



Communications Allowance
Member's reimbursement form

08 JAN 2010

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

JOHN GUNAVAN

Constituency

SELBY

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

Period of claim

from 01/01/2008 to 31/01/2008 Allowance year 07/08

Description of service or goods

Amount

Table with 2 columns: Description of service or goods, Amount. Row 1: WEBSITE, £ 500.00 p.

Total

£ 500.00 p

Office use only

Allow. / Exp. Type (cost)

Authorisation and declaration

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

Signature

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

Comments

INVOICE REQUEST

3rd January 2008

To.

John Grogan MP

Please find the invoice details below.

<i>Date</i>	<i>Service</i>	<i>Amount Due</i>
17 th December 2007	Source and Digitise Media Images	£55.00
18 th December 2007	Crop and Format Images	£55.00
19 th December 2007	Website Updates and Digital Back Up	£150.00
17th-19 th December 2007	24 Man Hours @ £10 per hour	£240.00
19th December 2008	Total Due	£500.00

Please pay the invoice within 30 days terms.

Any invoice queries please contact Simon Oswald on



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Communications Allowance Member's reimbursement form

VALIDATION
29 JAN 2008
RECEIVED

Comms1
page 1 of 2

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Your details

Name
in CAPITAL LETTERS

JOHN LYNCH

Constituency

SEWELL

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 01/01/2007 to 31/01/2008 Allowance year 2007/2008

Description of service or goods

Amount

STAMPS	£ 255 : 00 p
STAMPS	£ 102 : 00 p
STAMPS ENVELOPES	£ 70 : 87 p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 427 : 87 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 Signature]

MP

Date

25/1/2008

Data protection

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	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	<input type="text" value="£"/>
	<input type="text"/>	514525	<input type="text" value="£"/>

Comments



Ryman

the stationer

Ryman



SALES VOUCHER

Customer copy

	£
RYMAN WHITE ENV P&S	67.35
0502200957 15 x 4.49	
RYMAN LABELS P24 BX100	16.99
0220023064	
SUB TOTAL	84.34

You have saved/earned:

Ryman Envelopes - MULTISAVER -13.47



£70.87

£70.87

VAT Code	Trans Amount	VAT
1 17.5%	60.31	10.56

Card
Number
PAN Se
AID
App Da
Crypto
Auth c
Mercha
Termin
Please



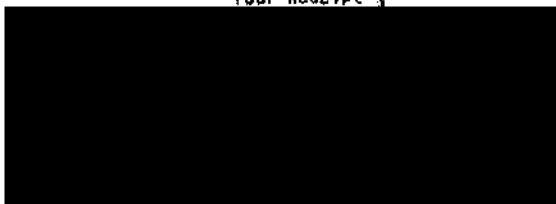
Cardholder PIN Verified

Please retain for your records





Post Office Ltd.
Your Receipt



S/a 1stx190		
3	8 34.00	102.00
TOTAL DUE TO POST OFFICE		102.00
Cheque	FROM CUSTOMER	102.00
BALANCE		0.00

Thank You

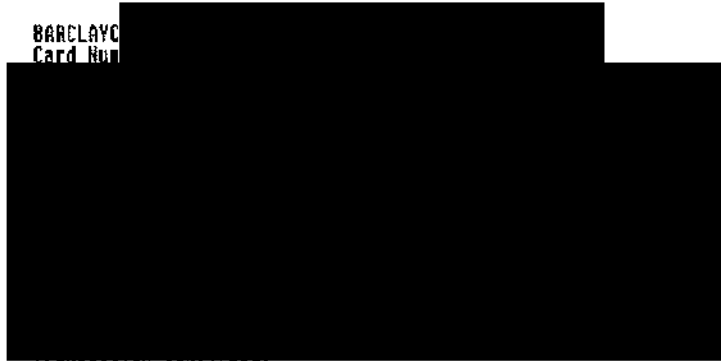


Post Office Ltd.
Your Receipt



S/a 1stx100		
7	0	34.00
SAS bk 1st x 12		238.00
4	0	4.08
1st class stamp		16.32
2	0	0.34
		0.68
TOTAL DUE TO POST OFFICE		255.00
Visa Credit	FROM CUSTOMER	255.00
BALANCE		0.00

BARCLAYC
Card Num



Please retain for future reference

Thank You



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Your details

Name
in CAPITAL LETTERS

JOHN GROGAN

Constituency

SESN

Office use only

Cost

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 01/11/07 to 30/11/07

Allowance year 2007/08

Description of service or goods

Amount

£ 500.00p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 500.00p

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

Date

16/11/2007

Data protection

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Initials / Date	Input subtotals per Cat 5
Validation completed	514500 £ 500.00
	514525 £

BM

Comments

INVOICE REQUEST

To.

John Grogan MP

Please find the invoice details below.

<i>Date</i>	<i>Service</i>	<i>Amount Due</i>
12 th November 2007	Source and Digitise Media Images	£55.00
13 th November 2007	Crop and Format Images	£55.00
14 th November 2007	Website Updates and Digital Back Up	£150.00
12 th -14 th November 2007	24 Man Hours @ £10 per hour	£240.00
<i>15th November 2007</i>	<i>Total Due</i>	<i>£500.00</i>

Please pay the invoice within 30 days terms.

Any invoice queries please contact Simon Oswald on