



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

BERNARD JENKIN

Constituency

NORTH ESSEX

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 28 / 11 / 07 to 29 / 11 / 07

Allowance year

2007 / 2008

Description of service or goods

Amount

Brown envelopes

£ 15 : 90 p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

Total

£ 15 : 90 p

Office use only

Authorisation and declaration

incurred wholly, exclusively and necessarily on my duties.

Signature

MP

Date

29 / 11 / 07

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	<table border="1"><tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr></table>			<table border="1"><tr><td style="width: 20px; text-align: center;">£</td><td style="width: 150px; height: 20px;"></td></tr><tr><td style="width: 20px; text-align: center;">£</td><td style="width: 150px; height: 20px;"></td></tr></table>	£		£	
£								
£								
Comments								

Ryman

the stationer

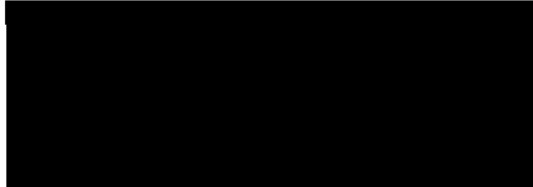


		£
RYMAN MAN ENV H/D PSE P60		7.99
0501201052		
RYMAN MAN ENV H/D PSE P60		7.99
0501201052		

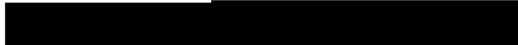
Total	2 Items	£15.98
Cash		£20.00
Change		£4.02

VAT  VAT NO. 

VAT Code	Trans Amount	VAT
----------	--------------	-----



Thank you for shopping at Ryman





Communications Allowance 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 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

BERNARD JENKIN

Constituency

NORTH ESSEX

Office use only

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 05/11/07 to 26/11/07

Allowance year

2007/2008

Suppliers

Amount

MP Services

£ 470 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / / Supp ID / Exp.Type (Cat 5)

Authorisation and declaration

Signature

I declare that the above is a true and correct account of the
amount and nature of costs incurred wholly, or in part,
in the course of my Parliamentary duties.

MP

Date

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.

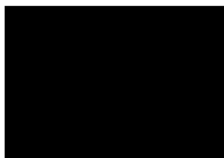
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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	



MPServices



invoice

The Hon Bernard Jenkin MP



Number:



Account:



Date: 05 November 2007 ✓

Orders

Order	Quantity	Product		VAT	Price
	1	Banner Outdoor	Oct07	£70.00	£400.00



Total (excl): £400.00
 VAT: £70.00

TOTAL £470.00 ✓

Payment due by return

VAT REG Number

Service that delivers



Communications Allowance

Comms2

page 1 of 2

Direct payment of suppliers

01 NOV 2007

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

BERNARD JENKIN

Constituency

NORTH ESSEX

Office use only

Cos

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 11/10/07 to 30/10/07

Allowance year 2007/2008

Suppliers

Amount

METLOC PRINTERS

£ 1536.00 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, in respect of the performance of my Parliamentary duties.

Signature

MP

Date

30 Dec 2007

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

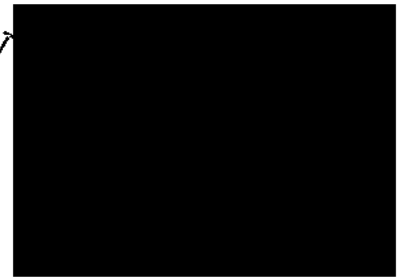
Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	



metloc
printers ✓
 Invoice

Head Office:

22007



To:

Bernard Jenkins MP



No:



11/10/2007 ✓

Date:

Your Ref:

Customer Code:



Description	VAT	Rate	Amount
Job No: [Redacted]			
Newsletter A3			
30,000 Printed 4/4 on 115gsm silk	3	1,536.00	1,536.00



22007

Terms: **30 DAYS FROM INVOICE**

E & O E

VAT No. GB [Redacted]

Subject to Terms and Conditions as overleaf

Net: £ 1,536.00

VAT: £ 0.00

TOTAL: £ 1,536.00 ✓

Remittance Slip

Bernard Jenkins MP



Customer Code:



Invoice No:

Amount:

1,536.00