



FAO

Communications Allowance

Comms1

page 1 of 2

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

JONN LEECH MP

Constituency

MANCHESTER WITHINGTON

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 ___/___/___ to 31, 03, 08

Allowance year

07, 08

Description of service or goods

Amount

STAMPS

£ 1920:00 p

STAMPS

£ 960:00 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 2880:00 p

Office use only

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

29/5/08



Communications Allowance
Direct payment of suppliers

30 MAY 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

JOHN LEECH MP

Constituency

MANCHESTER WITHINGTON

Office use only	Costs	[REDACTED]
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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 01/01/08 to 31/03/08 Allowance year 07/08 ✓

Suppliers	Amount	Office use only		
		Allow.	Supp ID	Exp.Type
[REDACTED]	72.58 ✓ 290.32			
[REDACTED]	1059.43 p ✓			
[REDACTED]	217.74 p ✓			
[REDACTED]	£ : p			
[REDACTED]	£ : p			
[REDACTED]	£ : p			
[REDACTED]	£ : p			
[REDACTED]	£ : p			

Authorisation and declaration

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

Signature

MP

Date

29/5/08

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

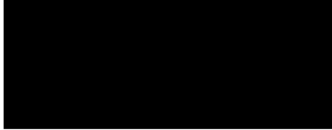
Initials / Date

Validation
completed**Comments**

Park

Invoice

John Leech MP

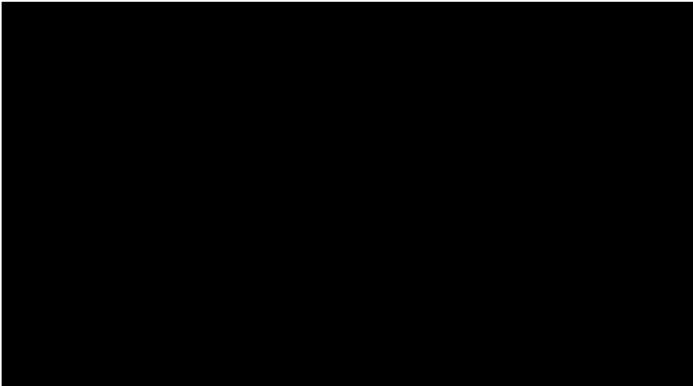
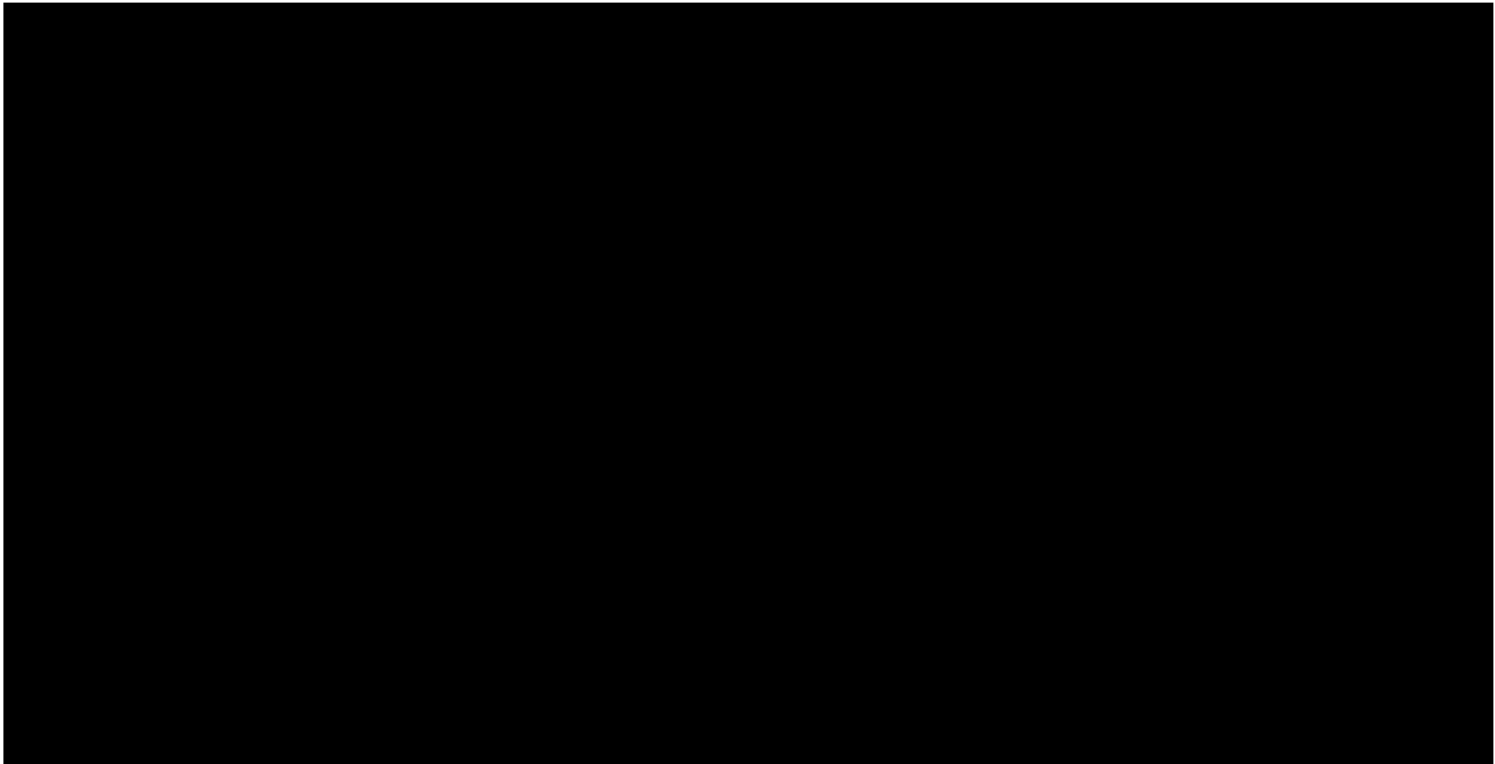


Invoice date: 27 February 2008
Invoice number: [REDACTED]

Order number:

[REDACTED] - LEAFLET £ 1080.00

To print and supply 42,000 copies of 8 page Leaflet.



Sub total £ 1080.00
VAT £ 0.00
Total £ 1080.00



Invoice



 * INVOICE NO. [REDACTED] *

Invoice To :

John Leech MP
 [REDACTED]

Charge To :

John Leech MP
 [REDACTED]

Banner Business Supplies Ltd
 [REDACTED]

Page 1 of 1 Date 01/02/2008

Acc.No [REDACTED] Order Date 24/01/2008

Order [REDACTED]

C.A.R.

Delivered To : [REDACTED]

John Leech MP
 [REDACTED]

Sales Order No : [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0987378	TONER DELL 1815DN HIGH CAPACITY 5K BLACK REF: 593-10153	1	EACH	61.7700	31/01/08 31/01/08 31/01/08	61.77	17.5	10.81

V.A.T. Summary

Sales Order Total (VAT excl) 61.77

Rate	Taxable Sum	V.A.T. Amount
17.50	61.77	10.81

VAT Registration : GB [REDACTED]

INVOICE GOODS	61.77
INVOICE V.A.T.	10.81
INVOICE TOTAL	72.58

Settlement : None
 Discount Terms :

Invoice

 * INVOICE NO. [REDACTED] *

Invoice To :

John Leech MP
 [REDACTED]

Charge To :

John Leech MP
 [REDACTED]



Banner Business Supplies Ltd
 [REDACTED]

Page 1 Of 1 Date 20/03/2008

Acc.No [REDACTED] Order Date 12/03/2008

Order [REDACTED]

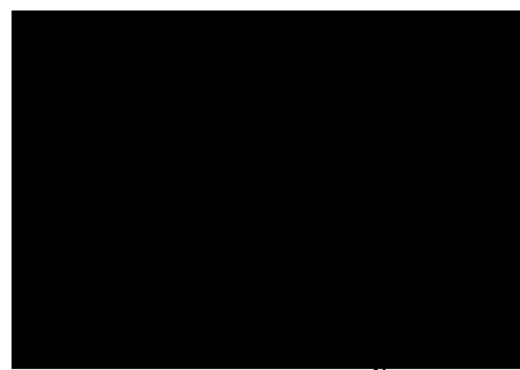
C.A.R.

Delivered To : [REDACTED]

John Leech MP
 [REDACTED]

Sales Order No : [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0987378	TONER DELL 1815DN HIGH CAPACITY 5K BLACK REF: 593-10153	3	EACH	61.7700	19/03/08 19/03/08 19/03/08	185.31	17.5	32.43



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	185.31	32.43

Sales Order Total (VAT excl) 185.31

INVOICE GOODS	185.31
INVOICE V.A.T.	32.43
INVOICE TOTAL	217.74

VAT Registration : GB [REDACTED]

Settlement : None
 Discount Terms :



Communications Allowance

Member's reimbursement form

28 SEP 2007

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Your details

Name In CAPITAL LETTERS

JOHN LEECAM P

Constituency

MANCHESTER WITHINGTON

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

Period of claim

from / / to / /

Allowance year

07/08

Description of service or goods

Amount

Description of service or goods	Amount
STAMPS	£ 240.00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 240.00 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 Signature]

MP

Date

28 SEP 07

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

Comments



Post Office Ltd.
Your Receipt



S/a 2ndx100		
10	6 24.00	240.00
TOTAL DUE TO POST OFFICE		240.00
Cheque	FROM CUSTOMER	240.00
BALANCE		0.00

Thank You