



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

2007 130 0 1

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

DOUG HENDERSON

Constituency

NEWCASTLE NORTH

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 29/8/07

to / /

Allowance year

/ /

Suppliers

Amount

Leaflet Distribution

£ 1339.50 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

5/10/07

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 1993, 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

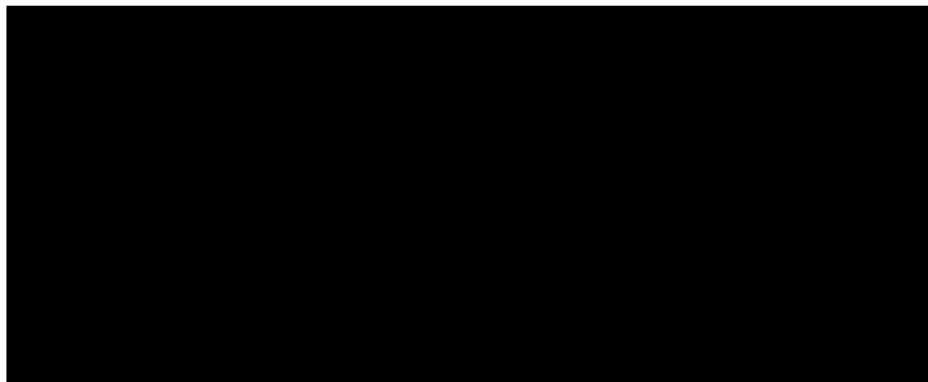
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

Comments



Doug Henderson MP
 [Redacted]
 [Redacted]

VAT REG NO.	[Redacted]
Company Reg N	[Redacted]

Invoice

Your Reference No	TAX DATE	INVOICE NO
	29/08/2007	[Redacted]

DESCRIPTION	QTY	RATE	VAT	AMOUNT
Distribution of leaflets in Newcastle west	38,000	0.03	199.50	1,140.00

SUBTOTAL	1,140.00
VAT TOTAL	199.50
Total	£1,339.50



Communications Allowance
Member's reimbursement form

11 OCT 2007

When to use this form Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filing 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

DOUG HENDERSON

Constituency

NEWCASTLE NORTH

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.

18 OCT 2007

Period of claim from 10 / 5 / 07 to 2 / 10 / 07 Allowance year 07 / 08

Description of service or goods	Amount
Stamps	£ 94 : 00 p
"	£ 222 : 72 p
"	£ 60 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p

Total £ 376 : 72 p

Authorisation and declaration

which I incurred wholly, exclusively and necessarily duties.

Signature

[Redacted Signature]

MP

Date

5/10/07

Data protection

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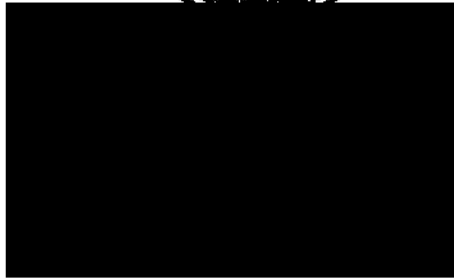
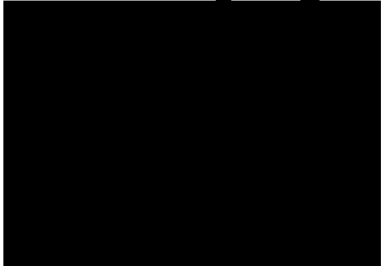
Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

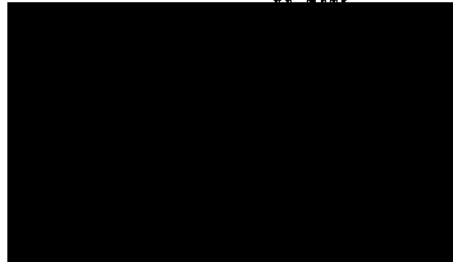
Office use only

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

Comments



Post Office Ltd.



SAS bk 2nd x 12	
16 @ 2.88	46.08
SAS bk 1st x 12	
8 @ 4.08	32.64
1st Large x 4	
25 @ 1.92	48.00
Postage stamp	
1 @ 96.00	96.00

TOTAL DUE TO POST OFFICE 222.72

FROM CUSTOMER 222.72
0.00

2nd class stamp	
250 @ 0.24	60.00

TOTAL DUE TO POST OFFICE 60.00

FROM CUSTOMER 60.00
0.00

1st class stamp	
100 @ 0.34	34.00
2nd class stamp	
250 @ 0.24	60.00

TOTAL DUE TO POST OFFICE 94.00

FROM CUSTOMER 94.00
0.00

Thank You



Communications Allowance
Direct payment of suppliers

2007 SEP 8

When to use this form

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Your details

Name in CAPITAL LETTERS

DOUG HENDERSON

Constituency

NEWCASTLE NORTH

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 / /

Allowance year

07/08

Amount

CVN Print

£ 1992:00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

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

Signature

MP

Date

17/9/07

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**



FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

0032 FEB 2008

Comms2

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Your details

Name
in CAPITAL LETTERS

DOUG HENDERSON

Constituency

NEWCASTLE NORTH



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 31 / 1 / 08

Allowance year

07 / 08

Suppliers

Amount

CVA Print

£1992 : 00 p

Leaflet Distribution UK

£1457 : 00 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

4/2/08

Data protection

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form to

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

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



VAT REG NO.

Company Reg No

Doug Henderson MP

Invoice

Your Reference No	TAX DATE	INVOICE NO
	28/01/2008	

DESCRIPTION	QTY	RATE	VAT	AMOUNT
Distribution of leaflets in North Newcastle constituency	34,000	0.03	178.50	1,020.00
Distribution of leaflets in North Newcastle constituency	4,000	0.055	38.50	220.00
SUBTOTAL				1,240.00
VAT TOTAL				217.00
Total				£1,457.00

