



# Direct payment of suppliers

FORM 2011/2

**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, see *Green Book* section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

DR HYWEL FRANCIS

Constituency

ABERAVON

**Office use only**

Costs

Supp/Res ID

## Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You **must** specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You **can** specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

23 / 03 / 08

Allowance year

07 / 08

### Incidental Expenses Provision claims

**Office use only**

Suppliers

Amount

Allow or A/c code

Supplier ID

Exp/ Cat 5

Item 1

PETER KNOWLES

£ : p

Item 2

WIRED UP WALES

£ 476 : 00 p

Item 3

PETER KNOWLES  
9160

£ 235 : 00 p

Item 4

PETER KNOWLES  
9161

£ 585 : 15 p

Item 5

£ : p

Total

£1296 : 15 p

**Claim details continued**

**Staffing Allowance claims**

**Office use only**

	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6		£ : p			
Item 7		£ : p			
Item 8		£ : p			
Item 9		£ : p			
<b>Total</b>		<b>£ : p</b>			

**Authorisation and declaration**

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

Signature

[Redacted Signature]

MP

Date

25 / 03 / 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**

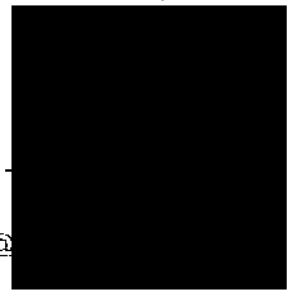
Validation	Initials	Date	Validation	Initials	Date
Claims received		/ /	Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

*Please use margin for comments*

WY...  
WY...



Wired Up Wales



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**SALES INVOICE**

---

**Invoice to:**

Dr Hywel Francis



**Invoice Date:**

14<sup>th</sup> January 2008

**Invoice number:**



For the provision of the design, construction and testing of a new 160+ page website for Dr Francis. The site includes an onsite search engine.

50 hours @ £25/hour = £1250



**Total amount due please: £1250**



# Peter Knowles Photography

Page 1

## INVOICE

Invoice Number [REDACTED]

Invoice Date 22/03/2008

Order Number [REDACTED]

Account Reference [REDACTED]

Dr.Hywel Francis MP

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
----------	---------	------------	------------	----------	-----

20.00	PK Stock/Library Image for leaflets & website	10.00	200.00	17.50	35.00
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**Total Net Amount** 200.00

**Total VAT Amount** 35.00

**Invoice Total** 235.00

# Peter Knowles Photography

Page 1

## INVOICE

Dr. Hywel Francis MP

Invoice Number

Invoice Date 22/03/2008

Order Number

Account Reference

VAT Reg No:

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
10.00	Photography various locations in constituency during Mi:	30.00	300.00	7.50	52.50
30.00	Full file size JPEG images written to CD/DVD	5.00	150.00	7.50	26.25
120.00	miles	0.40	48.00	7.50	8.40

Total Net Amount 498.00

Total VAT Amount 87.15

Invoice Total 585.15



Communications Allowance
Direct payment of suppliers

Redacted area with 'S2' and '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

DR HYWEL FRANCIS

Constituency

ABERAVON

Office use only Cost [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 23/03/08 to 31/03/08 Allowance year 07/08

Suppliers

WIRED UP WALES PATERLANONAS

£ 774 : 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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

25/03/08

**Data protection**

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**Send your completed form to**

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

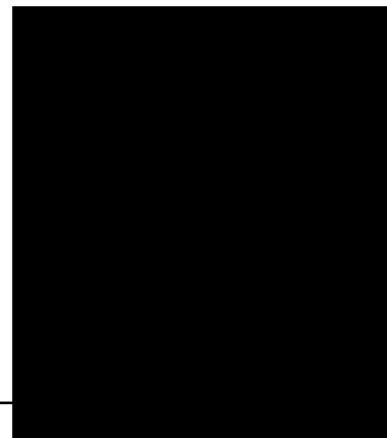
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**Office use only**

Initials / Date

Validation completed

Comments



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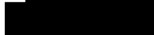
**SALES INVOICE**

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**Invoice to:**  
Dr Hywel Francis

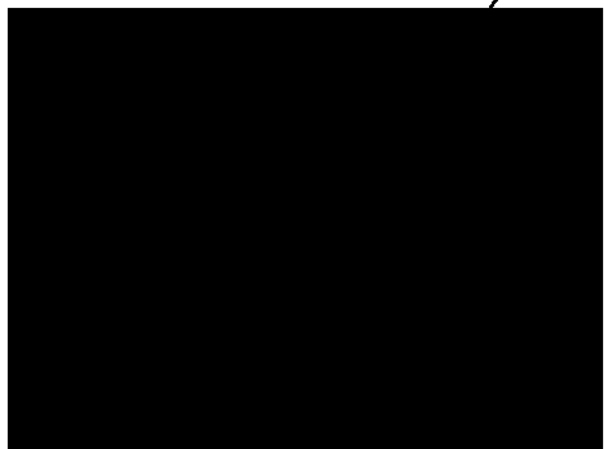
**Invoice Date:**  
14<sup>th</sup> January 2008

**Invoice number:**



For the provision of the design, construction and testing of a new 160+ page website for Dr Francis. The site includes an onsite search engine.

50 hours @ £25/hour = £1250



**Total amount due please: £1250**







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

05 FEB 2008

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**Your details**

Name  
in CAPITAL LETTERS

DR HYWEL FRANCIS

Constituency

ABERAVON

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

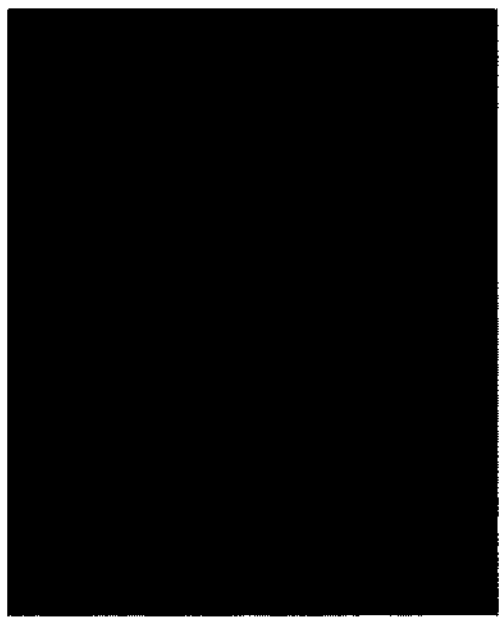
from 08/01/08 to 01/02/08

Allowance year

07/08

✓

Suppliers	Amount
WIRED UP WALES	£ 90.00p
	£ : 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

[Redacted Signature]

MP

Date

01/02/08

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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**

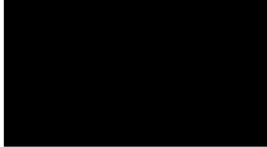


**SALES INVOICE**

Invoice to:  
Dr Hywel Francis ✓

Invoice Date:  
28<sup>th</sup> January 2008 ✓

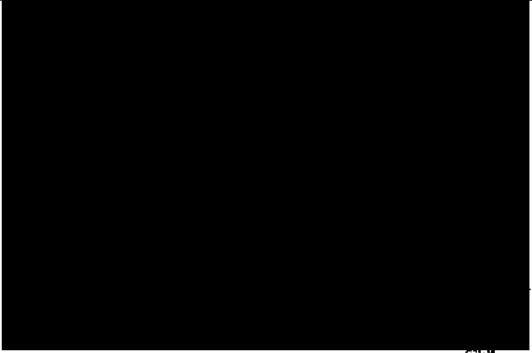
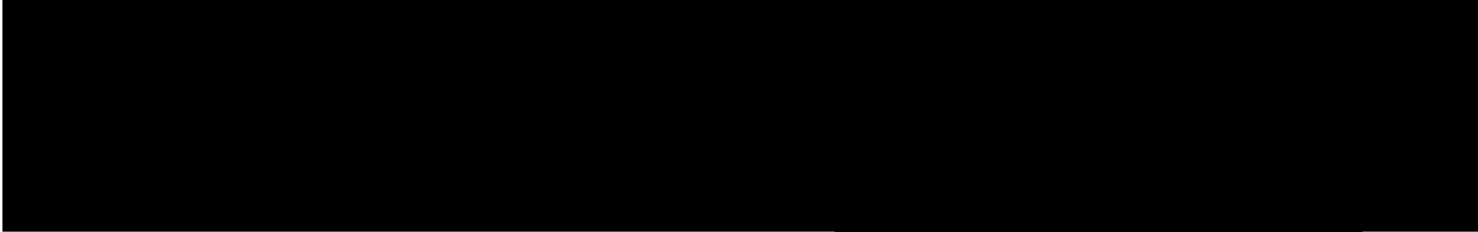
Invoice number:  
[Redacted] ✓



For the provision of adding press releases and other material to Dr Francis' website on the following dates:

January 8<sup>th</sup> 2008, 1 hour adding surgery details to website.

1 hour at £25/hour = £25 ✓



PAID FEB 2008

**Total amount due please: £90 ✓**



[Redacted] - Wired up Wales

**Thank you for your custom**





# Communications Allowance

## Direct payment of suppliers

Comms2

page 1 of 2

### When to use this form

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### 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

DR HYWEL FRANCIS

Constituency

ABERAVON

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 23, 12, 07 to 1 / 1 /

Allowance year

07, 08

Suppliers

Amount

ROYAL MAIL

£ 1,710.30p

£ : 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

I [redacted] MP

Date

10/01/08

**Data protection**

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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

Finance Service Centre



RECEIVED  
02 JAN 2008  
BY:

Document  
Management  
Services

Invoice No.

Invoice Date

23.12.2007

Bill to No.

Your Order No.

Sales Order/Contract No.

Sales Order Date

18.12.2007

Vat Reg ID:

Page 1 of 1

The Rt Hon Dr Hywell Francis MP

Terms of payment Payment Due Within 28 Days  
Due for payment by 20.01.2008

Item Ref No.	Description Product	Quantity	Price	Price Unit	Value	VAT Code
	Misc Charges (Including VAT) Print & Fu					
	3000055	1	583.14	EA	583.14	AS
	Miscellaneous charges Print & Fulfilment					
	3000182	1	1,025.11	EA	1,025.11	A0
	Aberavon Parliamentary Constituency Annual Reports mailing					
<b>Code</b>	<b>VAT %</b>	<b>Total Sales</b>	<b>Total VAT</b>	<b>Total net</b>	<b>Value</b>	<b>VAT Code</b>
	0.00	1,025.11		<b>VAT</b>	1,608.25	
	17.50	583.14	102.05	<b>VAT</b>	102.05	
				<b>Final amount</b>	1,710.30	



FINANCE &  
ADMINISTRATION  
HOUSE OF COMMONS

24 DEC 2007

# Communications Allowance

## Direct payment of suppliers

Comms2

page 1 of 2

### When to use this form

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### 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

DR HYWEL FRANCIS

Constituency

ABERAVON

Office use only

Costs

### Claim details

You can only request

- payment to suppliers for goods and services directly relating to Communications Allowance.

Please ensure

- you attach all supplier invoices.

Period of claim

from 30 / 10 / 07 to

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Allowance year

\_\_\_\_ / \_\_\_\_

Suppliers

Amount

OSPREYS PROGRAMME ADVERT £ 302.50 p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

### Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

21 / 12 / 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

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



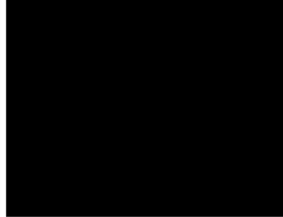


**OSPREYS**  
TOP FLIGHT RUGBY

**RECEIVED**  
20 DEC 2007  
BY:

# INVOICE

**DRHYWEL**  
**Dr Hywel Francis MP**



Invoice No. [REDACTED]

Tax Point [REDACTED]



## DESCRIPTION

Season 2007/08  
Programme Advertisement  
Payment is due upon receipt of invoice

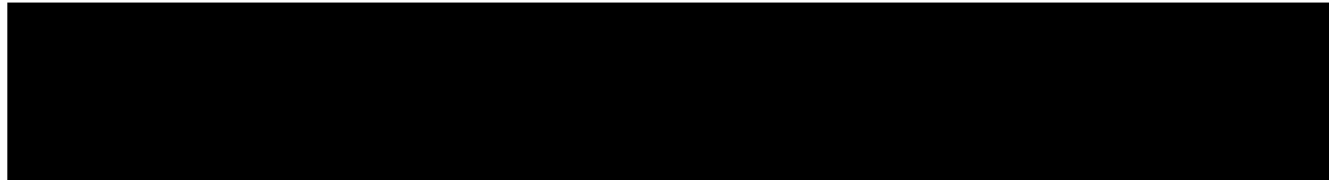
TOTAL

300.00



VAT Analysis			
Code	Goods	Rate	VAT
S	300.00	17.50	52.50

Total Goods	£	300.00
Total VAT	£	52.50
Total Due	£	352.50





Communications Allowance
Direct payment of suppliers

11 DEC 2007

Comms2

page 1 of 2

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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

DR HYWEL FRANCIS

Constituency

ABERAVON

Office use only

Co

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 1/12/07

to

Allowance year

Suppliers

nt

WIRED UP WALES

£ 125 : 00p

£ : 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

**Data protection**

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**Send your completed form to**

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

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



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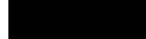
**SALES INVOICE**

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**Invoice to:**  
Dr Hywel Francis

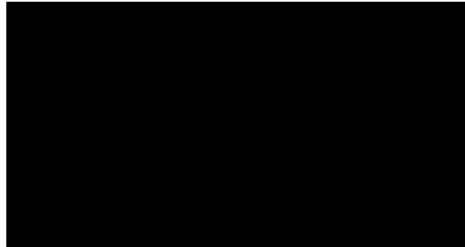
**Invoice Date:**  
1<sup>st</sup> December 2007

**Invoice number:**



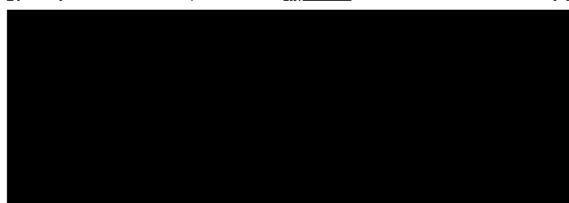
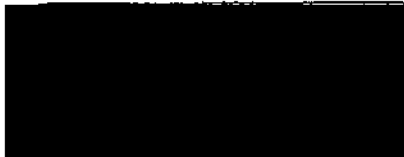
For the provision of adding press releases and other material to Dr Francis' website on the following dates:

- September 20<sup>th</sup> - 0.5 hour
- October 27<sup>th</sup> - 0.5 hour
- November 12<sup>th</sup> - 0.5 hour
- November 18<sup>th</sup> - 0.5 hour
- November 23<sup>rd</sup> - 0.5 hour
- November 26<sup>th</sup> - 1.5 hours
- November 27<sup>th</sup> - 1 hour



5 hours at £25/hour = £125

**Total amount due please: £125**





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 DR HYWEL FRANKS
Constituency ABERAON
Office use only
Costs

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 14/11/07 to / / Allowance year 07

Table with 2 columns: Description of service or goods, Amount. Includes entries for ADVERTISEMENT SANDFIELDS and SCHOOL GOLDEN JUBILEE COMMEMORATIVE BROCHURE.

Total £ 75 : 00 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 [Redacted] MP Date

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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"/>	514500	£ 75.00
	<input type="text"/>	514525	£ <input type="text"/>

**Comments**



Communications Allowance
Member's reimbursement form

21 NOV 2007

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Your details

Name in CAPITAL LETTERS DR HYWEL FRANCIS
Constituency ABERAON

Office use only

Costs

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 23/04/07 to 1/05/07 Allowance year 07/08

Table with 2 columns: Description of service or goods, Amount. Rows include WEBSITE [30.04.07] £ 60.00 p, ADVERT 98568592 £ 74.08 p, WEBSITE [01.05.07] £ 140.00 p.

Total

£ 200.00 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

16/11/07

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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"/>	514500	<input type="text" value="£ 200.00"/>
	<input type="text"/>	514525	<input type="text" value="£"/>
<p><b>Comments</b></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>			





Communications Allowance
Direct payment of suppliers

21 NOV 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

DR HYWEL FRANCIS

Constituency

ABERAVON

Office use only Cost

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 16/11/07 to / /

Allowance year

07/08

Suppliers

Amount

SAL PUBLISHING LTD £ 4200.00p

ABERAVON RUGBY FOOTBALL CLUB £ 176.25p

VAT ? £ : p

£ : p

£ : p

£ : p

£ : p

£ 4350.00p

4376.25

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

16/11/07

**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 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**

Dr Hywel Francis MP

Date 29/10/2007

Att

INVOICE

QUANTITY 27,500  
Dr Hywel Francis MP A4 4pp Newsletter.

A4 4pp Newsletter printed full colour throughout onto 130gsm Woodfree Gloss  
We to create artwork and supply colour proofs. Trim to A3 fold x 1 to A4 4pp. £3575.00

Pack into 500's no heavier than 6.5 kilo's with content labels and boxed up and not  
to exceed 10 kilo's. £465.00

Delivery to 2 addresses 1 to Swindon and Tyne and Wear £160.00

Total ex. VAT £4200.00

VAT @ 17.5 £0.00

Total incl VAT £4200.00

All invoices to be paid in 5 Days

RECEIVED  
15 NOV 2007  
BY:



[REDACTED]

[REDACTED]

INVOICE to .....

DR. HYWEL FRANCIS

[REDACTED]

Date ..... 12.11.07

INVOICE No [REDACTED]

Customer Order No ..... ARFC Ref: .....

PROGRAMME ADVERT  
SEASON 2007-2008

150 00

[REDACTED]

[REDACTED]

Subtotal 150 00

VAT 26 25

TOTAL 176 25



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers



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

DR HYWEL FRANCIS

Constituency

ABERAVON

Office use only

Costs

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 06 / 11 / 2007 to

Allowance year

Suppliers

Amount

'SAI MAGAZINE' PUBLICATION	£1065.00 p
OF CALENDARS	£ . . . p
	£ . . . p
	£ . . . p
	£ . . . p
	£ . . . p
	£ . . . p
	£1065.00 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

6/11/2007

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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

Dr Howell Francis MP ✓

Job Ref

Date 29/10/2007 ✓

INVOICE

QUANTITY 2000  
Dr Howell Francis MP A5 4pp Calendar

5499 215  
D)

A5 4pp Calendar printed full colour throughout onto 300gsm Woodfree Gloss

We to create artwork and supply proofs.

Trim to A4 fold x 1 to A5 4pp and pack

Deliver to Eagle House Port Talbot

Total ex. VAT £ 1065.00

VAT @ 17.50 £ 0.00

Total incl. VAT £ 1065.00 ✓

All invoices to be paid in 5 Days



08 NOV 2007

Communications Allowance  
Member's reimbursement for

Comms1  
page 1 of 2

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

DR HYWEL FRANCIS

Constituency

ABERAVON

320004

Office use only

Costs M

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 06/11/2007

Allowance year

Description of service or goods

Amount

DOOR TO DOOR DELIVERY OF £ 748.09 p

REPORT TO CONSTITUENCY £ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 748.09 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

6/11/2007



**Data protection**

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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"/>	514500	<input type="text" value="£"/>
		514525	<input type="text" value="£"/>

**Comments**



Invoice date  
5 Nov 2007

RECEIVED  
of 1  
6 NOV 2007  
BY:

# Invoice

To  
DR HYWEL FRANCIS MP

Account held at  
DR HYWEL FRANCIS MP

Customer account number

Terms  
10 days

Please pay by  
15 Nov 2007

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	02 Nov 2007			DOOR TO DOOR				748.09	E
				21,374					
				21374 ITEMS AT 3.500 PENCE					

Total Net		748.09
Total VAT	E = exempt	0.00
<b>Total</b>		<b>748.09</b>





Communications Allowance
Direct payment of suppliers

24 JUL 2007

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

DR HYWEL FRANCIS

Constituency

ABERAVON

Office use only

Cost

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 10/05/07 to 2/07/07 Allowance year 07/08

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Row 1: WIRED UP WALES, £ 50 : 00 p. Subsequent rows are blank.

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

21/07/07

**Data protection**

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

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



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**SALES INVOICE**

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**Invoice to:**

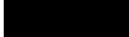
Dr Hywel Francis



**Invoice Date:**

9<sup>th</sup> July 2007

**Invoice number:**



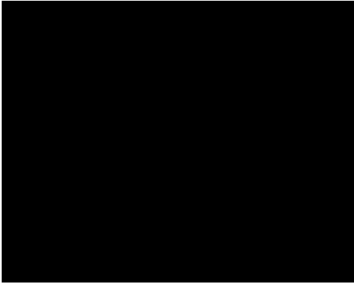
For the provision of adding press releases and other material to Dr Francis' website on the following dates:

- May 10<sup>th</sup> - 0.5 hour
- June 4<sup>th</sup> - 0.5 hour
- June 9<sup>th</sup> - 0.5 hour
- June 11<sup>th</sup> - 0.5 hour
- July 2<sup>nd</sup> - 0.5 hour

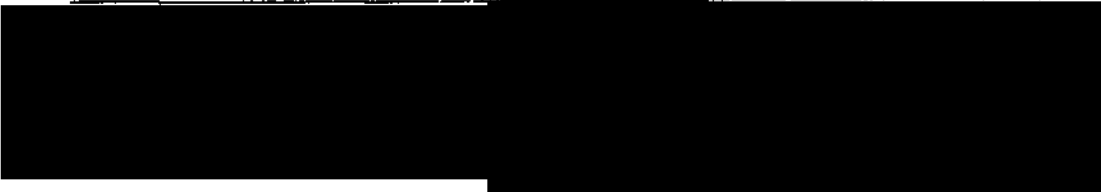


2.5 hours at £20/hour = £50

2007 119



**Total amount due please: £50**





**Communications Allowance**  
**Member's reimbursement form**

04 MAY 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 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

DR HYWEL FRANCIS

Constituency

ABERNON

**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 over.

Period of claim

from 30/04/07

to year

07/08

Description of service or goods

Amount

DATA PROTECTION £ 35 : 00 p

WARRANTY CHARGES £ 100 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ : p

**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

30/04/07

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Department of Finance & Administration, House of Commons, London SW1A 0AA

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

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£

£

Comments