



# Communications Allowance Direct payment of suppliers

04 APR 2008

**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

DAVID WILLOTT

Constituency

HAVANT

Office use only      Costc

### 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 28/3/08 to \_\_\_/\_\_\_/\_\_\_

Allowance year

07/08

Suppliers	Amount	Office use only Allow. / Supp ID / Exp.Type (Cat 5)
Botchell Advertising Services	£ 2,809.00 p	
_____	£ _____ p	
_____	£ _____ p	
_____	£ _____ p	
_____	£ _____ p	
_____	£ _____ p	
_____	£ _____ p	

### Authorisation and declaration

Signature

of costs incurred wholly,  
Parliamentary duties.

MP

Date

31.3.08

**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.

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

Comments





Member's reimbursement form

24/03/08

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, see *Green Book* section 5.
- 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 WILLOTT

Constituency

HAVANT

Office use only

Costs

Supp/Res ID

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work communication and travel.

Period of claim

from 26/3/08

to 1/1/09

Allowance year

07/08

Office use only

Allow or Exp/  
A/c code Cat 5

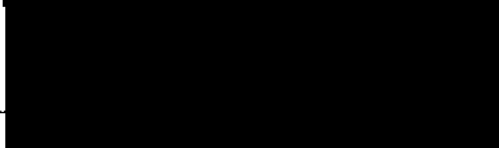
	Description of service or goods	Amount
Item 1	BT	£ 48 : 89 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 48 : 89 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 26.3.08

**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 Inland Revenue. 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**

Validation	Initials	Date
Claims received	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Signature check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Funds check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Allowable expenditure	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Member Res ID & Costs	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Ext type/Cat 5 & subtotals added to form	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Receipts/ documentation present	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Processing		
Input	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

**Input subtotals per Cat 5**

<input type="text"/>	£ 48.89
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£ 48.89

**Comments**



Promote your business online for FREE with BT Tradespace basic.

Sign-up now



Your account and bill number

[Redacted]

DAVID WILLETTS MP

[Redacted]

[Redacted]



Bringing it all together

Date  
11 March 2008

If you have a query  
please see reverse for  
our contact details.

## BT Commitment

Bill for

[Redacted]

Package benefits	£ 0.00
BT Commitment	
Rental charges	£ 43.11
Credits	- £ 1.50
VAT	£ 7.28

**Total now due £ 48.89**

*This amount will be debited from your bank or building society account on or after 25 March 08.*

OneBillPlus

[Redacted]

**£1.50 discount on this bill**  
As you're paying this quarterly bill by Direct Debit or Monthly Payment Plan, you've received a £1.50 discount on this bill.

This amount will be debited from your bank or building society account on or after 25 Mar 08.

Thank you.

[Redacted]



FINANCE & ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance

## Direct payment of suppliers

27 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

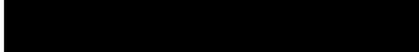
DAVID WILLETTS

Constituency

HAVANT

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 26/3/08

to

1/1/08

Allowance year

07/08

Suppliers

Amount

Office use only

Allow. / Supp ID / Exp.Type

Royal Mail

£613.94p

a/c no: [redacted]

£670.69p

£ : p

£ : p

£ : p

£ : p

£ : p

total

£1284.63p

### Authorisation and declaration

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

Signature



MP

Date

26.3.08

**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.

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

Comments





# Royal Mail Door To Door Delivery Schedule Summary

RunDate/Time:

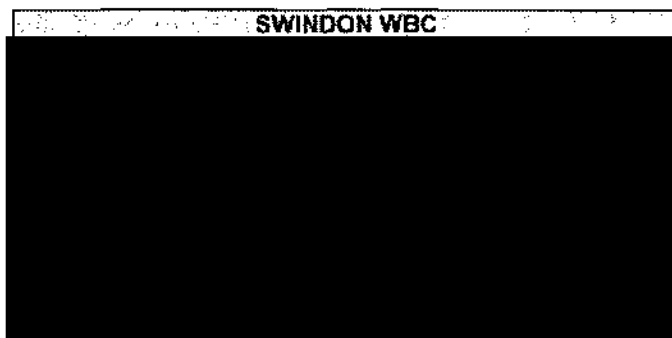
Version:

Customer Name: David Willetts MP  
Client:

Contract:	Dist. Start Date (W/C)	Dist. End Date (W/C)	Total Volume
	07/07/2008	07/07/2008	17,054



Dist No. & Leaflet Design No	Distribution Start Date	Earliest Handover Date	Latest Handover Date	Volume	Leaflet Design	Walk Bundling Centre
	07/07/2008	23/08/2008	30/08/2008	17,054		SWINDON WBC



Total Volume By Distribution Start Date	
Distribution Start Date	Volume
07/07/2008	17,054

**Royal Mail Door To Door  
Delivery Schedule Breakdown**

inDate/Time:

Version:



Customer Name: David Willetts MP  
Client:

<b>Contract:</b>		<b>Start Date (W/C)</b>		<b>End Date (W/C)</b>		<b>Total Volume</b>	
[REDACTED]		07/07/2008		07/07/2008		17054	
<b>Dist No</b>	[REDACTED]	<b>Drop Date (W/C)</b>		07/07/2008			
<b>Leaflet Design No.</b>	1	<b>Leaflet Design</b>					
<b>Postcode Sector</b>	<b>Item Count</b>	<b>Postcode Sector</b>	<b>Item Count</b>	<b>Postcode Sector</b>	<b>Item Count</b>	<b>Postcode Sector</b>	<b>Item Count</b>
[REDACTED]	4,264	[REDACTED]	4,889	[REDACTED]	3,535	[REDACTED]	4,266
<b>Total Volume</b>		17,054					

<b>Item Code</b>	<b>Cust Code</b>	<b>Band Sector</b>	<b>WBC</b>	<b>Sector Price</b>
013A				£153.50
013A				£176.00
013A				£130.86
013A				£153.57
				£613.94