



**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

GERALDINE SMITH

Constituency

MORECAMBE & LUNESDALE

**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 / 6 / 2007 to 30 / 6 / 2007 Allowance year \_\_\_\_ / \_\_\_\_

Description of service or goods

Amount

By pass Questionnaire	£ 689.73 p
letter re: By pass	£ 1055.15 p
DL Envelopes	£ 567.53 p
Postage costs for returned questionnaires	£ 1730.28 p
	£ _____ p
	£ _____ p
	£ _____ p

Total

£ 4042.69 p

Office use only

Allow. / Exp. Type (cat5)

**Authorisation and declaration**

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

Signature

[Redacted Signature]

MP

Date

14 / 6 / 2007

**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 SW1A 0AA

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

Comments

# Invoice

FAO GERALDINE SMITH MP

Customer account number

Terms  
30 days

Legal entity number

Please pay by  
11 Jul 2007

Decket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
							0.42	E
Saturday posting								
						Fri	Sat	Total
						0	2	2
						0	2	2
							998.34	E
Saturday posting								
						Fri	Sat	Total
						750	750	4754
						760	760	4754
							731.52	E
Saturday posting								
						Fri	Sat	Total
Carried forward to next page							1,730.28	



MORECAMBE PRESS



# Invoice

Geraldine Smith MP



Tax Date

Invoice

11/05/2007



Terms

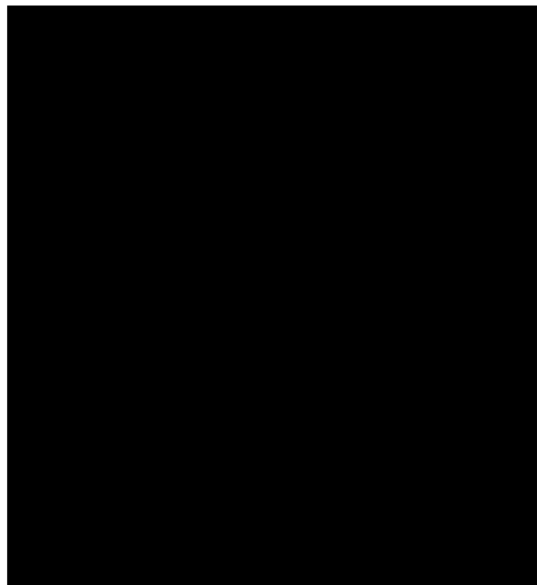
Net 30

Description	VAT	VAT AMT	Amount
To printing 31,000 A4, 3 colours, two sides - Geraldine Smith letters printed on 100g	S	143.85	822.00
Transportation costs for letters/questionnaires & envelopes	S	13.30	76.00

SUBTOTAL £898.00

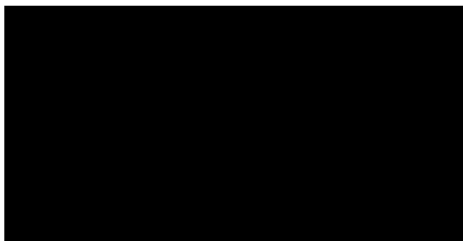
VAT TOTAL £157.15

**Total** £1,055.15





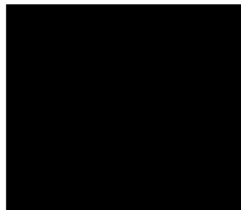
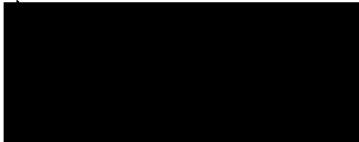
MORECAMBEPRESS



# Invoice

27

Geraldine Smith MP



Tax Date

Invoice

11/05/2007



Terms

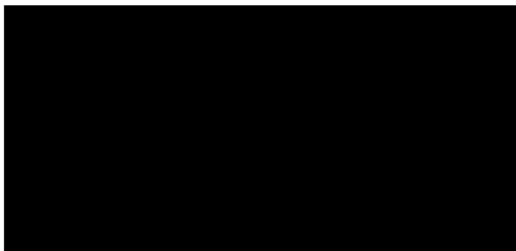
Net 30

Description	VAT	VAT AMT	Amount
To printing 31,000 A4, 2 colours to one side - By-pass questionnaires, printed on 100g	S	102.73	587.00
		<b>SUBTOTAL</b>	£587.00
		<b>VAT TOTAL</b>	£102.73
		<b>Total</b>	£689.73





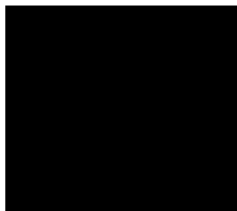
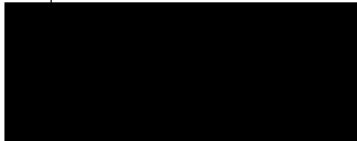
MORECAMBEPRESS



# Invoice

2007

Geraldine Smith MP



Tax Date

Invoice

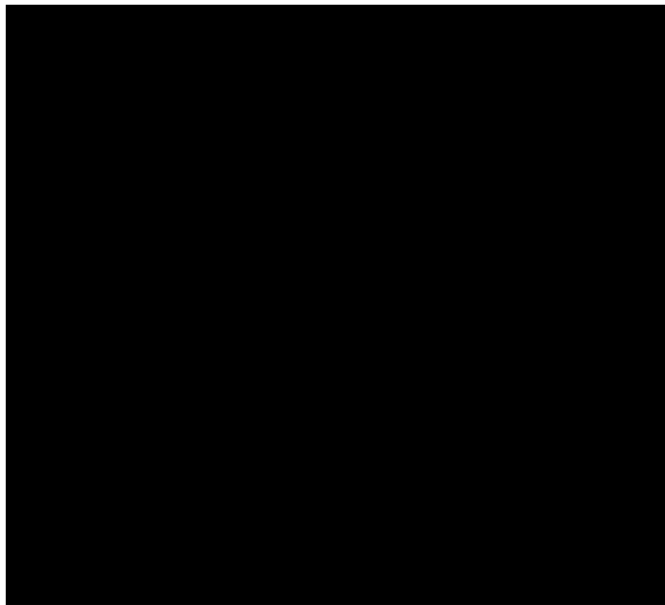
11/05/2007



Terms

Net 30

Description	VAT	VAT AMT	Amount
To supplying & overprinting 31,000 1 side, 1 colour white self seal DL envelopes	S	84.53	483.00
		<b>SUBTOTAL</b>	£483.00
		<b>VAT TOTAL</b>	£84.53
		<b>Total</b>	£567.53





**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

GERALDINE SMITH

Constituency

MORECAMBE & LUNESDALE

Office use only	Costs	
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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 1/6/2007 to 30/6/2007 Allowance year 2007/2008

Suppliers

Amount

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

Royal Mail

£ 4647.32

"

£ 3797.95

£ 1257.06

£ : P

£ : P

£ : P

£ : P

£ 9702.33

~~8445.27~~

**Authorisation and declaration**

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

Signature

[Redacted Signature]

MP

Date

1/7/2007

**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	<input type="text"/>
Comments	



# INVOICE



Invoice No. [REDACTED]  
Invoice Date 24.06.2007  
Bill to No. [REDACTED]  
Your Order No. [REDACTED]  
Sales Order/Contract No. [REDACTED]  
Sales Order Date 20.06.2007

Geraldine Smith MP

Terms of payment Payment Due Within 28 Days  
Due for payment by 22.07.2007

Item Ref No.	Description Product	Quantity	Price	Price Unit	Value	VAT Code
[REDACTED]	[REDACTED] Charges Boundary Matching		4,647.32	EA	4,647.32	A0
Despatch of						
<b>Code</b>	<b>VAT %</b>	<b>Total Sales</b>	<b>Total VAT</b>	<b>Total net</b>		
A0	0.00	4,647.32		VAT	4,647.32	
				Final amount	4,647.32	



Invoice No. [REDACTED]  
 Invoice Date 24.06.2007  
 Bill to No. [REDACTED]  
 Your Order No. [REDACTED]  
 Sales Order/Contract No. [REDACTED]  
 Sales Order Date 20.06.2007

Geraldine Smith MP

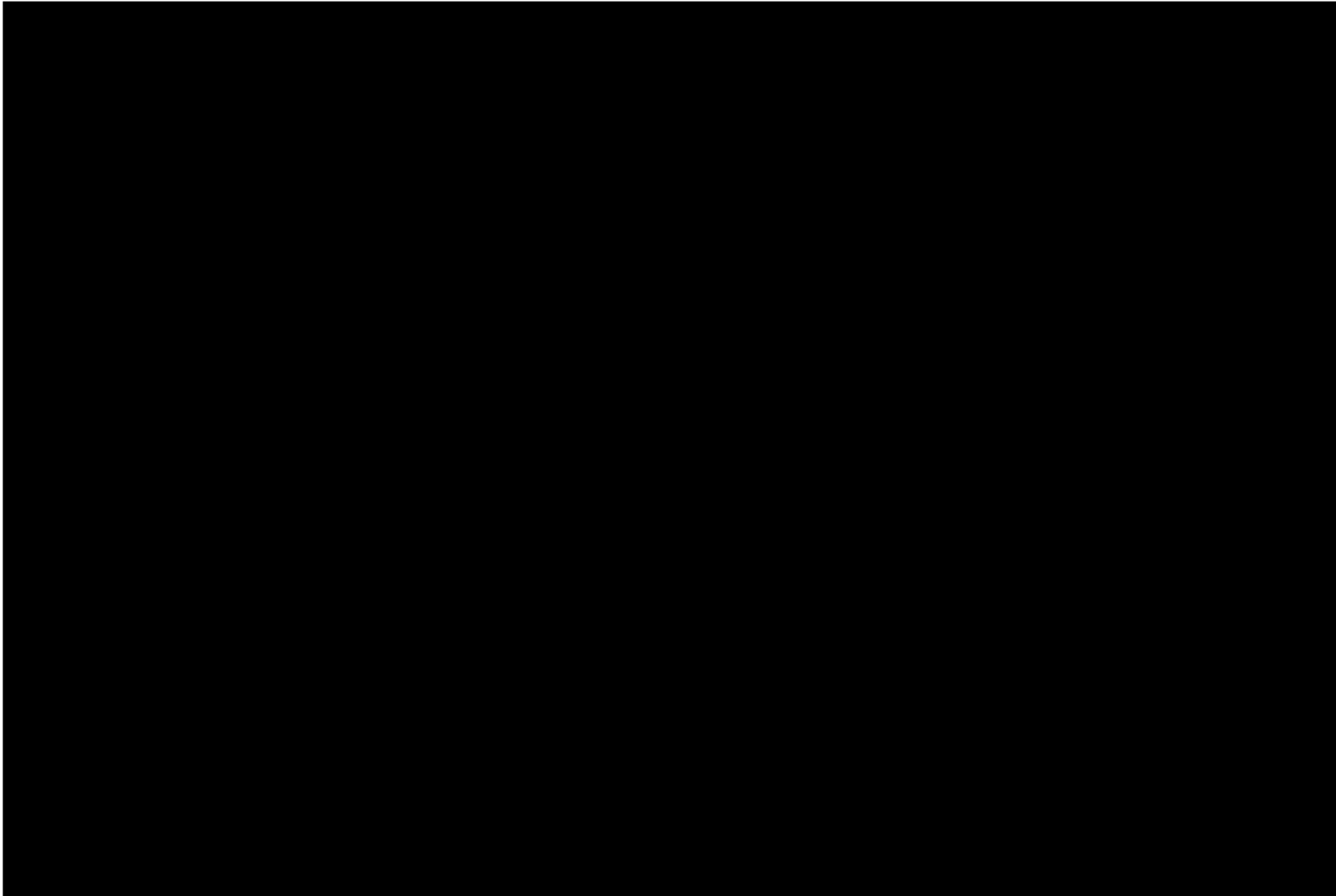


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 No

Terms of payment Payment Due Within 28 Days  
 Due for payment by 22.07.2007

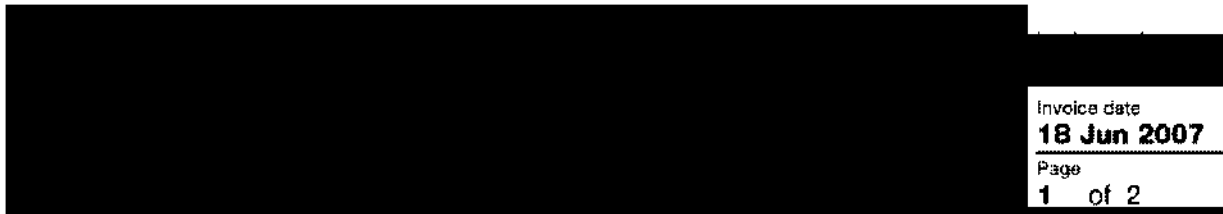
Item Ref No.	Description Product	Quantity	Price	Price Unit	Value	VAT Code
[REDACTED]	[REDACTED] (Including VAT) Boundary M		3,232.30	EA	3,232.30	AS
[REDACTED]	[REDACTED] ent for despatch					

Code	VAT %	Total Sales	Total VAT	Total net	
AS	17.50	3,232.30	565.65	VAT	3,232.30
				Final amount	3,797.95





Royal Mail



Invoice date  
**18 Jun 2007**  
Page  
**1 of 2**

# Invoice

FAO GERALDINE SMITH MP

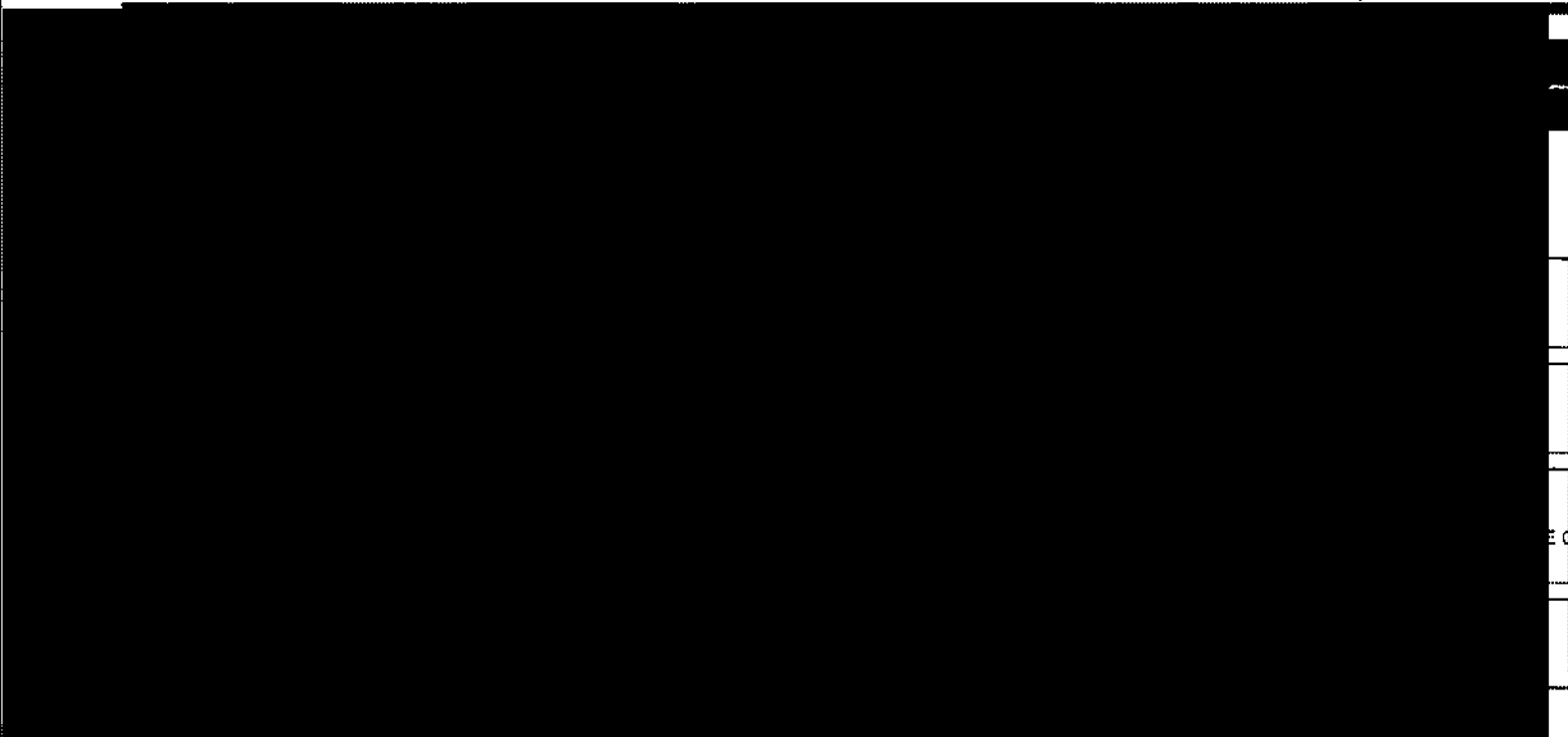
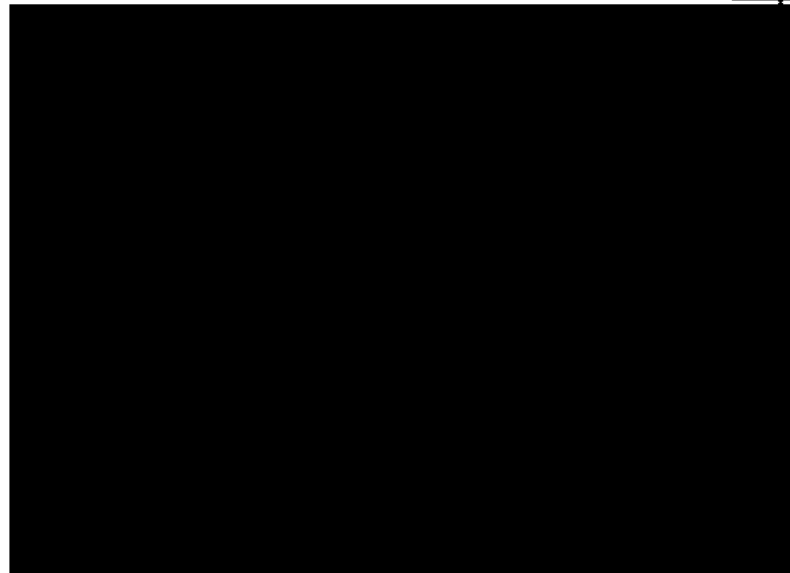
Customer account number

Terms  
**30 days**

Legal entity number

Please pay by  
**18 Jul 2007**

Unit cost (£)		Net value	VAT	
CE		1,050.00	E	
£0.210				
£0.210	Saturday posting			
	Thu	Fri	Sat	<b>Total</b>
	1250	750	750	5000
	<b>1260</b>	<b>750</b>	<b>750</b>	<b>5000</b>
CE		207.06	E	
£0.210				
	Thu	Fri	Sat	<b>Total</b>
	179	103	0	986
	<b>179</b>	<b>103</b>	<b>0</b>	<b>986</b>
Amount carried forward to next page			<b>1,257.06</b>	



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