



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

IC CARTON

Constituency

DELABY NORTH

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 / 3 / 2008 to 15 / 3 / 2008 Allowance year 2007 / 2008

Description of service or goods	Amount
<u>PARLIAMENTARY PERIOD</u>	<u>£ 1299 : 00 p</u>
<u>EMAIL HOSTING</u>	<u>£ 52 : 88 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Total

£ 1351 : 88 p

and declare

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

Signature

_____ MP

Date

15 / 3 / 2008

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

Validation completed

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input subtotals per Cat 5

£ 1351-88

£

Comments

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RECEIVED 14 MAR 2008


ioGen™


Invoice No. 

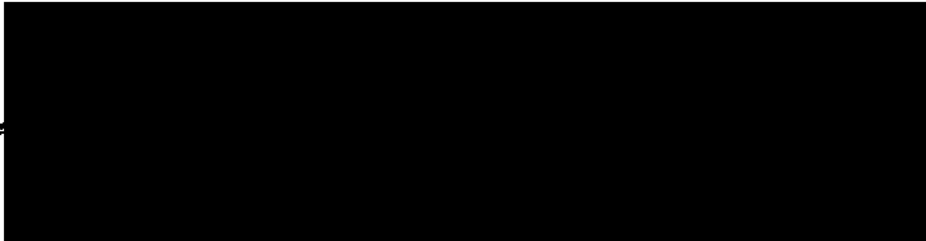
INVOICE

Customer

Name	Bob Laxton - MP
Address	
City	
Country	

Date	03/03/2008
Order No.	

Qty	Description	Unit Price	TOTAL
1	1 year email hosting - 	£45.00	£45.00
		SubTotal	£45.00
		VAT	£7.88
		TOTAL	£52.88





Communications Allowance
Member's reimbursement form

VALIDATION

03 DEC 2007

Comms1

page 1 of 2

RECEIVED

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Your details

Name in CAPITAL LETTERS

IR LARSON

Constituency

DEBEN PORTH

Office use only

Costs

Claim details

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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 / 2007 to 30 / 11 / 2007 Allowance year 07 / 08

Office use only

Description of service or goods

Amount

UNIVERSITY HOSTING

£ 23 : 50 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 23 : 50 p

Authorisation and declaration

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

Signature

MP

Date

30 / 11 / 2007

Data protection


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

Office use only			
	Initials / Date		
Validation completed	<table border="1"><tr><td style="width: 50px; height: 30px;"></td><td style="width: 50px; height: 30px;"></td></tr></table>		
			
	Input subtotals per Cat 5		
	<table border="1"><tr><td style="width: 100px; height: 20px; text-align: center;">£</td></tr></table>	£	
£			
	<table border="1"><tr><td style="width: 100px; height: 20px; text-align: center;">£</td></tr></table>	£	
£			
Comments			

RECEIVED 26 NOV 2007

iogenTM



Invoice No. 

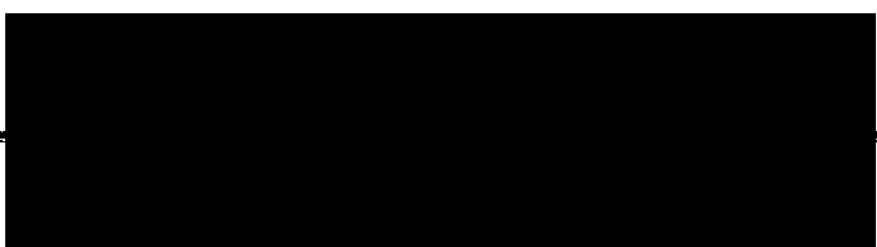
INVOICE

Customer

Name Bob Laxton - MP
Address 
City _____
Country _____

Date 31/10/2007
Order No. _____

Qty	Description	Unit Price	TOTAL
1	Alias redirection 	£10.00	£10.00
1	Alias redirection 	£10.00	£10.00
SubTotal			£20.00
VAT			£3.50
TOTAL			£23.50





Communications Allowance
Direct payment of suppliers

15/11/2007

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

ROB LAXTON MP

Constituency

DERBY NORTH

Office use only Cost



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 14 / 11 / 2007 to 14 / 11 / 2007 Allowance year 2007 / 2008

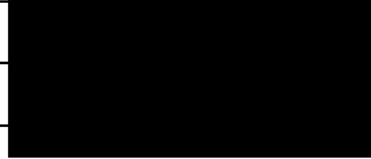
2

Suppliers

Amount

MAILBOX NATIONWIDE DISTRIBUTION 1645.00p ✓

GLS DESIGN + PRINT £1299.00p ✓



£ : p

£ : p

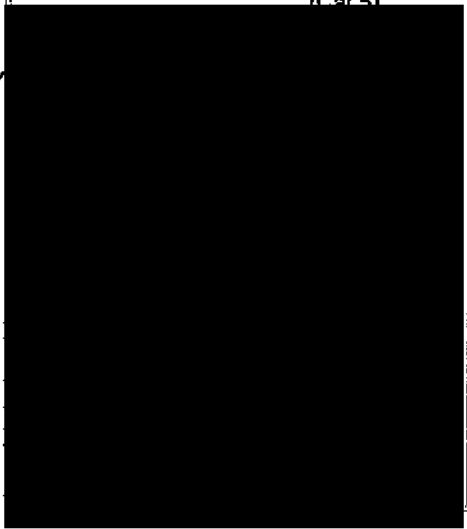
£ : p

£ : p

£ : p

£ : p

Office use only
Allow. / Supp ID / Exp.Type
(Cat 5)



Authorisation and declaration

I confirm payments requested are in respect of costs incurred wholly, exclusively necessarily in the performance of my Parliamentary duties

Signature

MP

Date

14 / 11 / 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.

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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

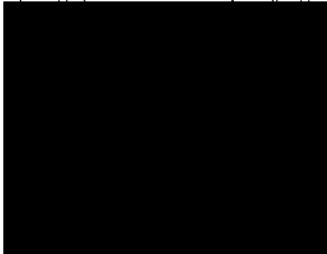
Office use only

Initials / Date

Validation completed

[REDACTED] 16/11

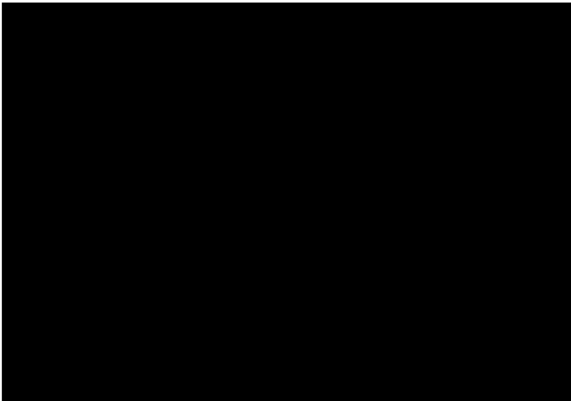
Comments



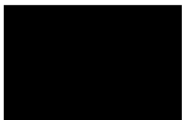
✓



BOB LAXTON M.P.



Invoice Number:



Your Ref:

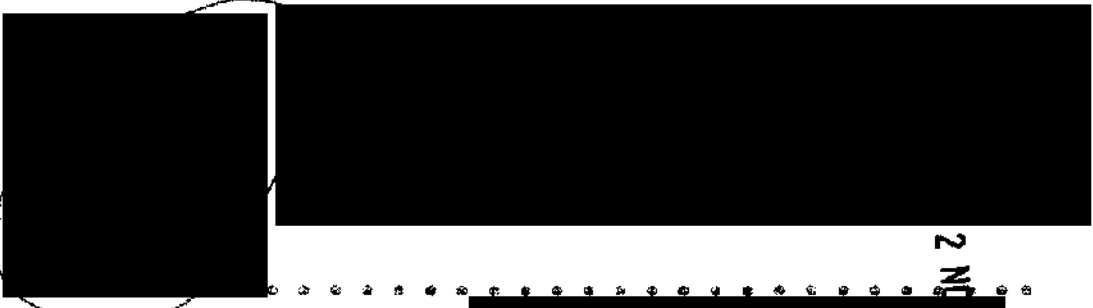
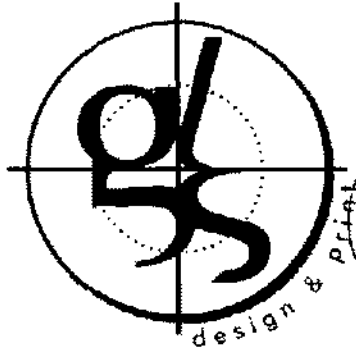


14th November 2007 ✓

Distribution of Promotional Material

35,000	BOB LAXTON M.P.	@ £40.00	per thousand	£1,400.00
			VAT @ 17.5%	£245.00
			Total	£1,645.00





Invoice



invoice to

BOB LAXTON MP 	
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Invoice No:

DATE	Purchase Order No.	Quantity	Description	Amount
14/11/07	N/A	35'000	A4 CMYK 4/4 PARLIAMENTARY REPORTS Autumn 2007	£1299.00

	Sub total	£ 1299.00
	VAT @ 17.5%	£ ZERO RATED
	TOTAL DUE	£ 1299.00