



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

David Hayes

Constituency

Ashton, under Lyne

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 01/01/08 to 31/03/08

Allowance year

07/08

Description of service or goods

Amount

Folding machine rent

£ 30.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 30.00 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the p...s.

Signature

MP

Date

22/5/08

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.

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 toValidation 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

CHURCH LANE MANAGEMENT

INVOICE

Invoice No. [REDACTED]

Invoice to:
David Heyes MP,

[REDACTED]

Date of Invoice: January 29th 2008

Nature of Invoice	Amount
Quarterly charge for hire of folder and envelope stuffer (for direct mail to constituents) – Part payment	£30.00

[REDACTED]

[REDACTED]

CHURCH LAKE MANAGEMENT

INVOICE

Invoice No [REDACTED]

Invoice to:
David Heyes MP,
[REDACTED]

Date of Invoice: January 29th 2008

Nature of Invoice	Amount
Quarterly charge for hire of folder and envelope stuffer (for direct mail to constituents) – Part payment	£30.00

[REDACTED]



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance

Member's reimbursement form

23 APR 2008

QA Comms1

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Your details

Name in CAPITAL LETTERS

David HEYES

Constituency

Ashford

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 YEAR to 31/03/08 Allowance year 07/08

Description of service or goods

Amount

Office use only

Website consultation

£ 2348 83 p

and design

£ : p

Website hosting

£ 1838 88 p

£ : p

£ : p

£ : p

Total

£ 3187 71 p

087-71

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

30/3/08

Data protection

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

Comments

politicos design

COPY

invoice

David Heyes MP

Invoice number [REDACTED]
March 12 2008

service	amount	vat
consultancy, design and build of constituency website as per specification:	£1999.00	£349.83
<u>total due: £2348.83</u>	<u>£1999.00</u>	<u>£1999.00</u>

payment terms: on presentation please



invoice

David Heyes MP

[Redacted]
[Redacted]
[Redacted]

invoice number
March 12 2008

service	amount	vat
Website hosting, support, upgrade and security management as per specification:	£1565.00	£273.88
	<u>£1565.00</u>	<u>£273.88</u>

total now due: £1838.88

payment term: on presentation please.

