



07 700 700

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

ALAN KEEN

Constituency

Feltham & Uxbridge

Office use only
Cos [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 01/03/08 to 31/03/08

Allowance year

07/08 ✓

Description of service or goods	Amount
Parliamentary Report Ledger	£ _____ p
and Advice Surgery Books	£ 1699.13 p ✓
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 1699.13 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

4/4/08

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.

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).

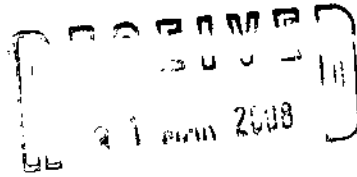
Send your completed form to

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	<input type="text"/>	514500	<input type="text" value="£"/>
		514525	<input type="text" value="£"/>

Comments



Alan Keen MP
House of Commons
Westminster
London
SW1A 0AA

Invoice

Page 1

Invoice No. [REDACTED]

Invoice/Tax Date

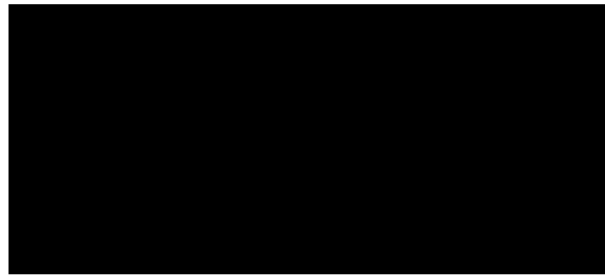
28/03/2008

Cust. Order No.

Account Ref. [REDACTED]

Quantity Details

	Unit Price	Net	VAT Rate	VAT
1.00 Printing of 30k A5 4pp Parliamentary Report leaflets	1,470.00	1,470.00	0.00	0.00
1.00 500 A4 Posters	195.00	195.00	17.50	34.13



Total Net Amount 1,665.00

Total VAT Amount 34.13

Invoice Total 1,699.13

Invoice Terms: 30 Days

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Your details

Name in CAPITAL LETTERS

ALAN KEEN

Constituency

Feltham & Uxbridge

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 / 10 / 07 to 31 / 01 / 08 Allowance year 07 / 08

PRINTING & DELIVERY OF NEWSLETTERS ETC.

Description of service or goods	Amount
PRINTING OF 32000 NEWSLETTERS	£ _____ P
11/10/07 INVOICE N° 111722 HH	£ 1531.03 P
10/12/07 10,000 NEWSLETTERS 114743 HH	£ 925.90 P
14/11/07 PRINTING CHARGES 2984 PAPER	£ 1148.11 P
14/12/07 DISTRIBUTION OF ABOVE	£ _____ P
BY CLEARBATCH JAS 16313	£ 4371.- P
11/12/07 CREDIT FOR RESOURCE SERVICES	£ _____ P
OFFICE LICENSE & MAINTENANCE SURVEY	£ 110.55 P
Total	£ 8086.59 P

Authorisation and declaration

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

Signature

MP

Date

14/1/08

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

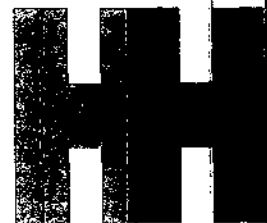
Office use only

	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	£ <input type="text"/>
		514525	£ <input type="text"/>

Comments

Invoice To

Labour Party 05
Alan Keen MP
House of Commons
London
SW1A 0AA
United Kingdom



5th Floor
200, 201
Fleet
London

1

CLIENT CONTACT

CUSTOMER REF

DATE

INVOICE

11/10/2007

HH REFERENCE

CUSTOMER CODE



Description

Net

VAT Code

To print and deliver 32000 copies of Alan Keen Newsletter

1,303.00

3



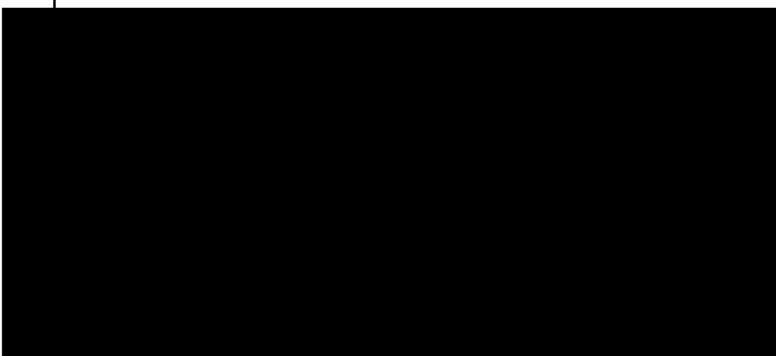
Your VAT No.

VAT Analysis

30 Days following Invoice Date

Rate	Supplies	VAT
17.5	1,303.00	228.03

Goods Total	£	1,303.00
VAT Total		228.03
Amount Due	£	1,531.03

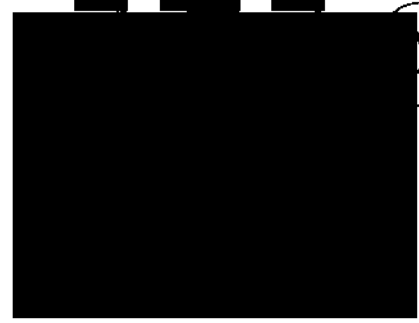


17 DEC 2007



Europe's Favourite Print Manager

Invoice To
The Labour Party
Alan Keen MP
House of Commons
London
SW1A 0AA



CLIENT CONTACT

CUSTOMER REF

DATE

INVOICE

10/12/2007

HM REFERENCE

CUSTOMER CODE

Description	Net	VAT Code
To print and deliver 10000 copies of Alan Keen newsletter	788.00	3



Your VAT No.

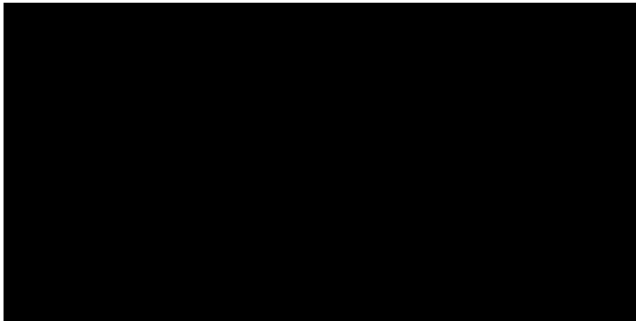
VAT Analysis

30 Days following Invoice Date

Rate	Supplies	VAT
17.5	788.00	137.90

Goods Total	£	788.00
VAT Total		137.90
Amount Due	£	925.90

Page 1 of 1



03 DEC 2007

Invoice

Page 1

Alan Keen MP
House of Commons
Westminster
London
SW1A 0AA

Invoice No.**Invoice/Tax Date**

14/11/2007

Cust. Order No.**Account Ref.****Quantity Details**

	Disc%	Disc Amount	Net	VAT Rate	VAT
1.00 Leaflets - 2008 Surgery Details 2pp DL Colour 40K	0.00	0.00	1,045.00	0.00	0.00
1.00 Delivery Scale F	0.00	0.00	87.75	17.50	15.36

Total Net Amount

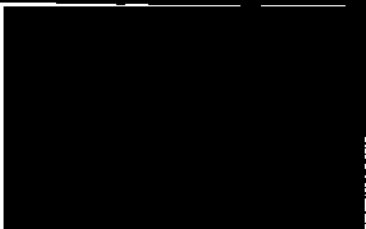
1,132.75

Total VAT Amount

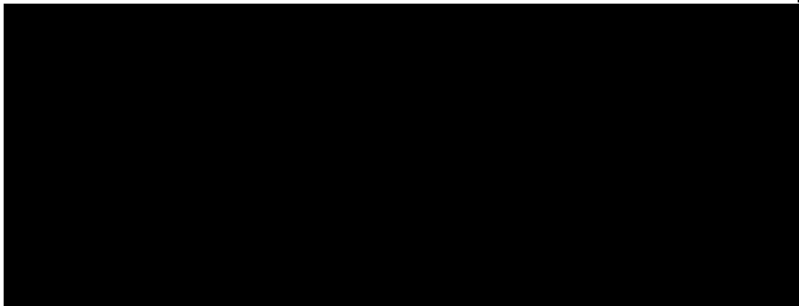
15.36

Invoice Terms: 30 Days**Invoice Total**

1,148.11



Greatbatch Limited



Alan Keen MP
David Keen
House of Commons
London
SW1A 0AA

NOTES

[none]

INVOICE #19581

Date: **14/12/2007**



Description	Qty.	Amount (£)
Distribution of 40,000 Calendars, 40,000 Annual Reports and possible third item at £93 per thousand plus vat to Full constituency (Feltham and Heston) delivery for Alan Keen MP - Parliamentary reports and Parliamentary contact information calendars	40000	3720.00
	Subtotal (£)	3720.00
	VAT (£)	651.00
	Total (£)	4371.00

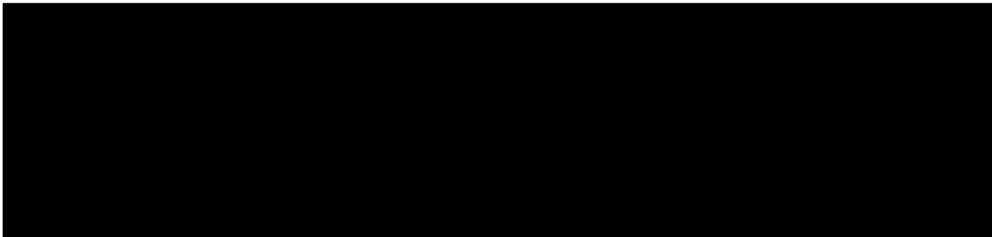
Payment Terms: **Prepayment**

With Compliments.....

Please make all cheques payable to Greatbatch Limited



Royal Mail



Invoice number

Invoice date

11 Dec 2007

Page

1 of 1

2784_JL0504580_150P1_265

To
ALAN KEEN MP
HOUSE OF COMMONS
LONDON
SW1A 0AA

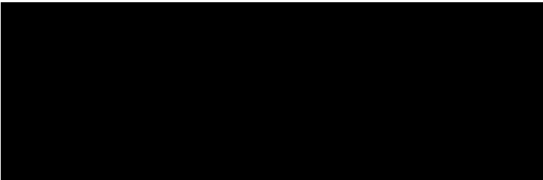
RECEIVED
17 DEC 2007

Invoice

**for your reducing credit
balance account**

Account held at
ALAN KEEN MP
HOUSE OF COMMONS
LONDON
SW1A 0AA

(5)



Customer account number



Terms

21 days

Please pay by

01 Jan 2008

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
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RRSE-CHKC-ZALE 11 Dec 2007

RESPONSE SERVICES LICENCE

70.55

E

1

Total Net **70.55**

Total VAT **0.00** E = exempt

Total 70.55

Including this usage your balance is now **70.55 DR**

**To maintain your credit balance
please pay 110.55**

