



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

TONY LLOYD

Constituency

MANCHESTER CENTRAL

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 26 / 2 / 08 to 26 / 02 / 08

Allowance year

07 / 08

Suppliers

Amount

£ 230 : — p

£ 2800 : — p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

3030.00

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

[Redacted Signature]

MP

Date

3/3/08

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

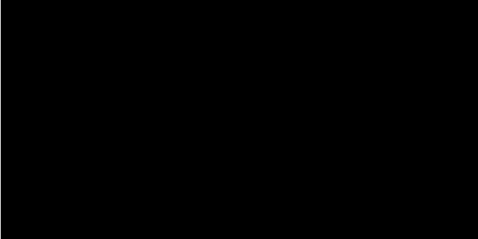
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date


Validation completed


Comments



Delivery Note / Invoice



Customer name TONY LLOYD MP  ress

Tel No. 

Contact name 

Date of delivery / collection 26 / 2 / 08

Please accept our delivery note and invoice as follows

Quantity	Description	Price £
66000	<p>4 PAGES ARE PARLIAMENTARY REPORT 4 COLOURS.</p>   <p>13 MAR 2008 Greatledge Printers</p>	2800 —

Received by _____

Amount Paid _____

Cheque / Cash _____

Sub Total 2800 —

Vat @ % -

Total Inc. Vat 2800-00

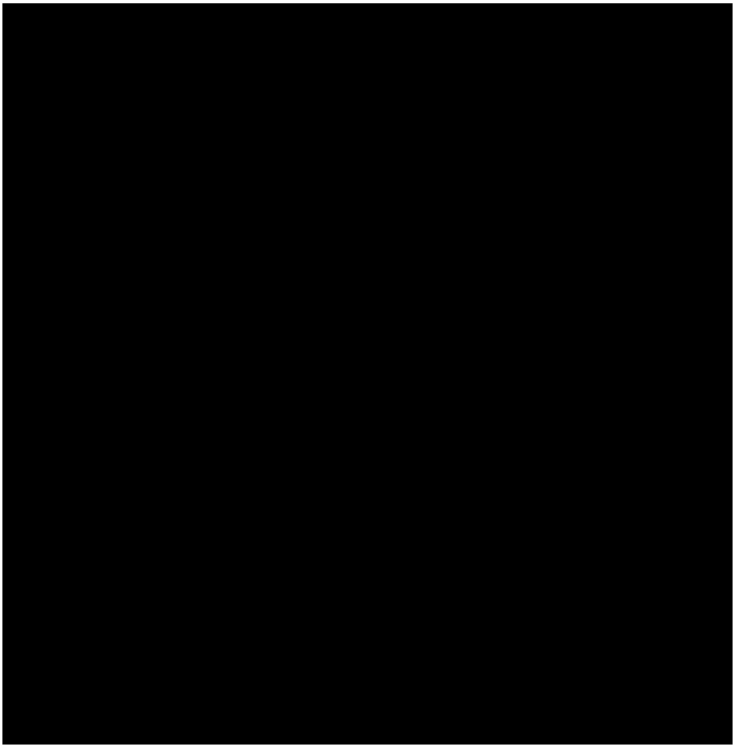




Delivery Note / Invoice

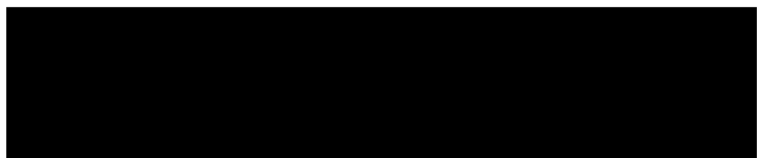
Customer name TONY WOOD MA Address _____
 Tel No. _____
 Contact name _____
 Date of delivery / collection 26/2/08

Please accept our delivery note and invoice as follows

Quantity	Description	Price £
6000	A4 LEAFLET - 4 COL. 	230 -

Received by _____
 Amount Paid _____
 Cheque / Cash _____

Sub Total	230 -
Val @ %	-
Total inc. Vat	230-00





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

TONY LLOYD

Constituency

MANCHESTER CENTRAL

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 10/03/08 to 10/03/08 Allowance year 07/08

Description of service or goods

Amount

Office use only

Allow. / Exp. Type (cat5)

door to door delivery of Parliamentary report

£ 949.09 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 949.09 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

10/2/08

Data protection

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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	Input subtotals per Cat 5
Validation completed	<input type="text"/>	<input type="text" value="£ 949.09"/>
	<input type="text"/>	<input type="text" value="£"/>

Comments



Royal Mail



Invoice number

Invoice date
13 Mar 2008

Page
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Invoice

To
TONY LLOYD MP



Account held at
TONY LLOYD MP



Customer account number



Terms
10 days

Legal entity number



Please pay by
13 Mar 2008

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	29 Feb 2008	[Redacted]		DOOR TO DOOR	27,117			949.09	E
				27117 ITEMS AT 3.500 PENCE					

Total Net	949.09
Total VAT	E = exempt 0.00
Total	949.09

