



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

12 FEB 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

H BENN

Constituency

Leeds Central

Office use only

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 / 2 / 08 to 10 / 2 / 08

Allowance year

07 / 08

Suppliers

Amount

RISO

£ 318 : 12 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 above is a true and correct account of the expenditure incurred wholly, or in part, in respect of my Parliamentary duties.

Signature

MP

Date

10/2/08

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	<input type="text"/>
Comments	

INVOICE

HILARY BENN MP

Page :
 Invoice Date :
 Invoice N° :
 Currency :
 Contract N° :
 Start Date :
 Customer N° :

Item Number	Description	Quantity	UM	Unit Price	Taxable Amount	VAT	Invoice Amount
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UKSP	SERVICE PLAN CONTRACT	50.000	MP	5.41	270.74	47.38	318.12
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MP : Thousand Pieces

Machines included in the contract :

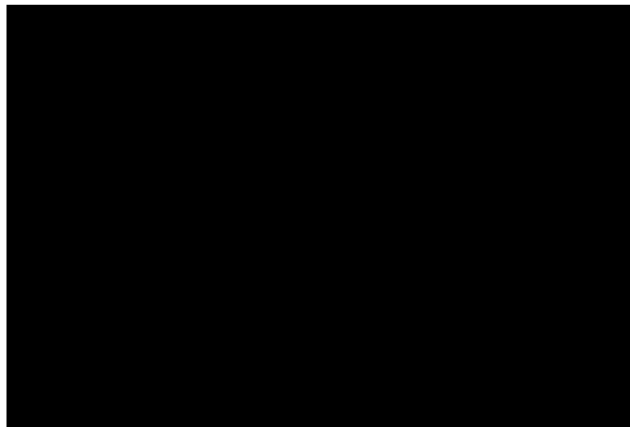
Item Number	Description	Serial Number

Invoicing Period :

Start Date : 27/01/06 End Date : 27/04/06

VAT Code	VAT Rate	VAT Amount	Goods Total
AD	17.500	47.38	270.74

Invoice Total	VAT	GBP
	47.38	318.12





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15 JAN 2008

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H BENN

Constituency

Leeds Central

Office use only

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 1/1/08 to 12/1/08 Allowance year 07/08

Suppliers

Amount

GE Capital

£ 942.41 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

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

Authorisation and declaration

Signature

costs incurred wholly, Parliamentary duties.

MP

Date

12/1/08

Data protection

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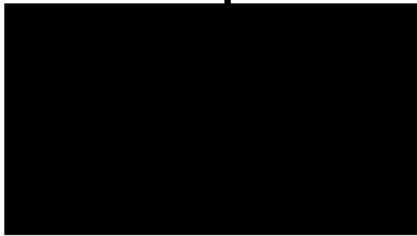
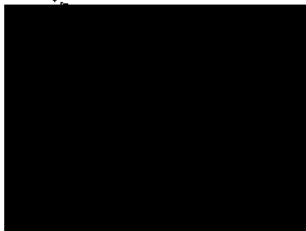
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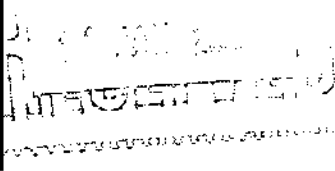
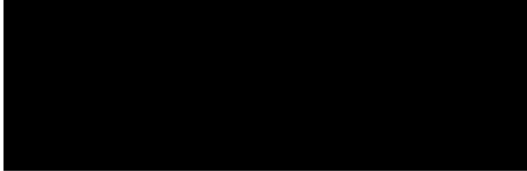


Mr Hilary Benn Mp



INVOICE

Master Agreement Number
Invoice Date & Tax Point
08/01/2008
Your Reference
Equipment Location



Equipment Details	Ex VAT £	VAT Rate	VAT £	Total £
1 Riso Rz370 Digital Duplicator	768.00	17.50	134.40	902.40
Equipment Protection Plan	34.05	17.50	5.96	40.01
Sub Totals	802.05		140.36	942.41

Direct Debit The Hassle Free Payment

To pay by direct debit just complete and return the form printed overleaf

Total Payable	942.41
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Payment Due Date	01/03/2008
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