



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

DAMIAN GREEN

Constituency

ASHFORD

Office use only	Cost	[REDACTED]
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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 1 / 03 / 08 to 31 / 03 / 08 Allowance year 07 / 08

Suppliers	Amount	Office use only Allow. / Supp ID / Exp.Type (Cat 5)
<u>PLS</u>	<u>£ 2,740 : 85 p</u>	[REDACTED]
<u>11</u>	<u>£ 2,350 : 00 p</u>	[REDACTED]
<u>11</u>	<u>£ 81 : 31 p</u>	[REDACTED]
	£ : p	[REDACTED]
	£ : p	[REDACTED]
	£ : p	[REDACTED]
	£ : p	[REDACTED]
	£ : p	[REDACTED]

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]

MP

Date

1 / 5 / 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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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

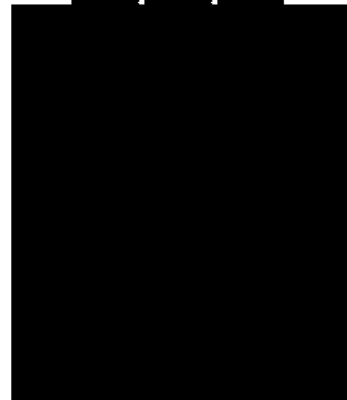
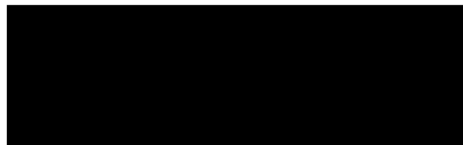
Office use only

Initials / Date

Validation completed

Comments

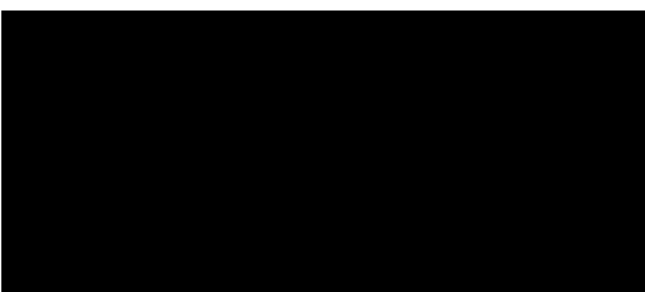
Invoice



Invoice To
Damian Green Esq MP

VAT REG NO	Tax Date	Invoice No	Ref No	Terms
672020371	26/03/2008			Due on receipt

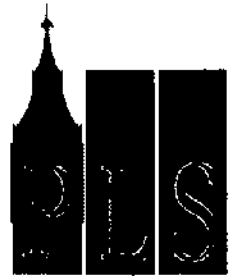
Description	Net Amount	VAT %	VAT AMT
Recharge of Royal Mail Distribution Costs	2,332.64	17.50%	408.21



SUBTOTAL	£2,332.64
VAT TOTAL	£408.21
Total	£2,740.85



Invoice

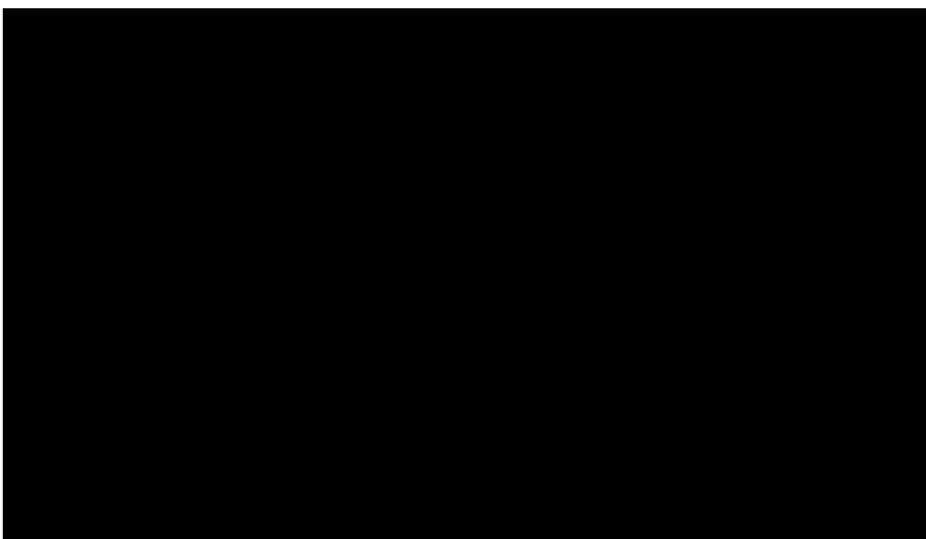


Invoice To
Damian Green Esq MP



VAT REG NO	Tax Date	Invoice No.	Ref No	Terms
672020371	28/03/2008			Due on receipt

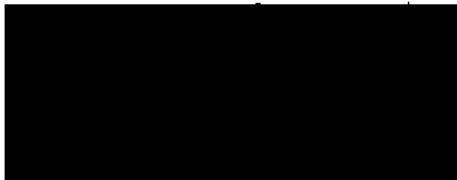
Description	Rate	Amount	VAT
Recharge of Printing costs of Westminster Report 	2,000.00 	2,000.00	S



Subtotal	£2,000.00
VAT Total	£350.00
Total	£2,350.00



Invoice

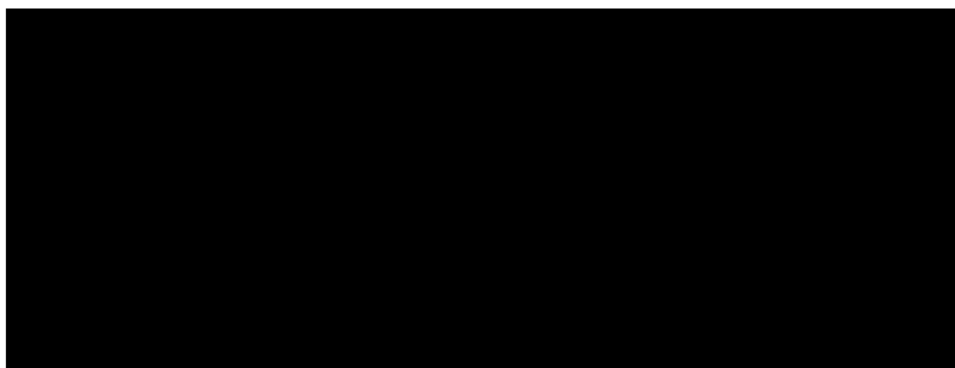


Invoice To
Damian Green Esq MP



VAT REG NO	Tax Date	Invoice No	Ref No	Terms
672020371	03/03/2008			Due on receipt

Description	Net Amount	VAT %	VAT AMT
Recharge of Mailing costs (£400/1000 + VAT) 	69.20	17.50%	12.11



SUBTOTAL	£69.20
VAT TOTAL	£12.11
Total	£81.31





Communications Allowance
Direct payment of suppliers

12 SEP 2007

When to use this form

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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

DAMIAN GREEN

Constituency

ASHFORD

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 08/09/07 to 03/09/07

Allowance year

07/08



Suppliers

Amount

Office use only

Allow

Supp ID

Exp.Type

PLS

£2,350 : 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



MP

Date

10/9/07

Data protection

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**Send your completed
form to**

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

Office use only

Initials / Date

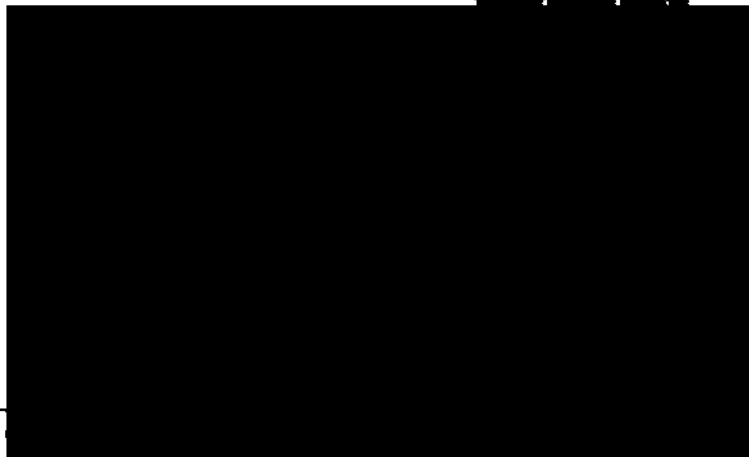
Validation
completed

Comments

Invoice



Invoice To
Damian Green Esq MP ✓
[REDACTED]



VAT REG NO	Tax Date	Invoice No	
672020371	03/09/2007	[REDACTED]	Due on receipt

Description	Net Amount	VAT %	VAT AMT
Research & Office Support [REDACTED]	2,000.00	17.50%	350.00



SUBTOTAL	£2,000.00
VAT TOTAL	£350.00
Total	£2,350.00 ✓



FORM F023

CORRECTION TO GENERAL LEDGER

Finance and Administration	Reason for Amendment: Reallocation from IEP to Comms
Prepared by: <i>(print and sign)</i>	
Authorised by: <i>(print and sign)</i>	
Date: 04/10/2007	

Transfer Description	Account Code	Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Debit	Credit
									£	£
Transfer from IEP to Comms										2,350.00
Transfer from IEP to Comms									2,350.00	
Total									2,350.00	2,350.00

All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference:

Date received:

Input by: *(Signature)*

Date Input onto Computer:

Checked by: *(Signature)*



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

DAMIAN GREEN

Constituency

ASHFORD

Office use only

Costs



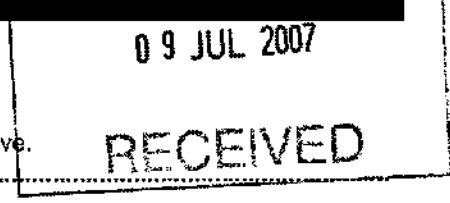
Claim details

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 / 06 / 07 to 3 / 07 / 07

Allowance year

1

Description of service or goods

Amount

Marketing costs

£ 13 : 63 p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

Office use only



Total

£ 13 : 63 p

Authorisation and declaration

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

Signature



MP

Date

5/07/07

Data protection

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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

	£ 13.63
	£

Comments

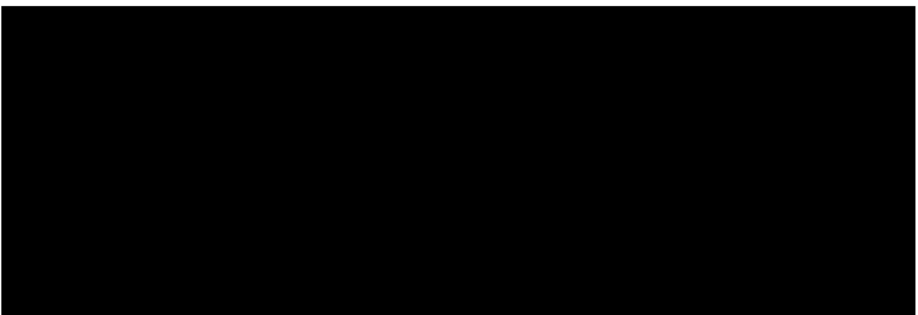
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Invoice

Invoice To
Damian Green Esq MP
[REDACTED]

VAT REG NO	Tax Date	Invoice No	Ref No	Terms
[REDACTED]	03/07/2007	[REDACTED]	[REDACTED]	Due on receipt

Description	Net Amount	VAT %	VAT AMT
Recharge of mailing costs (£40/100 + VAT)	11.60	17.50%	2.03



SUBTOTAL	£11.60
VAT TOTAL	£2.03
Total	£13.63