



Communications Allowance
Direct payment of suppliers

MEMBERS

Comms2

page 1 of 2

BUDGETS

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

DON TUMHIS

Constituency

28LWYN

Office use only

Costc

M

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 1/3/08 to 31/3/08

Allowance year

07/08

Suppliers

Amount

Royal Mail

£6235.84 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type (Cat 5)

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

5 May 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

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

# INVOICE

Finance Service Centre - [REDACTED]



Document  
Management  
Services

Invoice No. [REDACTED]  
Invoice Date 04.05.2008

Bill to No. [REDACTED]

Your Order No. [REDACTED]  
Sales Order/Contract No. [REDACTED]  
Sales Order Date 23.04.2008

Don Touhig MP

JE

Vat Reg ID: [REDACTED]

Page 1 of 1

Terms of payment Payment Due Within 28 Days  
Due for payment by 01.06.2008

Item Ref No.	Description Product	Quantity	Price	Price Unit	Value	VAT Code
[REDACTED]	Misc Charges (Including VAT) Print & Fu					
	3000055	1	1,824.72	EA	1,824.72	AS
	Miscellaneous charges Print & Fulfilment					
	3000182	1	4,091.79	EA	4,091.79	AO
Islwyn Constituency mailing of 21312 newsletters						

Code	VAT %	Total Sales	Total VAT	Total net	
AO	0.00	4,091.79		VAT	5,916.51
AS	17.50	1,824.72	319.33	VAT	319.33
				Final amount	6,235.84



Member's reimbursement form QUALITY

29 FEB 2008

ASSURANCE

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

DON TUMILG

Constituency

282WYN

Office use only

Costs/Cat 2

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.

GP 5/3

You can only claim for

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

Period of claim

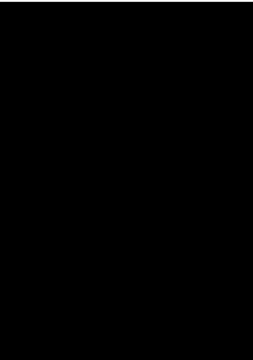
from / / to / /

Allowance year

07/08

Office use only

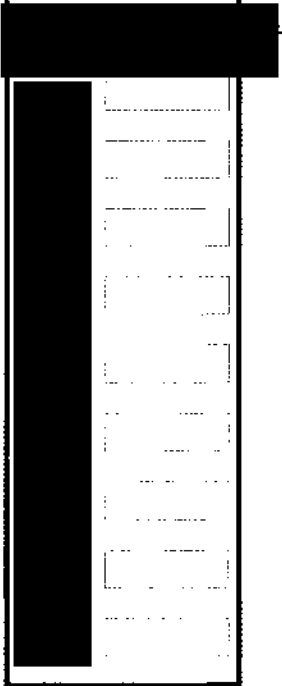
Allow or Exp/ A/c code Cat 5



Description of service or goods

Amount

Item	Description of service or goods	Amount
Item 1	Reginal Munt	£ 500 : 00 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

£ 500 : 00 p

continued on page 2

### 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 28 Feb 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.

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

#### Input subtotals per Cat 5

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

Com 5 Admin

£500.00

£500.00

#### Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



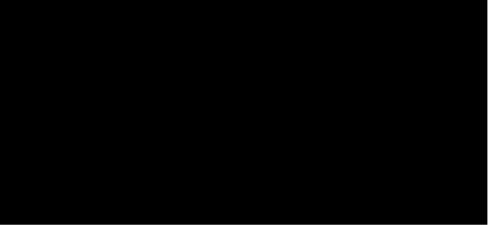
Invoice number  
[Redacted]

Invoice date  
**25 Feb 2008**

Page  
**1** of 1

# Invoice

To  
DON TOHIG MP



Account held at  
DON TOHIG MP



Customer account number



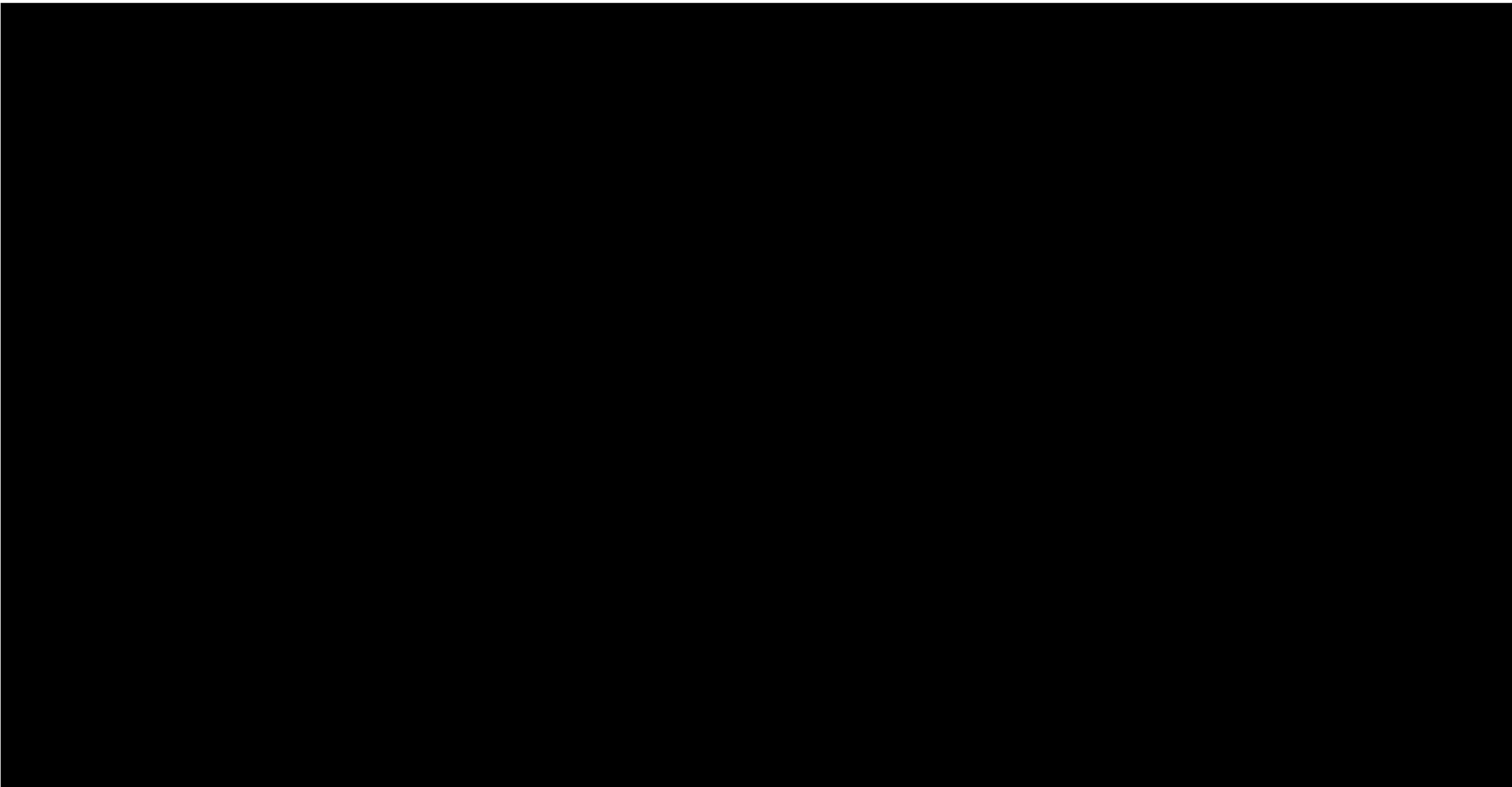
Terms  
10 days  
Please pay by  
**06 Mar 2008**

Docket no.	Posting date Poster	Sender's ref. Contract no	Format	Service Quantity	Weight(kg)	Unit cost (€)	Net value	VAT
[Redacted]	22 Feb 2008	[Redacted]		DOOR TO DOOR 3,715 MINIMUM VALUE DISTRIBUTION			115.16	E
[Redacted]	22 Feb 2008	[Redacted]		DOOR TO DOOR 4,032 MINIMUM VALUE DISTRIBUTION			384.84	E

Total Net **500.00**

Total VAT E = exempt **0.00**

**Total 500.00**





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

10 SEP 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

DON TOMHIG

Constituency

28LWYN

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 1 / 9 / 04 to 30 / 9 / 07

Allowance year

07 / 08

Suppliers

Amount

Royal Mail

£ 107 31 p

Royal Mail

£ 797 40 p

£ : p

£ : p

£ : p

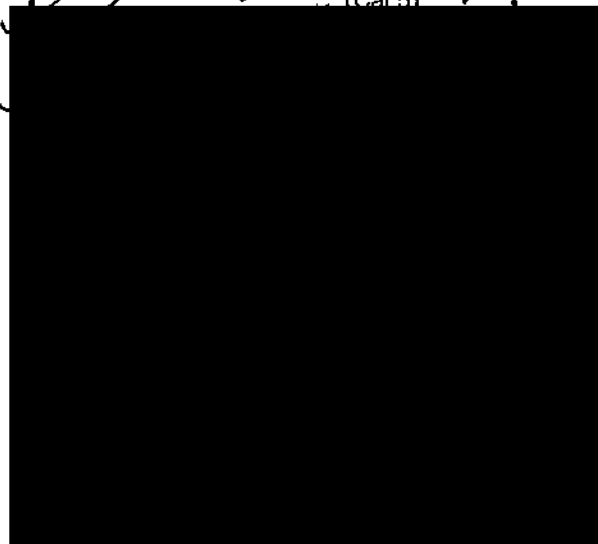
£ : p

£ : p

£ 904 71 p

Office use only

Allow. / Supp ID / Exp.Type  
(Cat 5)



**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

5 / 9 / 07

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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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**Office use only**


Initials / Date

Validation completed

Comments





Invoice number  ✓  
 Invoice date **13 Aug 2007** ✓  
 Page 1 of 1

**TOUHIG** ✓

**Invoice**

**TOUHIG**

To **DON TOUHIG MP**



Account held at **DON TOUHIG MP**





Customer account number



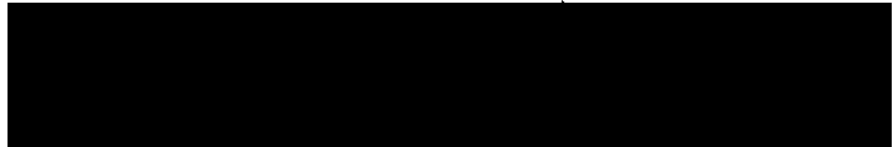
Legal entity number



Terms **10 days**  
 Please pay by **23 Aug 2007**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	10 Aug 2007		5	DOOR TO DOOR 3,066 3066 ITEMS AT 3.500 PENCE			107.31	E

Total Net	107.31
Total VAT	E = exempt 0.00
<b>Total</b>	<b>107.31</b>



14 SEP 2007



**Payment advice**

**Paying by BACS?**

Please instruct your bank to pay the amount due.

Total amount due **£107.31**



Royal Mail



Invoice number [redacted] ✓

Invoice date **09 Aug 2007** ✓

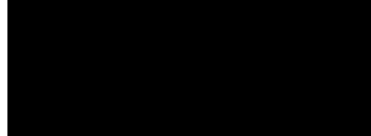
Page **1** of 1

To **TOMHIG ✓**  
DON TOMIG MP



# Invoice

Account held at  
DON TOMIG MP



**19 AUG 2007**

Customer account number



Terms  
**10 days**

Legal entity number

**1000177596**

Please pay by  
**19 Aug 2007**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost ( £ )	Net value	VAT
[redacted]	Aug 2007	[redacted]		DOOR TO DOOR 22,783 22783 ITEMS AT 3.500 PENCE			797.40	E

Total Net	<b>797.40</b>
Total VAT	E = exempt <b>0.00</b>
<b>Total</b>	<b>797.40</b>



Communications Allowance  
Direct payment of suppliers

VALIDATION  
23 OCT 2007  
RECEIVED

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

DEAN LAMHIA

Constituency

28 WYN

Office use only Costc [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 1 / 9 / 07 to 30 / 9 / 07 Allowance year 07 / 08

[Redacted]

Suppliers Amount

Suppliers	Amount
Public Impact	£ 1779 : 31 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

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

[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 Signature]

MP

Date

19 Oct 07

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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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**Office use only**

Initials / Date

Validation completed

**Comments**

**Invoice**

Page 1

Don Touhig Mp

**Invoice No.****Invoice/Tax Date**

30/09/2007

**Cust. Order No.****Account Ref.****Quantity Details**

	<b>Unit Price</b>	<b>Net</b>	<b>VAT Rate</b>	<b>VAT</b>
--	-------------------	------------	-----------------	------------

1.00	30000 A4 2pp Parlimentary news Leaflets supplied folded to DL (£200) and inclusive of additional admendments (£150) otherwise as quoted	1,700.00	1,700.00	0.00	0.00
------	---	----------	----------	------	------

1.00	Delivery to Constituency	67.50	67.50	17.50	11.81
------	--------------------------	-------	-------	-------	-------

116 OCT 2007

<b>Total Net Amount</b>	<b>1,767.50</b>
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<b>Total VAT Amount</b>	<b>11.81</b>
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**Invoice Terms: 30 Days**

<b>Invoice Total</b>	<b>1,779.31</b>
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**Communications Allowance**  
**Direct payment of suppliers**

**Comms2**

page 1 of 2

15 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

DEAN TUMHIG

Constituency

2nd WYN

Office use only

Costs

[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 1 / 3 / 08 to 31 / 3 / 08

Allowance year

07 / 08 ✓

Suppliers

Amount

Public Report

£ 2,132.00 p ✓

£ _____	p _____
£ _____	p _____
£ _____	p _____
£ _____	p _____
£ _____	p _____
£ _____	p _____
£ _____	p _____
£ _____	p _____

£ 2,132.00

Office use only		
Allow.	Supp ID	Exp.Type (Cat 5)
[Redacted]	/ 87	[Redacted]
[Redacted]	/ 87	[Redacted]
[Redacted]	/ 87	[Redacted]
[Redacted]	/ 87	[Redacted]
[Redacted]	/ 87	[Redacted]
[Redacted]	/ 87	[Redacted]
[Redacted]	/ 87	[Redacted]
[Redacted]	/ 87	[Redacted]

**Authorisation and declaration**

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

Signature

[Redacted Signature]

MP

Date

15/4/08

**Data protection**

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Department of Finance & Administration, House of Commons, London SW1AA

**Office use only**

Initials / Date

Validation  
completed**Comments**

31 MAR 2008

**Invoice**

Page 1

Don Touhig Mp  
**Invoice No.** **Invoice/Tax Date**

29/02/2008

**Cust. Order No.****Account Ref.** **Quantity Details**

	<b>Unit Price</b>	<b>Net</b>	<b>VAT Rate</b>	<b>VAT</b>
1.00 Printing of 32K Tabloid Parliamentary Newspapers 4pp	1,944.00	1,944.00	0.00	0.00
1.00 3 x deliveries to Royal mail	160.00	160.00	17.50	28.00
1.00	0.00	0.00	17.50	0.00

**Total Net Amount****2,104.00****Total VAT Amount****28.00****Invoice Terms: 30 Days****Invoice Total****2,132.00**  
