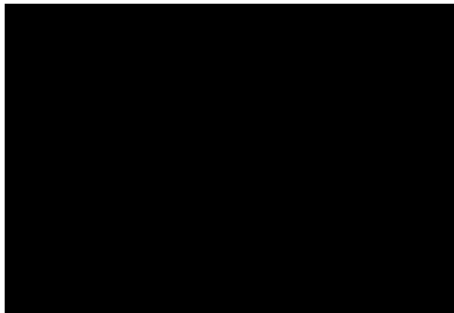
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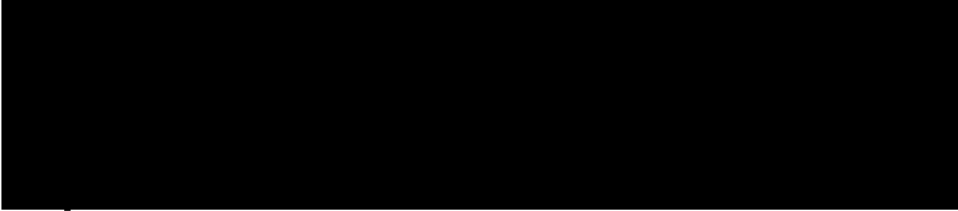
Date

27/03/2008



Royal Mail





Invoice date
10 Mar 2008
 Page
 1 of 1

Invoice

To
 THOMAS MCAVOY MP

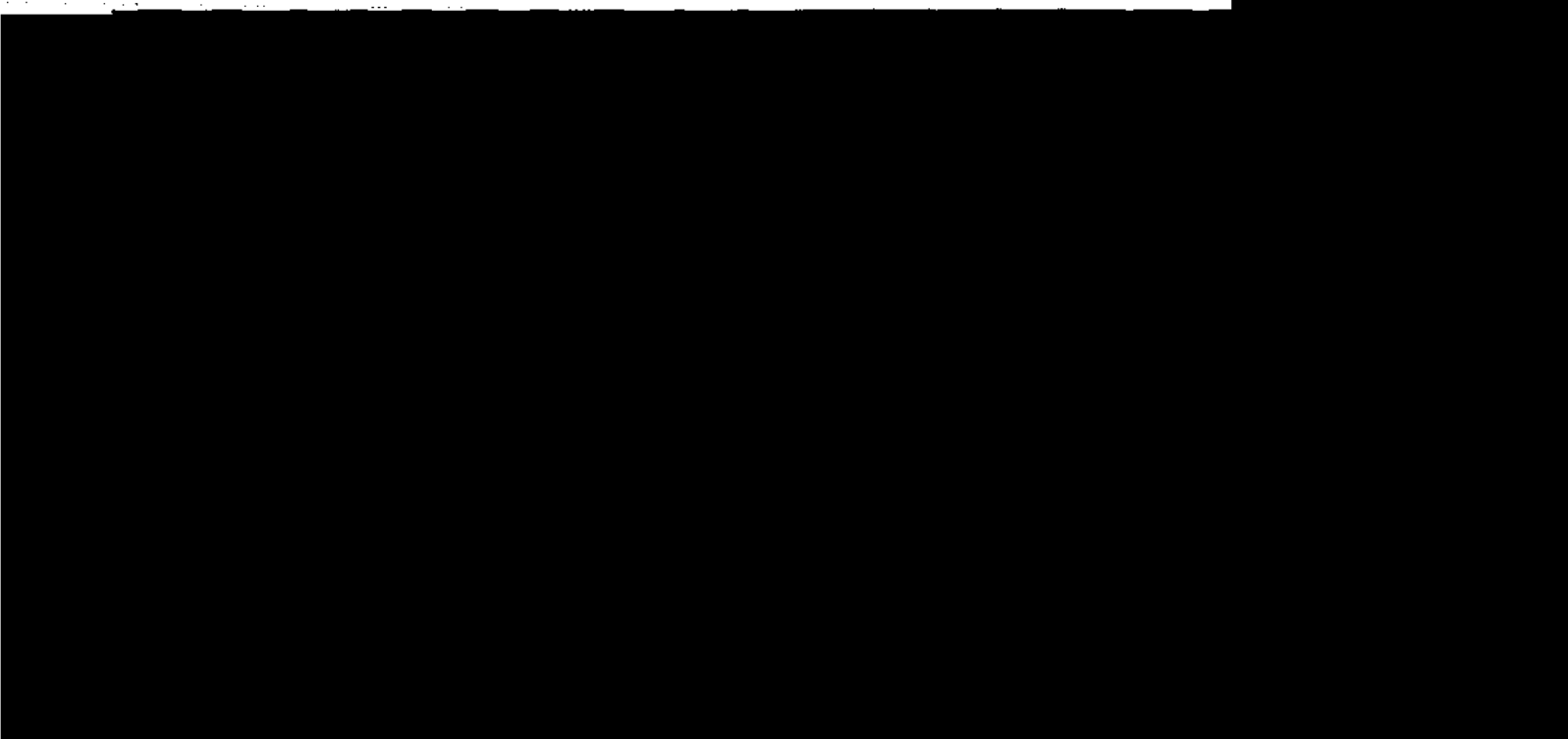


Account held at
 THOMAS MCAVOY MP



Docket no.	Posting date Poste	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	07 Mar 2008	[Redacted]		DOOR TO DOOR 9,334			484.42	E
							9334 ITEMS AT 4.850 PENCE	

Total Net	484.42
Total VAT	E = exempt 0.00
Total	484.42





Communications Allowance

Comms2

page 1 of 2

Direct payment of suppliers

09 APR 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

THOMAS Mc AVOY

Constituency

RUTHERGLEN AND HAMILTON WEST

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 01, 03, 08 to 31, 03, 08

Allowance year 2007, 2008

Suppliers

x1

Amount

IPG SOLUTIONS LTD

£5023.12 p ✓

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ 5,023.12 ✓

Authorisation and declaration

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

Signature

MP

Date

7/4/08

Data protection

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Initials / Date

Validation
completed**Comments**

INVOICE

16th March 2008

For the Attention of [REDACTED]



IPG SOLUTIONS
LIMITED

Customer Order Number [REDACTED]

Quantity	Description	Goods Value	VAT
54,000	Newsletter 4pp x A3 Folded from A2 to A3 then an endorse fold to A4 120gsm Uncoated [REDACTED]	£4,275.00	£748.12
		Goods Total	£4,275.00
		VAT Total	£748.12
		Invoice Total	£5023.12



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Your details

Name
in CAPITAL LETTERS

THOMAS McAVOY

Constituency

RUTHERGLEN AND HAMILTON WEST

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 01/02/08 to 29/02/08 Allowance year 2007/2008

Description of service or goods	Amount
ROYAL MAIL - REPORT DELIVERY	£ 788.93 ^p
ROYAL MAIL - " "	£ 1012.87 ^p
ROYAL MAIL - " "	£ 496.26 ^p
	£ : P
	£ : P
	£ : P
	£ : P
Total	£ 2298.06^p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature

MP

Date

6-3-08

Data protection

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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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£

£

Comments

with compliments

Receipt

Account name THOMAS McAVOY MP
Received with thanks £ 788.93
For account number [REDACTED]
Name of sender THOMAS McAVOY
Date 12-02-2008

FINANCE SERVICE CENTRE
ST
FI



Royal Mail



with compliments

Receipt

Account name

THOMAS MCAVOY MP

Received with thanks

£ 496.26

For account number



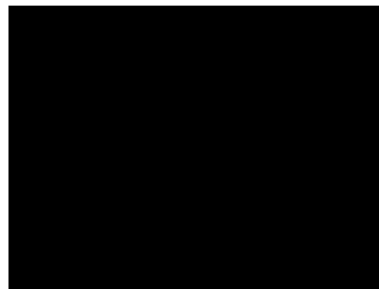
Name of sender

Date

29/2/08



Royal Mail



with compliments

Receipt

Account name

Thomas McAboy

Received with thanks

£1012.87

For account number

[REDACTED]

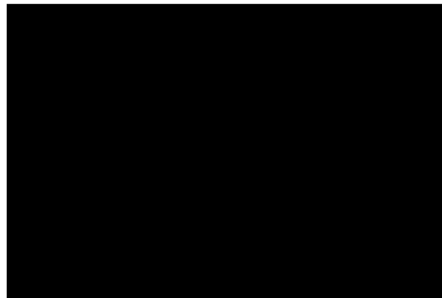
Name of sender

Date

18-02-08



Royal Mail





FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

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Your details

Name
in CAPITAL LETTERS

THOMAS McAVOY

Constituency

RUTHERGLEN AND HAMILTON WEST

Office use of

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 ___ / ___ / ___ to ___ / ___ / ___

Allowance year

07 / 08

Description of service or goods

Amount

STAMPS

£ 170 : 00 p

ENVELOPES AND PAPER

£ 30 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 200 . 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

8-1-08

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Validation completed



£ 200.00

£

Comments