



Comr

BUDGET

Comms1

MEMBERS 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

Aime Moffat

Constituency

East Lothian

Office use

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 1 / 3 / 8 to 31 / 3 / 8

Allowance year

07 / 08

Description of service or goods

Pointer Print

Amount

£ 1700 - p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 1700 - p

Authorisation and declaration

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

Signature

Date

31-3-8

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

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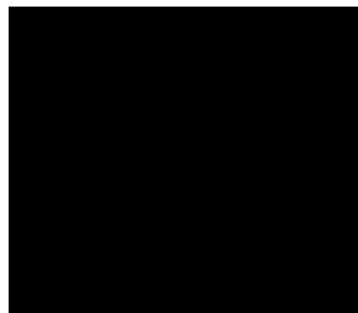


Input subtotals per Cat 5

£

£

Comments



INVOICE



Anne Moffat MP

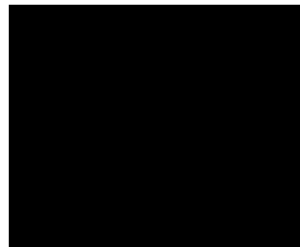


POINTERPRINT
PRINT & DESIGN



DATE 27-3-08

DESCRIPTION	PRICE	VAT
<p>PARLIAMENTARY NEWSLETTER</p> <p>To printing 42,000 Leaflets in Full Colour on both sides of A4 x 130gms Gloss Art and folded to A5. Packed to conform to Post Office regulations in bundles of 500 and packed in to various units and quantities of boxes each with separate label instructions marked with quantities for each separate 4 week mailing dates.,</p>	£ 1700.00	£ 0.00
TOTAL	£ 1700.00	£ 0.00
VAT TOTAL	£ 0.00	
TOTAL DUE	£ 1700.00	





Communications Allowance
Member's reimbursement form

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Your details

Name
in CAPITAL LETTERS

Chris Nichol

Constituency

East Lothian

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 ___/___/___ to ___/___/___ Allowance

Description of service or goods	Amount
N'paper Adv	£ 117 : 50 p
N'paper Adv	£ 119 : 78 p
Full. Advert	£ 190 : 77 p
Banner Advert	£ 200 : - p
Banner Advert	£ 200 : - p
	£ _____ : _____ p
	£ _____ : _____ p

Total

£ 828 : 05 p

Authorisation and declaration

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

Signature

MP

Date 21-2-8

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Input subtotals per Cat 5

£

£

Comments

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Communications Allowance
Member's reimbursement form

31 DEC 2007

Comms1
page 1 of 2

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Your details

Name in CAPITAL LETTERS

ANNE MOFFAT

Constituency

EAST LoTHIAN

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 1 / 12 / 7 to 31 / 12 / 7

Allowance year

07 / 08

Description of service or goods

Amount

ROYAL MAIL Door 2 £ 145 : 20 p

Door £ 366 : 1 p

Bonner Publication £ 245 : 53 p

Bonner Kwik Pub £ 100 : - p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

Total

£490.73p

Office use only

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

Signature

[Redacted Signature]

MP

Date

28-12-7

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Input subtotals per Cat 5

£ 490.73

£

Comments

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Communications Allowance
Member's reimbursement form

VALIDATED
Comms1
07 DEC 2007
RECEIVED
page 1 of 2

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Your details

Name in CAPITAL LETTERS

ANNE MOFFAT

Constituency

EAST LOTHIAN

Office use or

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 over.

Period of claim

from 1/11/7 to 30/11/7

Description of service or goods	Amount
REPLY CARDS	£ 1874.13p
SHIP 2 SHIP CARD	£ 493.50p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 2367.63p

Authorisation and declaration

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

Signature

MP

Date

3-12-7

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Department of Finance & Administration, House of Commons, London SW1A 0AA

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Initials / Date

Input subtotals per Cat 5

Validation completed

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£

£

Comments

INVOICE

Anne Moffat MP



POINTERPRINT
PRINT & DESIGN

DATE 10-10-07

DESCRIPTION	PRICE	VAT
SHIP TO SHORE CAMPAIGN POSTCARDS - To reprinting a further 5,000 x A6 Postcards in Full Colour on front and Black only on reverse. Gloss Laminate on front.		
Cost as before	£ 335.00	£ 58.63
Extra Premium for Rush Printing - as quote	£ 85.00	£ 14.87
TOTAL	£ 420.00	£ 73.50
VAT TOTAL	£ 73.50	
TOTAL DUE	£ 493.50	

INVOICE

Anne Moffat MP



POINTERPRINT
PRINT & DESIGN

DATE 20-11-07

DESCRIPTION	PRICE	VAT
<p>"I AM CONCERNED ABOUT....." REPLY CARDS</p> <p>To producing typesetting , drawing map of [redacted] area, scan in signature, and drop in photo of Anne Moffat and photo of [redacted] and make up as complete full colour artwork for both sides of card.</p> <p>To printing 42,000 Cards in full colour on both sides of 300gms White card.</p> <p>Packing to conform to Royal Mail regulations and wrapped in bundles of 250, and packed in to units of 27 boxes with label instructions marked with quantity for each separate 4 week mailing dates.</p> <p>Delivering by special 'same day' Courier to Royal Mail in [redacted]</p>	<p>£ 95.00</p> <p>£ 1420.00</p> <p>£ 80.00</p>	<p>£ 16.63</p> <p>£ 248.50</p> <p>£ 14.00</p>
	TOTAL	£ 1595.00
	VAT TOTAL	£ 279.13
	TOTAL DUE	£ 1874.13

493.50
2.367.63



Communications Allowance
Member's reimbursement form



07 DEC 2007

Comms1
page 1 of 2

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Your details

Name in CAPITAL LETTERS Anne Moffat / MP
Constituency East Lothian
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 1/11/7 to 30/11/7 Allowance year 07/08

Office use only

Description of service or goods	Amount
Advert. P/MEET	£ 223.05 _p
Banner. P/MEET	£ 105.75 _p
Climate C. N/letter	£ 60.00 _p
Questionnaire (Climate)	£ 203.20 _p
ROYAL MAIL	£ 93.24 _p
ROYAL MAIL	£ 202.05 _p
ROYAL MAIL	£ 9.03 _p

Total

£ 896.32_p

Authorisation and declaration

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

Signature 

MP

Date

3.12.7

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Initials / Date

Input subtotals per Cat 5

Validation completed

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	£
	£

Comments

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Communications Allowance
Member's reimbursement form

29 OCT 2007

When to use this form Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

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Your details

Name in CAPITAL LETTERS

ONNE MOFFAT ✓

Constituency

East Lothian ✓

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 1/10/7 to 31/10/7 Allowance year 07/08

Description of service or goods

Amount

Press Notice	£ 940.00 p
Surgery Notice Cards	£ 1,150.41 p
Press Surgery	£ 652.95 p
2nd Post Card Print	£ 464.13 p
Website - tape	£ 11.75 p
	£ : p
	£ : p

Total

£ 3219.24 p

Authorisation and declaration

which I incurred wholly, exclusively and necessarily for my Parliamentary duties.

Signature

MP

Date

22-10-7

Data protection

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Office use only

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Validation completed

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£	
£	

Comments

INVOICE

Anne Moffat MP



POINTERPRINT
PRINT & DESIGN

DATE 30-9-07

DESCRIPTION	PRICE	VAT
<p>SHIP TO SHORE CAMPAIGN POSTCARDS</p> <p>To sourcing colour photo of [REDACTED] produce typesetting and make up as complete 4 colour artwork . (one-off set up cost)</p> <p style="text-align: right;">As quote</p>	£ 60.00	£ 10.50
<p>To printing 5,000 A6 Postvcars printed in full colour on front and Black only on reverse. Gloss laminate on front.</p> <p style="text-align: right;">As quote</p>	£ 335.00	£ 58.63
TOTAL	£ 395.00	£ 69.13
VAT TOTAL	£ 69.13	
TOTAL DUE	£ 464.13	

Clyde & Forth Press Ltd.

DATE	05/10/07
PAGE	1
INVOICE NUMBER	

INVOICE TO: ANNE MOFFAT MP
 [REDACTED]

DELIVER TO:
 [REDACTED]

INVOICE

A/C [REDACTED] ORDER No. [REDACTED] ORDER DATE [REDACTED] INSTRUCTIONS [REDACTED]

PRODUCT CODE	PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	VAT RATE
	ANNE MOFFAT MP Run Of Paper 17x 8 297121 [REDACTED]	1	555.70	555.70		555.70	17.50

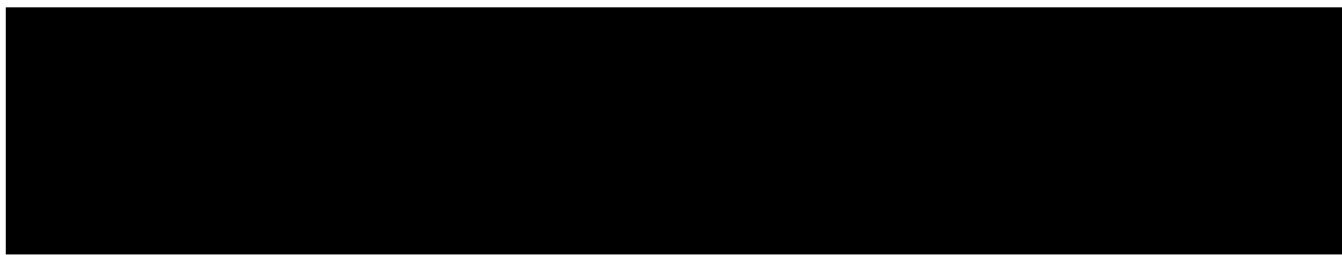
VAT SUMMARY	CODE	NET	RATE	VAT	
	1	555.70	17.50%	97.25	555.70
					97.25

TERMS: NET MONTHLY
 PAYMENT DUE BY: 30/11/07

AMOUNT DUE 652.95

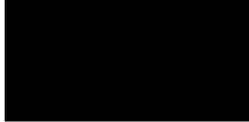


Royal Mail



Invoice

To
ANNE MOFFITT MP



Account held at
ANNE MOFFITT MP



Terms
10 days

Please pay by
25 Oct 2007

number

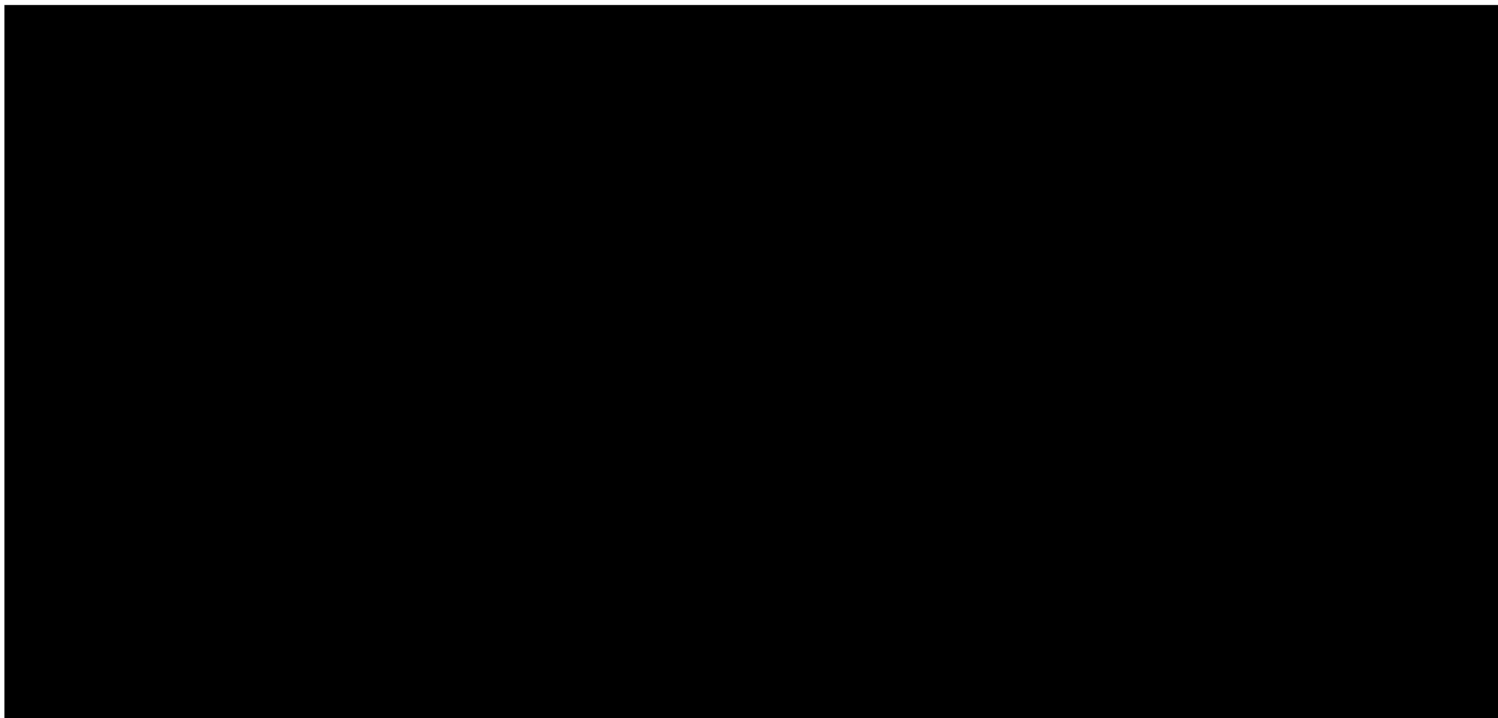


Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Contract ref.	Net value	VAT
				DOOR TO DOOR 29,509			1,032.81	E
				29509 ITEMS AT 3.500 PENCE				

Total Net 1,032.81

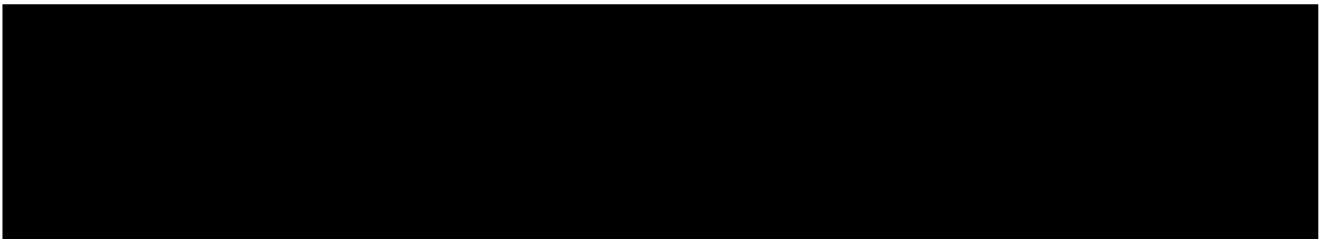
Total VAT E = exempt 0.00

Total 1,032.81





Royal Mail



Invoice

To
ANNE MOFFITT MP



Account held at
ANNE MOFFITT MP



Customer account number

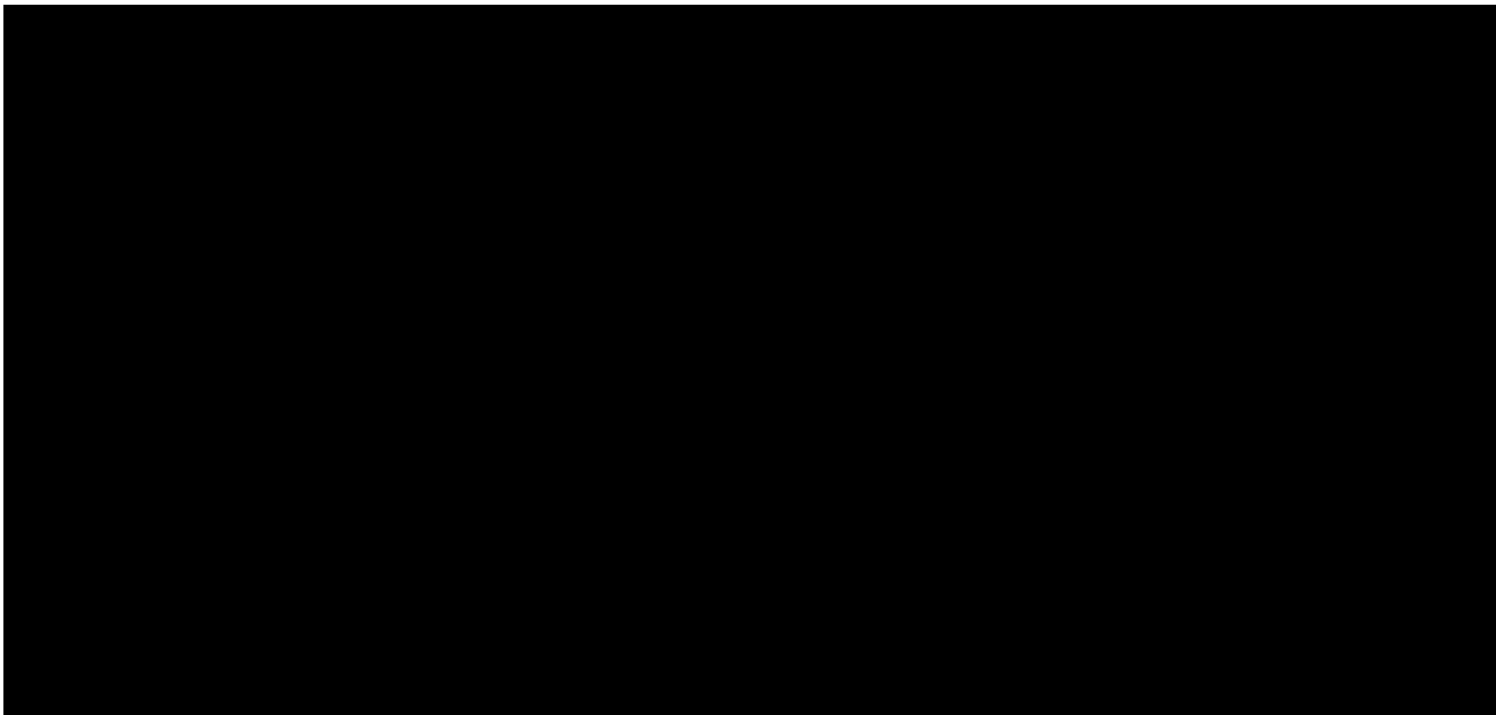


Terms
10 days

Please pay by
18 Oct 2007

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	05 Oct 2007			DOOR TO DOOR 3,360 3360 ITEMS AT 3.500 PENCE			117.60	E

Total Net	117.60
Total VAT	£ = exempt 0.00
Total	117.60



Invoice

22/10

**Johnston Newspapers
Scotland**



ANNE MOFFAT MP

Order Reference		DUE DATE: 30/11/2007	Account Number	
Booked By			Invoice Number	
Advert ID			Invoice Date	12-10-2007
Classification			URN Number	
Size			Customer Tel No	

Title	First Insert Date	No. Inserts	Charge	Amount
East Lothian News Series	05/10/2007	1	GROSS AMOUNT	350.01
Local Pages Today Tweeddale	05/10/2007	1		
Lothian Times Series	05/10/2007	1		
			SUB-TOTAL	350.01
			VAT AT 17.50%	61.26
			Total Amount Due	£ 411.27

Invoice

Johnston Newspapers
Scotland



ANNE MOFFAT MP



Order Reference		Account Number	
Booked By		Invoice Number	
Advert ID		Invoice Date	12-10-2007
Classification		URN Number	
Size		Customer Tel No	

Title	First Insert Date	No. Inserts	Charge	Amount
East Lothian News Series	12/10/2007	1	GROSS AMOUNT	449.99
Local Pages Today Tweeddale	12/10/2007	1		
Lothian Times Series	12/10/2007	1		
			SUB-TOTAL	449.99
			VAT AT 17.50%	78.74
			Total Amount Due	£ 528.73



Communications Allowance
Member's reimbursement form

Comms1
 page 1 of 2

16 OCT 2007

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Your details

Name
 in CAPITAL LETTERS

ANNE MOFFAT

Constituency

EAST LoTHIAN

Office use
 Cost

Claim details

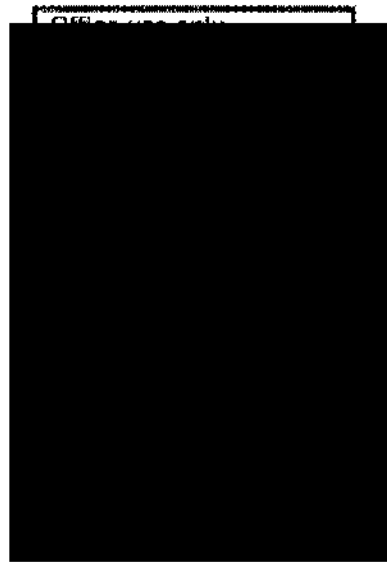
You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 1, 9, 7 to 30, 9, 7 ✓ Allowance year 07, 08

Description of service or goods	Amount
<u>POSTCARDS 1</u>	<u>£ 220 - p</u>
<u>POSTCARDS 2</u>	<u>£ 220 - p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

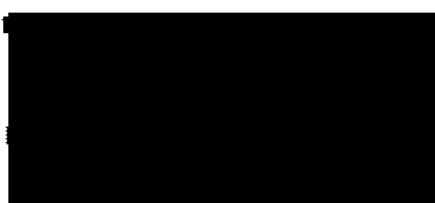
Total £ 440 - p ✓



Authorisation and declaration

_____ which I incurred wholly, exclusively and necessarily for my Parliamentary duties.

Signature



MP

Date

30-9-7 ✓

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Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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£
£

Comments



Communications Allowance
Member's reimbursement form

MEMBERS
20 AUG 2007
BUDGETS

Comms1
page 1 of 2

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Your details

Name
in CAPITAL LETTERS

Anne Moffat J

Constituency

East Lothian

Office use only

Cost

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 ___/___

Description of service or goods

Amount

CMITS

£ 2515 : 63 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 2515 : 63 p

Authorisation and declaration

Signature

incurred wholly, exclusively and necessarily

MP

Date

31-7-07

Data protection

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£ 2515.63

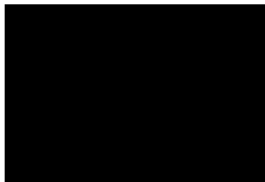
£

Comments

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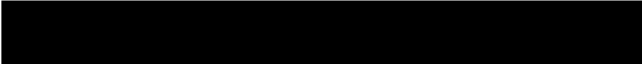
COPY

INVOICE



Anne Moffat MP

Date 12 July 2007
Invoice No



Date	Description	Amount
12/07/07	CMITS Case Management Solution – Installation and configuration	2375.00
12/07/07	Year one support (Support to run from date of installation)	500.00
	Total	2875.00
	Less discount for direct payment (2.5%)	359.37
	Final cost	2515.63
Total Payable		2515.63

