



# Communications Allowance Direct payment of suppliers

29/07/08

### 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

Andrew Mitchell

Constituency

Sutton Coldfield

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 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Allowance year

07/08

Suppliers

Amount

x1  
MP Services

£ 4,300.00 p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ 4,300.00 p

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

23.04.08

**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	<input type="text"/>
Comments	

# invoice

# MPServices

Mr Andrew Mitchell MP

Number: [REDACTED]

Account: [REDACTED]

Date: 28 March 2008

### Orders

Order	Quantity	Product	VAT	Price
[REDACTED]	41000	- MP Annual Reports Mar08	£0.00	£4,100.00

### Additional Costs

Order	Cost Description	VAT	Price
[REDACTED]	Dispatch from printers	£0.00	£200.00

Total (excl): £4,300.00

VAT: £0.00

**TOTAL** £4,300.00

Service that delivers



# Communications Allowance

## Direct payment of suppliers

03 03 08

**Comms2**  
page 1 of 2

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### Your details

Name  
in CAPITAL LETTERS

Andrew

Constituency

Mitchell

Office use only

Cost: [REDACTED]

### 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

1  
Royal Mail

£ 2150.48 p

£ : p

£ : p

£ : p

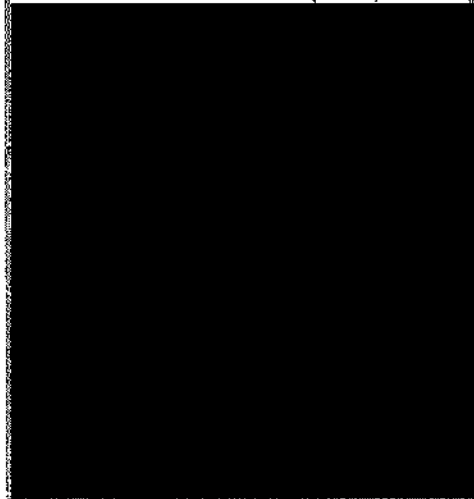
£ : p

£ : p

£ : p

£ : p

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]

MP

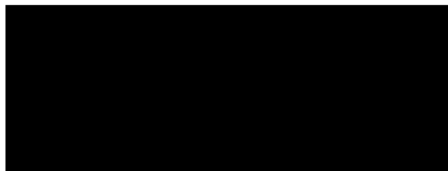
Date

03/03/08





Finance Service Centre, Royal Mail House,



Invoice number  
[Redacted]

Invoice date  
**25 Feb 2008**

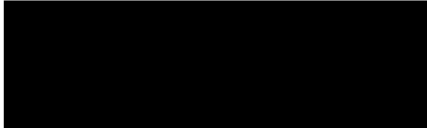
Page  
1 of 1

# Invoice

To  
ANDREW MITCHELL MP



Account held at  
ANDREW MITCHELL MP



Customer account number



Legal entity number

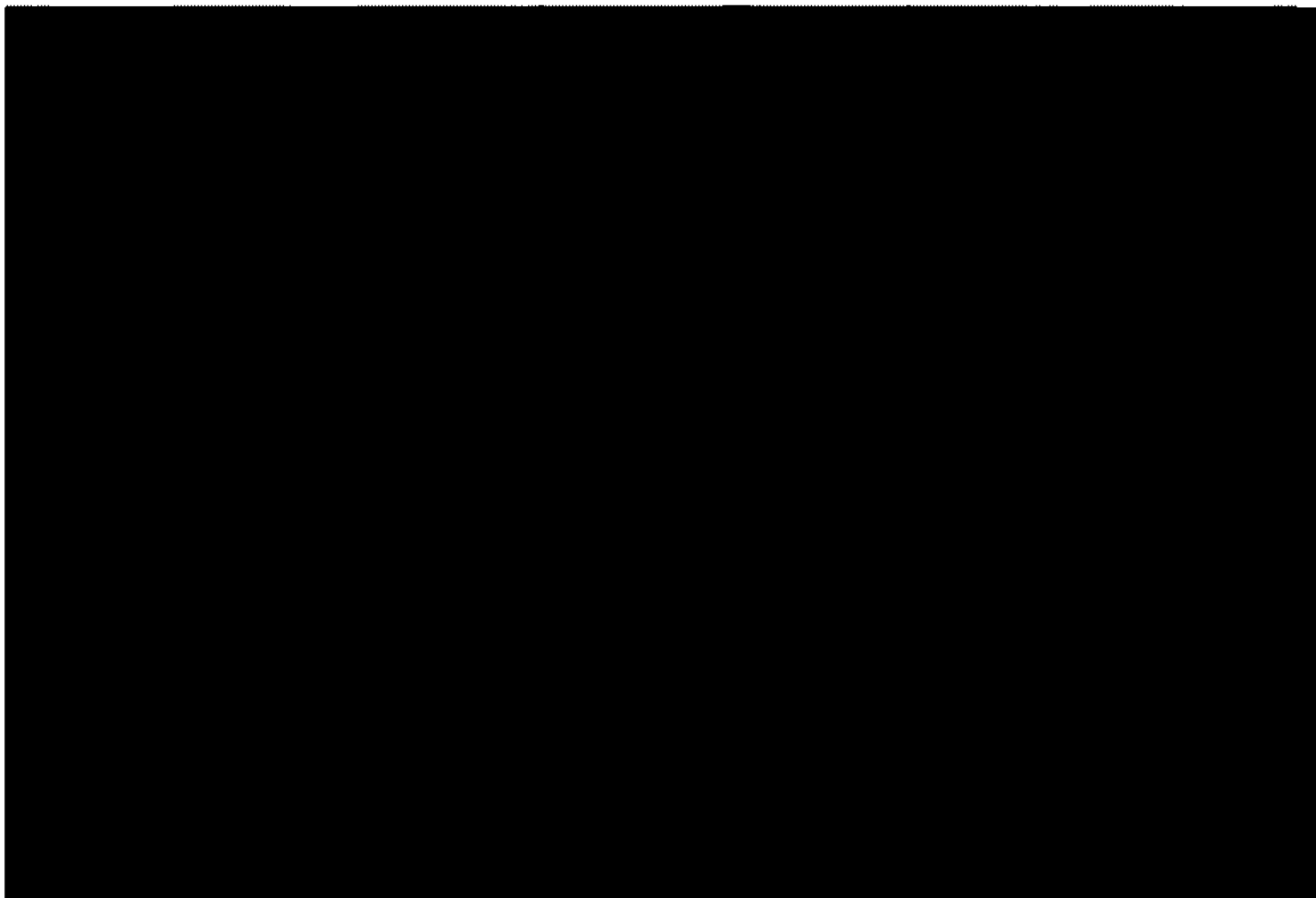


Terms  
10 days

Please pay by  
**06 Mar 2008**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]		T		DOOR TO DOOR 37,238			1,824.65	E
				[Redacted] ITEMS AT 4.900 PENCE				
[Redacted]		T		DOOR TO DOOR 37,238			325.83	E
				CHARGE FOR SPECIAL ADMIN.				

Total Net		<b>2,150.48</b>
Total VAT	E = exempt	0.00
<b>Total</b>		<b>2,150.48</b>





Communications Allowance

Member's reimbursement form

VALIDATION

18 SEP 2007

Ccmms1

page 1 of 2

RECEIVED

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

Andrew Mitchell

Constituency

Sutton Coldfield

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.

24 SEP 2007

Period of claim

from 01/09/07 to 04/09/07

Allowance year

07/08

Description of service or goods

Amount

Hosting of Website

£ 29 : 36 p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 29 : 36 p

Authorisation and declaration

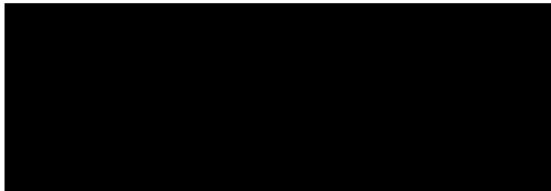
I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

17.09.07



**INVOICE**

**Andrew Mitchell**



Invoice No [REDACTED]

Date: 2007-09-04

Phone: [REDACTED]

Product	Description	Unit Price	VAT	Price
Hosting	Hosting for 1 year [REDACTED]	£24.99	£4.3700	£29.3600

Sub Total £24.99  
VAT £4.37  
Total £29.36

