



Communications Allowance  
Direct payment of suppliers

18 MAR 2008

Comms2  
page 1 of 2

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

CHERYL GILLAN

Constituency

Cheriton + Amersham

Office use only	Cost	
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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 25 / 2 / 08 to 16 / 3 / 08 Allowance year \_\_\_\_ / \_\_\_\_

Suppliers	Amount
4 PRINT	£ 434.75p
	£ _____ : _____ p
	£ _____ : _____ p
	£ _____ : _____ p
	£ _____ : _____ p
	£ _____ : _____ p
	£ _____ : _____ p
	£ _____ : _____ p
	£ _____ : _____ p

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

[Redacted Signature]

MP

Date

16/3/08

**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.

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**Send your completed form to**

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

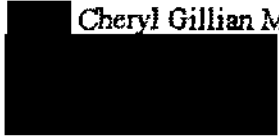
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<b>Office use only</b>	
	Initials / Date
Validation completed	<input type="text"/>
<b>Comments</b>	

INVOICE

**4 PRINT**

Cheryl Gillian MP



Job Number



INVOICE NUMBER



DATE / TAX POINT

29/02/2008

Quantity

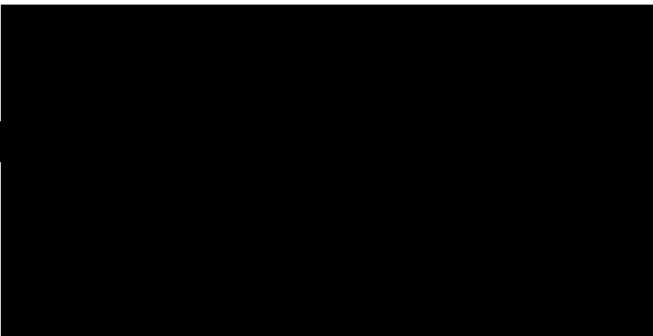
5,000

YOUR REFERENCE:

DESCRIPTION

VAT %	VAT AMOUNT	GOODS
17.50	£64.75	£370.00

Cheryl Gillan MP Cards



TOTAL GOODS	£370.00
TOTAL VAT	£ 64.75
INVOICE TOTAL	£434.75





FINANCE &  
ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance Direct payment of suppliers

23 FEB 2008

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- 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

CHERYL GILGAN

Constituency

Chatham + Amersham

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 / 12 / 07 to 25 / 2 / 08      Allowance year      /      /

Suppliers	Amount
<u>41 PLS</u>	£ <u>2,115.00</u> p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

**Authorisation and declaration**

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

Signature  MP      Date \_\_\_\_\_

**Data protection**

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**Send your completed  
form to**

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

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Initials / Date

Validation  
completed

Comments

# Invoice



Parliamentary  
Liaison Services  
Limited



Invoice To.
Mrs Cheryl Gillan MP

VAT REG NO	Tax Date	Invoice No	Ref No	Terms
	20/02/2008			Due on receipt

Description	Net Amount	VAT %	VAT AMT
Surgery Advertising and Surgery Posters 	1,800.00	17.50%	315.00



SUBTOTAL	£1,800.00
VAT TOTAL	£315.00
<b>Total</b>	<b>£2,115.00</b>





Communications Allowance
Direct payment of suppliers

20 DEC 2007

Comms2
page 1 of 2

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

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If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

CHERYL GILLAN

Constituency

Cheriton + Arundel

Office use only Cost: [Redacted]

Claim details

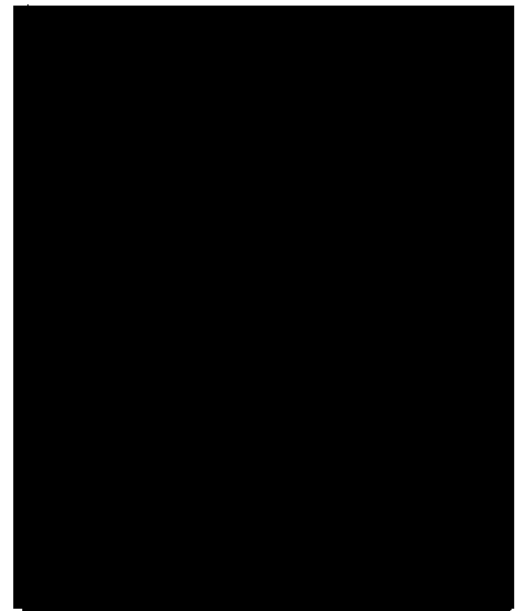
You can only request Please ensure

payment to suppliers for goods and services directly relating to Communications Allowance.
you attach all supplier invoices.

Period of claim from 24/10/07 to 14/12/07 Allowance year /

1

Table with columns: Suppliers, Amount. Row 1: [Redacted] Photographs £ 375.00p. Subsequent rows are crossed out with a diagonal line.



Authorisation and declaration

I confirm that the costs claimed are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

14/12/07

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**Office use only**

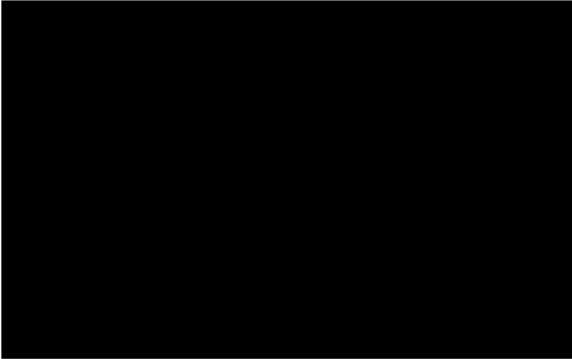
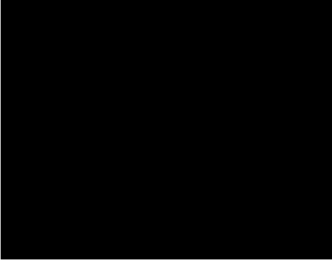
Initials / Date

Validation  
completed**Comments**



PORTRAIT CUSTOMER ORDER

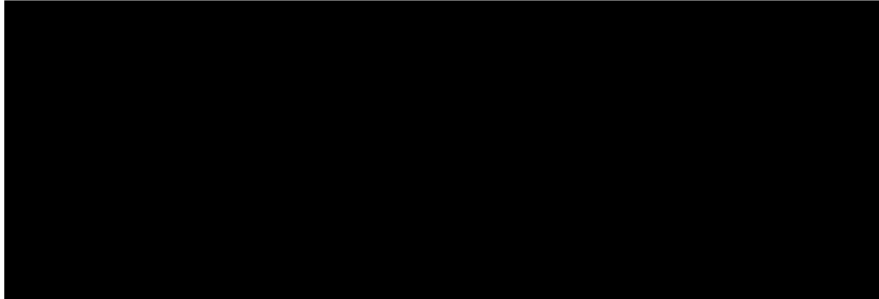
To Mrs Gillan



Order Date 22/11/2007  
Customer Ref. [REDACTED]  
Record Date 22/11/2007

Page 2

No	Code	Negative	Description	Each	Total
[REDACTED]			10X8 PORTRAIT PRINT / MOUNT	55.00	275.00
[REDACTED]			A4 POSTERS TEXT CHERYL GILLAN MP	10.00	120.00



Discount ..... £ 20.00  
TOTAL ..... £ 375.00  
Paid on ..... £  
Balance ..... £ 375.00

VAT Breakdown:  
Price excl. VAT: £ 319.15  
VAT :- £ 55.85

I agree that portraits taken at [REDACTED] may be used for display purposes.





**Communications Allowance**  
**Direct payment of suppliers**

**Comms2**

page 1 of 2

VALIDATION

11 NOV 2007

RECEIVED

**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

CHERYL GILLAN ✓

Constituency

Cheriton + Arundel

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 24/10/07

Allowance year

07/08

Suppliers

Amount

[Redacted]

£ 165.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : 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

[Redacted Signature]

MP

Date

20/10/07

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**Office use only**

Initials / Date

Validation completed

Comments

PORTRAIT CUSTOMER ORDER

To Mrs Gillan

Order Date 18/10/2007  
Customer Ref. [REDACTED]  
Record Date 18/10/2007 ✓

Page 1

No	Code	Negative	Description	Each	Total
[REDACTED]			5X4 JPG FILES ON CD / PRINTS	25.00	75.00
[REDACTED]			EXTRA COPIES PASS PORTS	1.50	30.00
[REDACTED]			EXTRA COPIES PASS PORTS	1.50	30.00
[REDACTED]			EXTRA COPIES PASS PORTS	1.50	30.00

[REDACTED]

TOTAL ..... £ 165.00  
Paid on ..... £  
Balance ..... £ 165.00 ✓

VAT Breakdown:  
Price excl. VAT: £ 140.43  
VAT :- £ 24.57

Thank you for your order.

[REDACTED]

[REDACTED]



Communications Allowance  
Member's reimbursement form

Comms1

page 1 of 2

VALIDATION  
01 NOV 2007  
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

CHERYL GILLAN

Constituency

Cherham + Amesham

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 24 / 10 / 07

Allowance year

07 / 08

Description of service or goods

Amount

Portrait photographs

£ 60 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 60 : 00 p

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

24/10/07

**Data protection**

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	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	£ <input type="text"/>
		514525	£ <input type="text"/>

**Comments**



SALE



CUSTOMER COPY

AMOUNT

£60.00

