



Direct payment of suppliers

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, see Green Book section 5.13.1.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ANNE MOFFAT

Constituency

East Lothian

Office use only

Costs

Supp/Res ID

Claim details

Please ensure

- your claim totals more than £100 - this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

13 / 7 / 05

Allowance year

05 / 06

Incidental Expenses Provision claims

Office use only

Table with 3 columns: Suppliers, Amount, and Exp/Cat 5. Rows for Item 1 to Item 5.

Total £ : p

Allow or A/c code, Supplier ID, Exp/Cat 5

Claim details *continued*

Staffing Allowance claims		Office use only			
Item	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6	Landerson	£ 1529.85 p			
Item 7		£ : p			
Item 8		£ : p			
Item 9		£ : p			
		Total	£1529.85 p		

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  MP
Date 13 / 7 / 05

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 Inland Revenue. 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

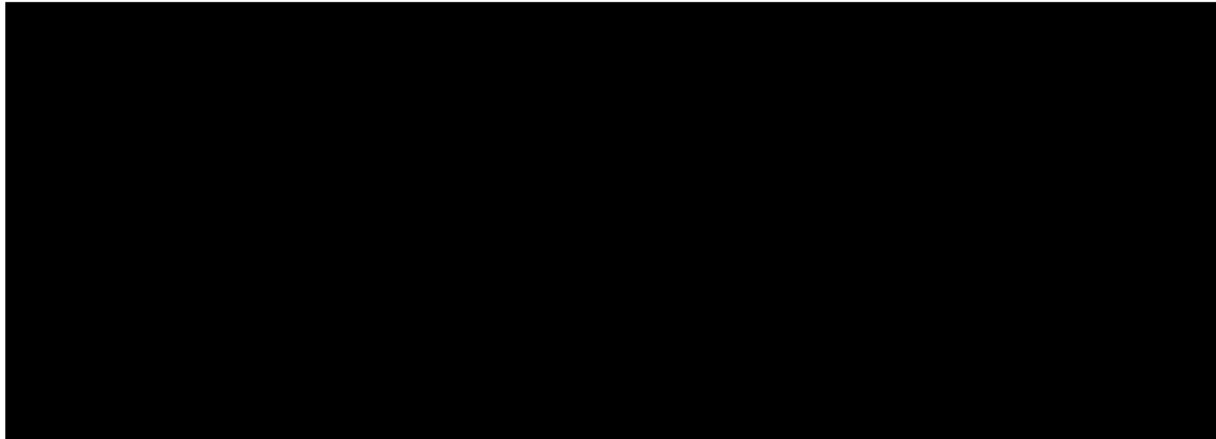
Validation	Initials	Date	Validation	Initials	Date
Claims received		/ /	Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments

ADDRESSEE ONLY
Anne Moffat M P

30 June 05

EMPLOYMENT LAW MATTERS
ALL WORK DONE FROM 23/05/2005 - 30/06/2005 INCLUSIVE



£ 1302.00

VAT @ 17.5% £ 227.85
Total invoice £ 1529.85

~~THIS INVOICE IS NOW DUE. SETTLEMENT IN FULL SHOULD BE REMITTED~~
WITHIN 14 DAYS. THANK YOU.

