



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

JONATHAN SHAW

Constituency

CHATHAM & AYLESFORD

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 5/4/07 to 15/4/07 Allowance year 07/08

Description of service or goods	Amount
Royal Mail - <sup>delivery of</sup> newsletter	£ 1450.50 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only  
Allow / Exp Type (cat5)

Total £ 1450.50 p

**Authorisation and declaration**

Signature

..., exclusively and necessarily

Date 11/5/07

**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.

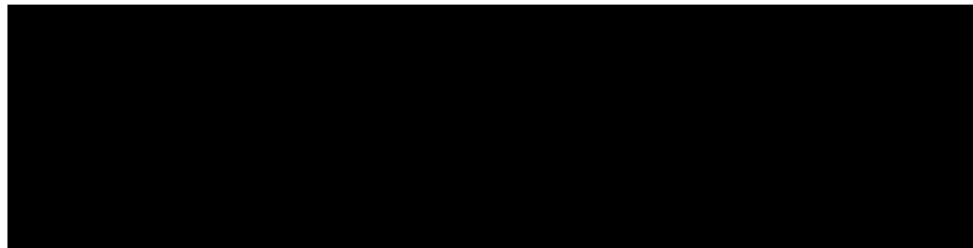
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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**

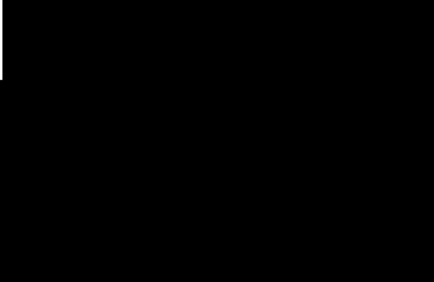
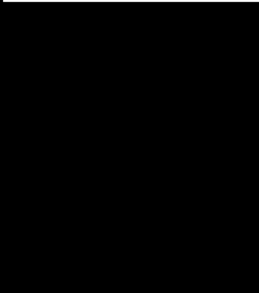
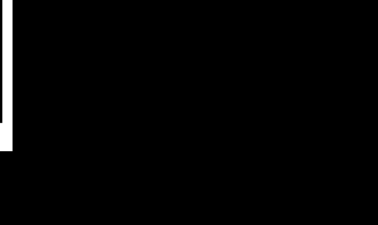
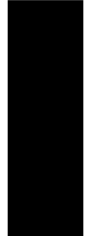
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

<b>Office use only</b>			
	Initials / Date		
Validation completed	<table border="1"><tr><td></td><td></td></tr></table>		
			
	Input subtotals per Cat 5		
	£ <input type="text"/>		
	£ <input type="text"/>		
<b>Comments</b>			



# Invoice

To  
JONATHON SHAW MP



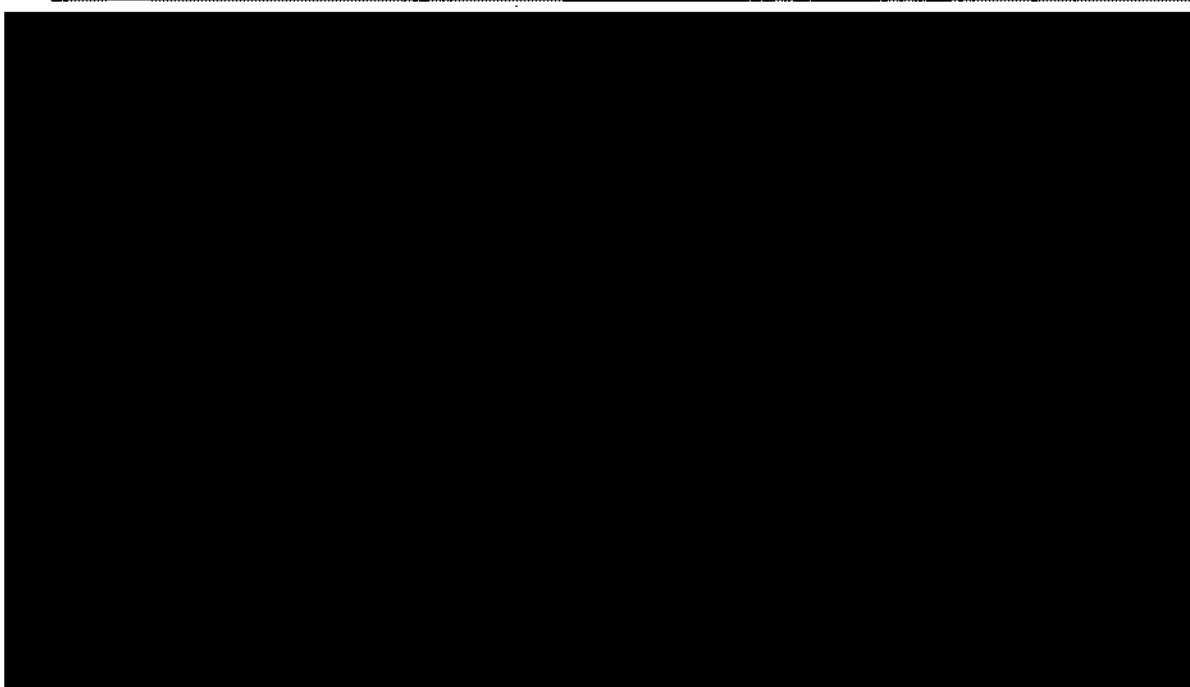
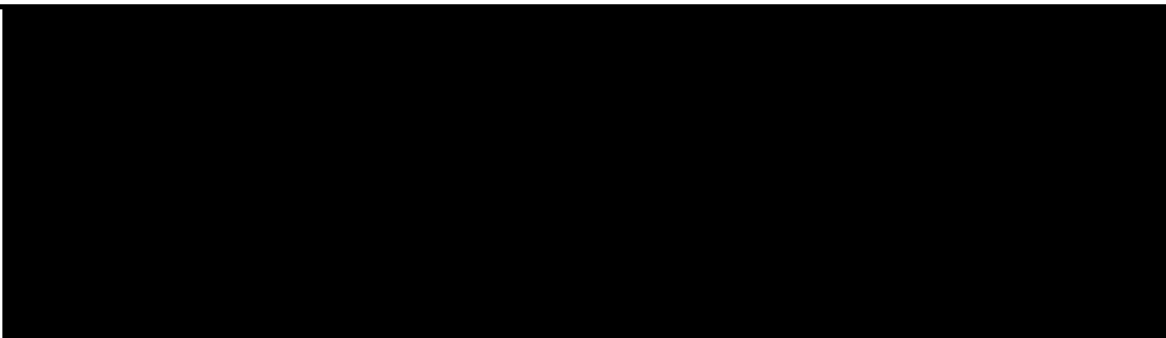
Terms  
10 days

Legal entity number

Please pay by  
**15 Apr 2007**

Docket no.	Posting date Post	Sender's ref. Contract no.	Format	Service Quantity	Weight (kg)	Unit cost (£)	Net value	VAT
[Redacted]	02 Apr 2007 ME4 4NU	[Redacted]		DOOR TO DOOR 33,733 33733 ITEMS AT 4.300 PENCE			1,450.50	E

Total Net	1,450.50
Total VAT	E = exempt 0.00
<b>Total</b>	<b>1,450.50</b>



Total amount due  
**£1,450.50**



**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

JONATHAN SHAW

Constituency

CHATHAM & AYLESFORD

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 \_\_\_/\_\_\_/\_\_\_ Allowance year 07/08

Description of service or goods	Amount
Royal Mail delivery of newsletter	£ 622 : 16 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only  
Allow. / Exp. Type (cat5)

Total

£ 622 : 16 p

**Authorisation and declaration**

ed wholly, exclusively and necessarily

Signature

MP

Date

29/6/07

**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.

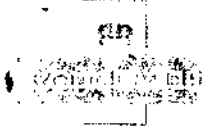
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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 SW1A 0AA

Office use only	
	Initials / Date
Validation completed	<input type="text"/>
	Input subtotals per Cat 5
	<input type="text" value="£622.76"/>
	<input type="text" value="£"/>
Comments	
<input type="text"/>	



# Invoice

T: JDNATHON SHAW MP



Customer account number



Legal entity number



Terms  
10 days

Please pay by  
**02 Jul 2007**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	20 Jun 2007 ME4 4NU	[Redacted]		DOOR TO DOOR 11,150 11:60 ITEMS AT 5.575 PENCE			622.16	E

Total Net 622.16

Total VAT E = exempt 0.00

**Total 622.16**



Total amount due  
**£622.16**





# Communications Allowance Member's reimbursement form

09 JUL 2007

**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

JONATHAN SHAW

Constituency

CHATHAM & ANCESTOR

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 5/7/07 to 5/7/07 Allowance year

Description of service or goods

Amount

Office use only

Allow. / Exp. Type (cat5)

Royal Mail - delivery newsletter

£ 266 : 65 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 266 : 65 p

## Authorisation and declaration

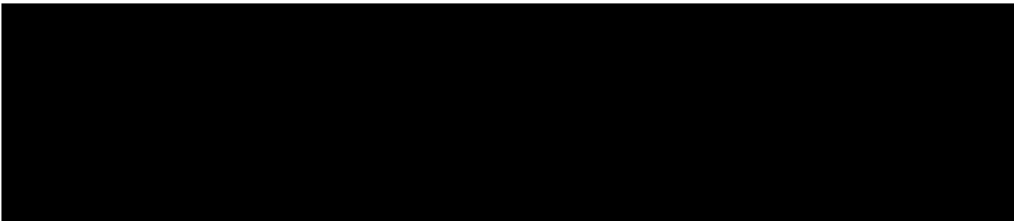
Signature

Date

6/7/07



Royal Mail



Invoice number

Invoice date

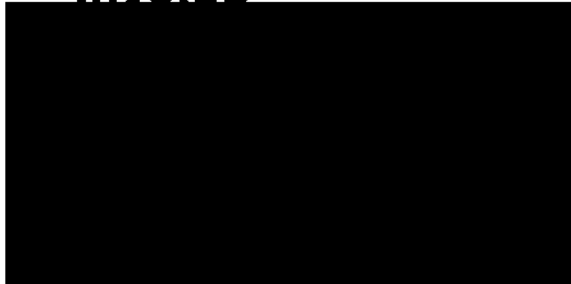
05 Jul 2007

Page

1 of 1

# Invoice

To  
JONATHON SHAW MP



Customer account number



Terms

10 days

Legal entity number



Please pay by

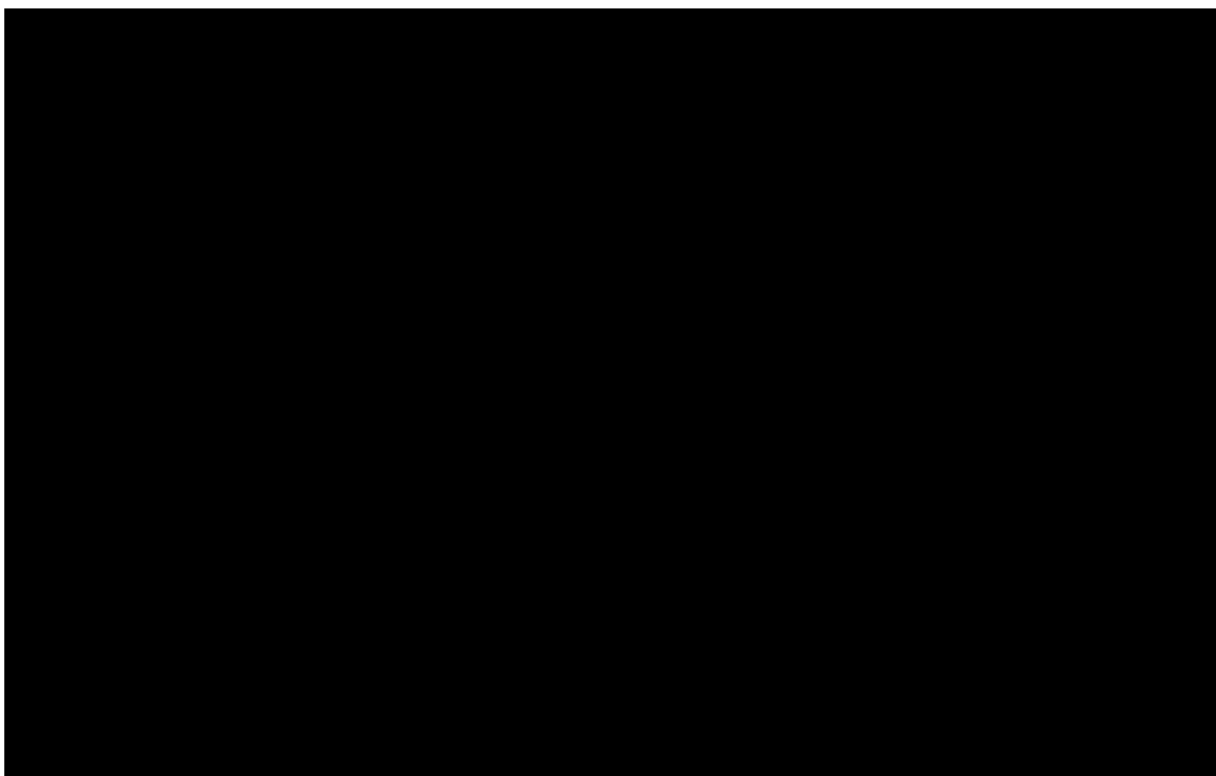
15 Jul 2007

Docket no.	Posting date Postal	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	02 Jul 2007 ME4 4NU	[Redacted]		DOOR TO DOOR 4,783 4783 ITEMS AT 5.675 PENCE			266.65	E

Total Net 266.65

Total VAT E = exempt 0.00

Total 266.65



Total amount due

£266.65





06 AUG 2007

# Communications Allowance Member's reimbursement form

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 JONATHAN SHAW

**Constituency** CHATHAM & AYLESFORD

**Office use of** [Redacted]  
**Costs** [Redacted] 67/68

### Claim details

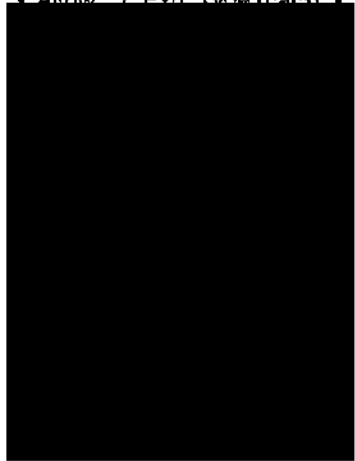
*You can only claim for*  costs you have actually paid. [Redacted]

*Please ensure*  you attach all receipts or invoices for items of £250 and above. [Redacted]

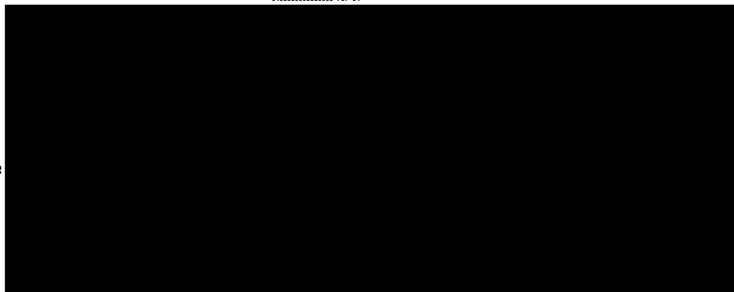
**Period of claim** from 31/7/07 to 6/8/07 **Allowance year**      /     

Description of service or goods	Amount
Royal Mail door to door	£ 1450 : 50 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
<b>Total</b>	<b>£ 1450 : 50 p</b>

Office use only  
Allow / Exp Type (ca15)



### Authorisation and declaration



..., exclusively and necessarily

**Signature**

**Date** 3/8/07

**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 1996, 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 1996, 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 number  
 Invoice date  
**31 Jul 2007**  
 Page  
**1** of 1

# Invoice

To  
**JONATHON SHAW MP**



Customer account number



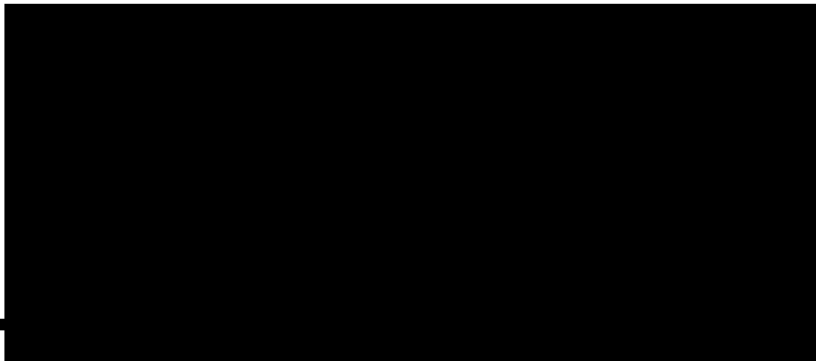
Legal entity number



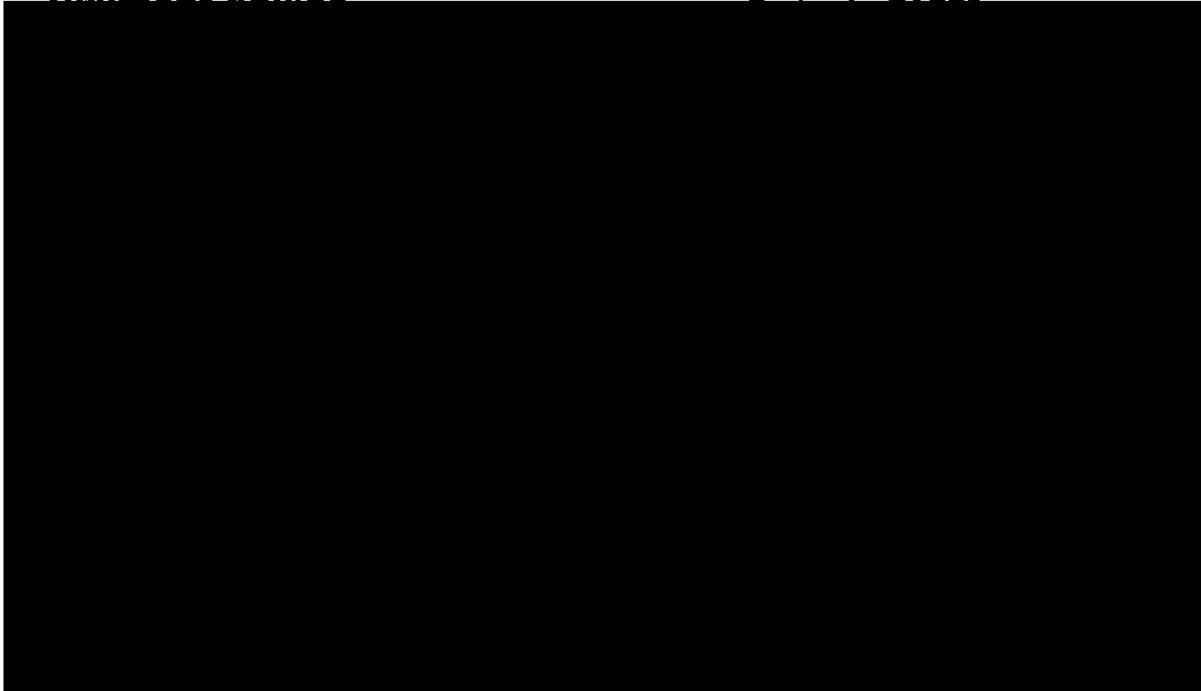
Terms  
**10 days**  
 Please pay by  
**10 Aug 2007**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	27 Jul 2007 ME4 4NU	[Redacted]		DOOR TO DOOR 33,733 33733 ITEMS AT 4.300 PENCE			1,450.50	E

Total Net	1,450.50
Total VAT	E = exempt 0.00
<b>Total</b>	<b>1,450.50</b>



Payment advice



Total amount due  
**£1,450.50**



Communications Allowance
Direct payment of suppliers

25 JUL 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

JONATHAN SHAW

Constituency

CHATHAM & AYLESFORD

Table with 2 columns: Office use only, Cost

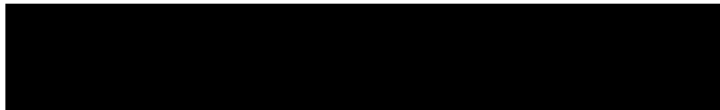
Claim details

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 19/7/07 to 23/7/07 Allowance year 07/08



Suppliers Amount

Printing - com £ 2095:00p

City Press Rochester £ 624:00p

£ : p

£ : p

£ : p

£ : p

£ : p

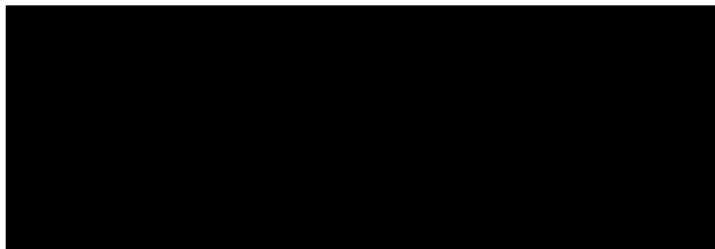
TOTAL £ 2719:00p

Office use only Allow. / Supp ID / Exp.Type



Authorisation and declaration

Signature



Costs incurred wholly, on Parliamentary duties.

Date

24/7/07

# City Press Rochester

Jonathan Shaw

## Invoice

Our Ref:

Your Ref:

Date & Tax Point:

19/07/2007

DESCRIPTION	GOODS	VAT
16000 Capstone Leaflets	624.00	0.00
	GOODS	624.00
	VAT	0.00
	Total	624.00

98

**INVOICE ADDRESS**

Jonathon Shaw

**DELIVERY ADDRESS(ES)****YOUR ORDER FORM - JOB REFERENCE**

Please take a moment to review all of the details below carefully. Please can you sign to confirm and fax this form back to me on [redacted] to allow us to proceed.

**ORDER DETAILS**Item  
Title**FINANCIAL DETAILS**

Item		Qty	Total
A	ARTWORK	3	£177.00
C	CARRIAGE	1	£90.00
D17	DISCOUNT - STANDBY SERVICE	1	-£200.00
PR	MASS MB 100g SILK A3 HALF	40000	£2,028.00
SLS	SBSL	1	£0.00

Total Price (Ex. VAT)	£2,095.00
VAT @ 0.0%	£0.00
Total Price (Inc. VAT)	£2,095.00

**PAYMENTS****BALANCE TO PAY****£2,095.00**

Please make cheques payable to Felix Ltd



Communications Allowance
Direct payment of suppliers

VALIDATION Comms2
page 1 of 2

16 AUG 2007

RECEIVED

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

JONATHAN SHAW

Constituency

CHATHAM & AYLESFORD

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 / / to / /

Allowance year

07 / 08

Suppliers

Amount

Public Impact

£ 327 : 31 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

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

Authorisation and declaration

Signature

costs incurred wholly, Parliamentary duties.

MP

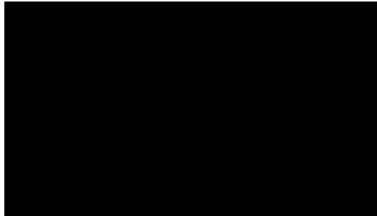
Date

14/8/07

## Invoice

Page 1

Jonathan Shaw MP



Invoice No.



Invoice/Tax Date

31/07/2007 ✓

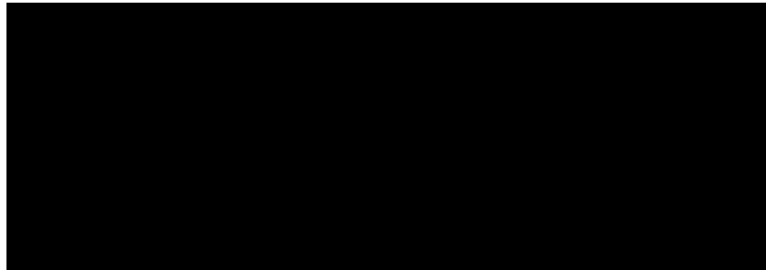
Cust. Order No.

Account Ref.



### Quantity Details

	Unit Price	Net	VAT Rate	VAT
1.00 Leaflets - 10k A5 roving surgery	295.00	295.00	0.00	0.00
1.00 Delivery	27.50	27.50	17.50	4.81

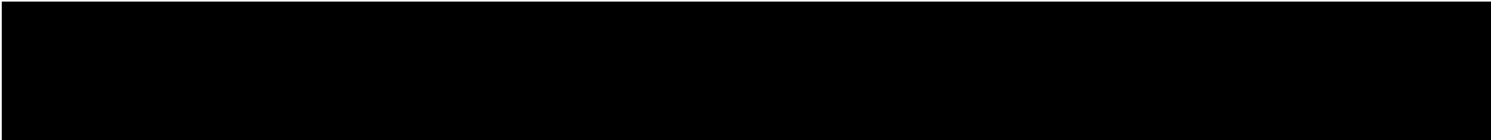


**Total Net Amount 322.50**

**Total VAT Amount 4.81**

**Invoice Total 327.31** ✓

Invoice Terms: 30 Days







Communications Allowance
Direct payment of suppliers

23 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

JONATHAN ISHAW

Constituency

CHATHAM & AYLESFORD

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 10/11/07 to 10/11/07 Allowance year 07/08

Suppliers

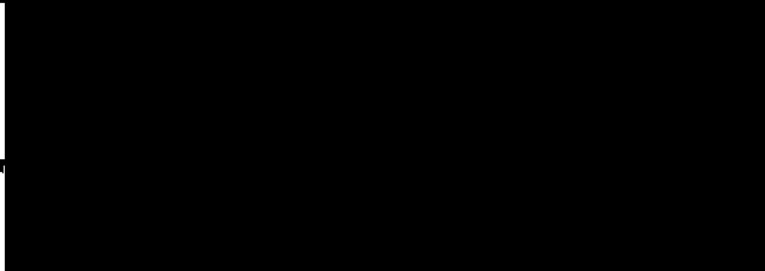
Amount

Table with 2 columns: Suppliers, Amount. Row 1: Roger Vaughan, £ 65.00 p. Subsequent rows are empty.

Office use only Allow. / Supp ID / Exp.Type

Authorisation and declaration

Signature



is incurred wholly, Parliamentary duties.

Date 16/11/07

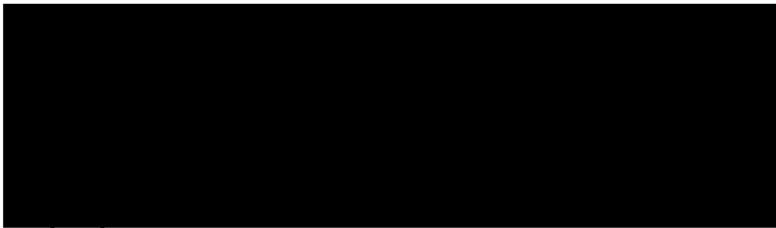
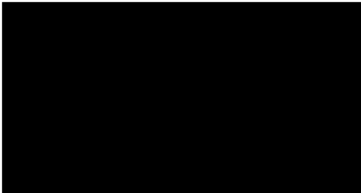
**ROGER VAUGHAN**  
**PHOTOGRAPHER**



Invoice No [redacted]



Assistant to Jonathan Shaw MP



10<sup>th</sup> November 2007

**Jonathan Shaw MP visits**



To attend with Jonathan Shaw MP & photograph  
as required

E-mail a selection of images

Photography fee £ 65.00

Total £ 65.00





Communications Allowance  
Member's reimbursement form

17 DEC 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

JONATHAN SHAW

Constituency

CHATHAM & MILESFORD

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 3/12/07 to 12/12/07 Allowance year 07/08

Unseen by QA

Description of service or goods

Amount

Office use only

Allow / Exp. Type (cat5)

Royal Mail  
delivery of newsletters

£ 1450.50

£ : P

£ : P

£ : P

£ : P

£ : P

£ : P

Total

£ 1450.50

Authorisation and declaration

incurred wholly, exclusively and necessarily

Signature

MP

Date 13/12/07

**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.

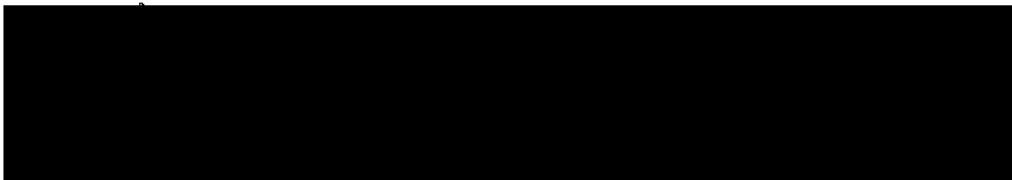
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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 SW1A 0AA

Office use only						
	Initials / Date	Input subtotals per Cat 5				
Validation completed	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td>£</td></tr><tr><td>£</td></tr></table>	£	£
£						
£						
<p>Comments</p> <div style="border: 1px solid black; height: 150px;"></div>						



Invoice number  
[Redacted]

Invoice date  
**03 Dec 2007**

Page  
**1** of 1

# Invoice

To  
JONATHAN SHAW MP



Customer account number  
[Redacted]

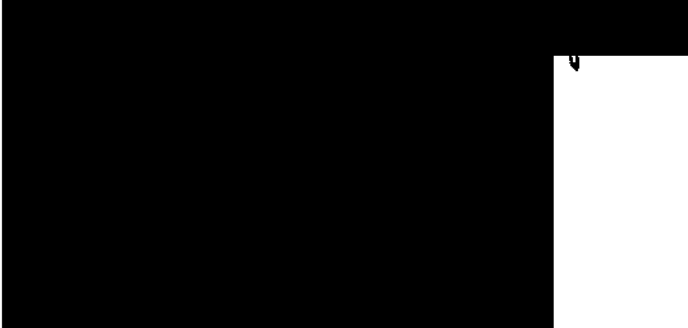
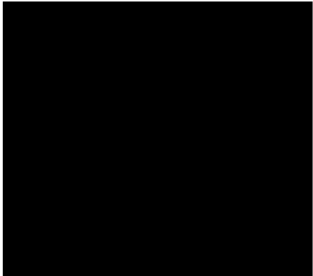
Terms  
**10 days**

Legal entity number  
[Redacted]

Please pay by  
**13 Dec 2007**

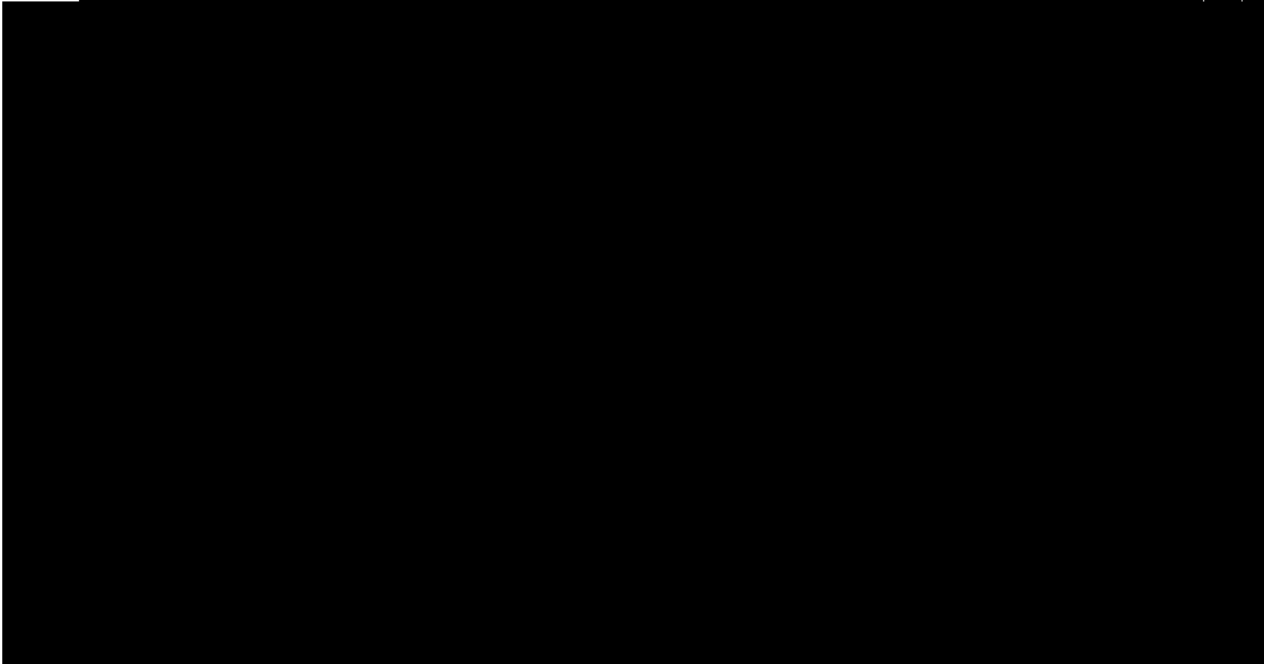
Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	30 Nov 2007 ME4 4NU	[Redacted]		DOOR TO DOOR 33,733 33733 ITEMS AT 4.300 PENCE			1,450.50	E

Total Net	[Redacted]	1,450.50
Total VAT	empt	0.00
<b>Total</b>		<b>1,450.50</b>



Total amount due

**1,450.50**





FINANCE & ADMINISTRATION HOUSE OF COMMONS

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

JONATHAN SHAW

Constituency

CHATHAM & AYLESFORD

Office use only Costc [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 29/11/07 to 13/12/07 Allowance year 07/08

Table with columns: Suppliers, Amount, Office use only (Allow., Supp ID, Exp.Type). Row 1: City Press Rochester, £ 1820:00 p.

Authorisation and

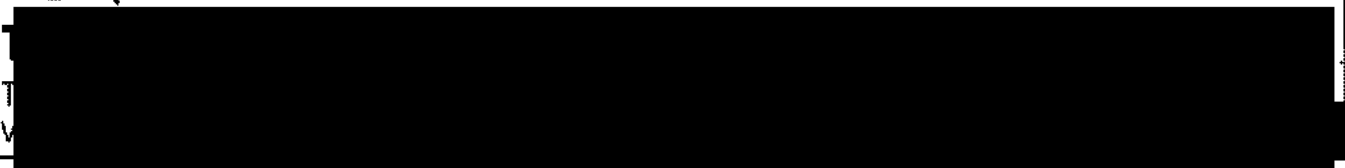
Signature

costs incurred wholly, Parliamentary duties.

Date 13/12/07



# City Press Rochester



Jonathan Shaw



## Invoice

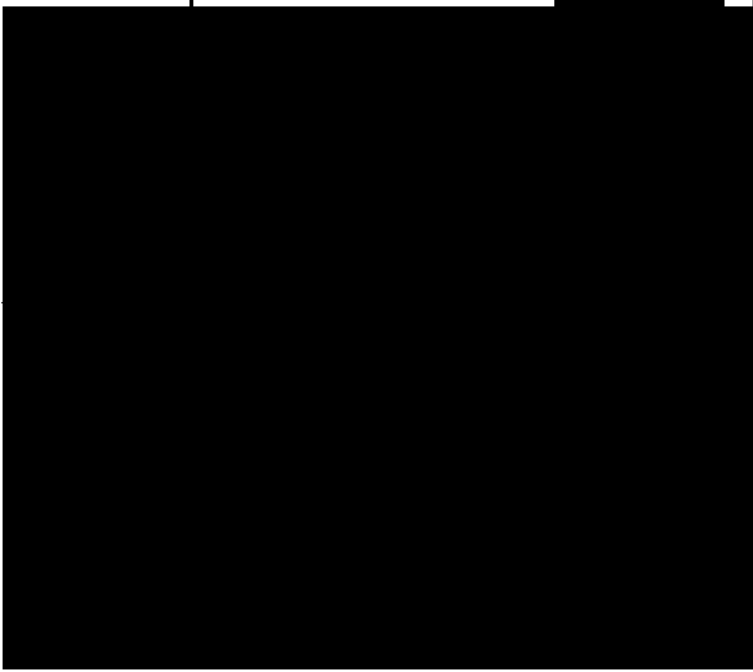


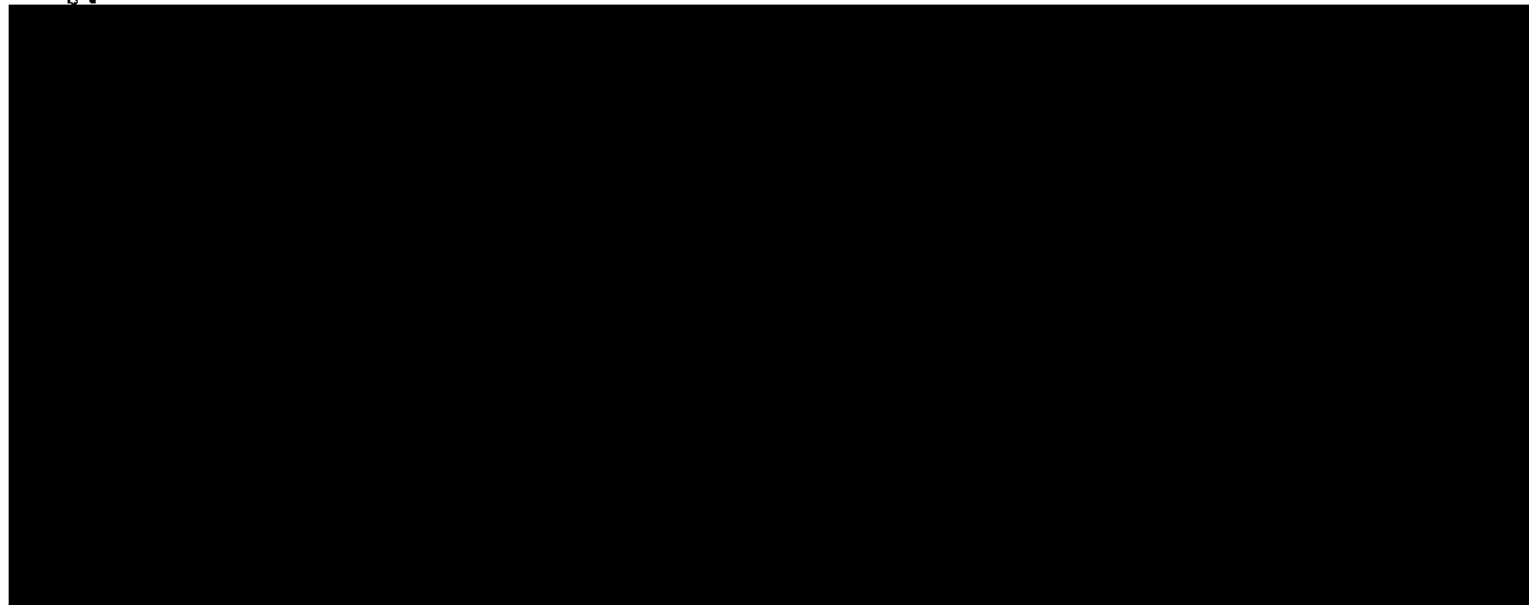
Our Ref:

Your Ref:

Date & Tax Point:

29/11/2007

DESCRIPTION	GOODS	VAT
40,000 4pp A4 News - full colour on 170 art 	1,820.00	0.00
	GOODS	1,820.00
	VAT	0.00
	Total	1,820.00





22 JAN 2008

# 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

JONATHAN SHAW

Constituency

CHATHAM & AYLESFORD

Office use only

Costs

### 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 11 / 1 / 08 to 11 / 1 / 08

Allowance year

07 / 08

Suppliers

Amount

Roger Vaughan

£ 65 : 00p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type

### Authorisation and declaration

Signature

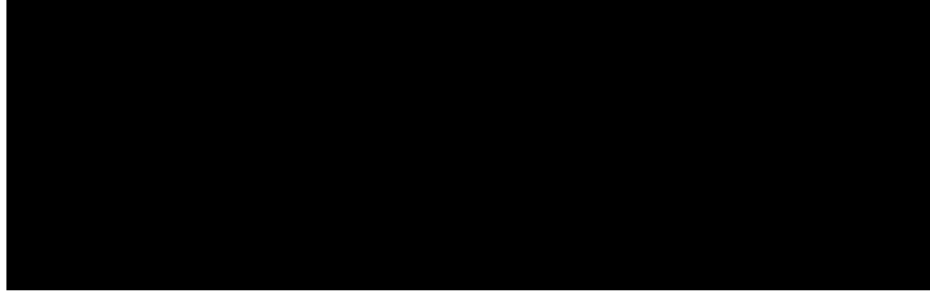
incurred wholly,  
on Parliamentary duties.

Date

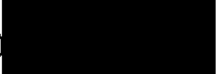
21/1/08



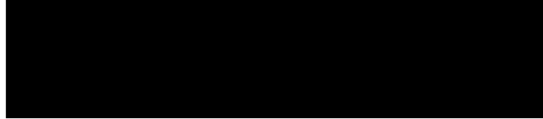
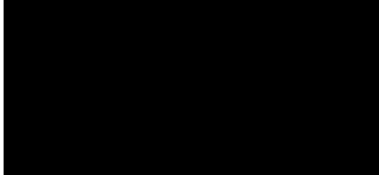
**ROGER VAUGHAN**  
**PHOTOGRAPHER**



Invoice No



Assistant to Jonathan Shaw MP



11<sup>th</sup> January 2008

**Jonathan Shaw MP visits**

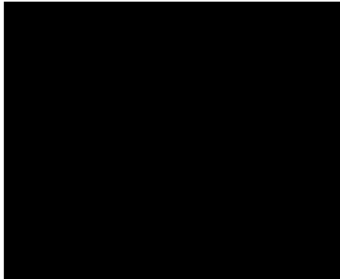


To attend with Jonathan Shaw MP & photograph  
as required

E-mail a selection of images

Photography fee £ 65.00

Total £ 65.00



# INVOICE



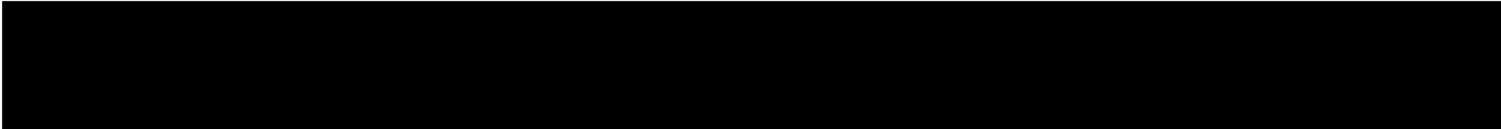
House of Commons  
London SW1A 0AA

Page 1 of 1

Jonathan Shaw MP



Invoice No	[REDACTED]
Account No	[REDACTED]
Date	18/01/2008
VAT Reg No	[REDACTED]



Description	Amount
Member's Stationery 600 HC23-246S envelopes @ 0.03844p each	23.06
Postage 600 prepaid envelopes @ 0.24p each	144.00
VAT is only charged on Stationery, not Postage	

Total excl. VAT      167.06  
Total VAT              4.04

**Total Amount in GBP      171.10**





FINANCE &  
ADMINISTRATION  
HOUSE OF COMMONS

# 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

JONATHAN SHAW

Constituency

CHATHAM & AYLESFORD

Office use on  
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

Allowance year \_\_\_\_/\_\_\_\_

Description of service or goods

Amount

Members Stationery

£ 171

£

£

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

Total

£ 171 10 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

MP

Date

21/1/08



**Authorisation and declaration**

Signature  exclusively and necessarily

Date 21/1/08

**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.

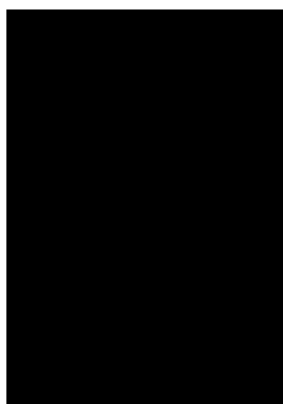
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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
Claims received	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Signature check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Funds check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Allowable expenditure	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Member Res ID & Cost	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Ext type/Cat 5 & subtotals added to form	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Receipts/ documentation present	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Processing		
Input	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

**Input subtotals per Cat 5**



**Comments**



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

JONATHAN SHAW

Constituency

CHATHAM & AYLESFORD

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 20 / 1 / 08 to 29 / 1 / 08

Allowance year

/ /

Description of service or goods

Amount

Royal Mail door to door delivery of newsletters

£ 1828 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 1828 : 00 p

Office use only

Allow. / Exp. Type (cat5)

Authorisation

exclusively and necessarily

Signature

Date 1/2/08

**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).

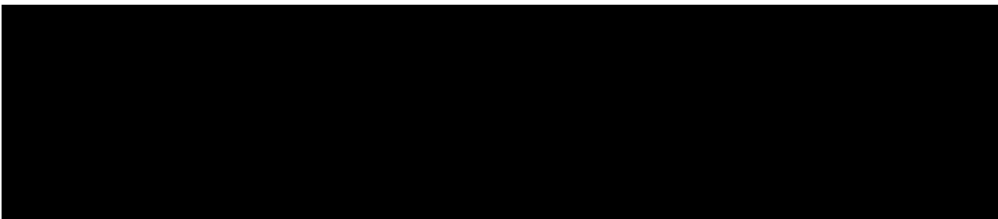
**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only					
	<b>Initials / Date</b>				
Validation completed	<table border="1"><tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr></table>				
	<b>Input subtotals per Cat 5</b>				
	<table border="1"><tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px; text-align: right;">£</td></tr><tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px; text-align: right;">£</td></tr></table>		£		£
	£				
	£				
<b>Comments</b>					



Royal Mail



Invoice number

Invoice date

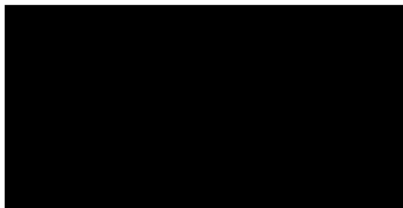
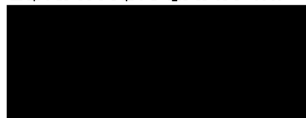
28 Jan 2008

Page

1 of 1

# Invoice

To  
JONATHON SHAW MP



Customer account number



Legal entity number



Terms

10 days

Please pay by

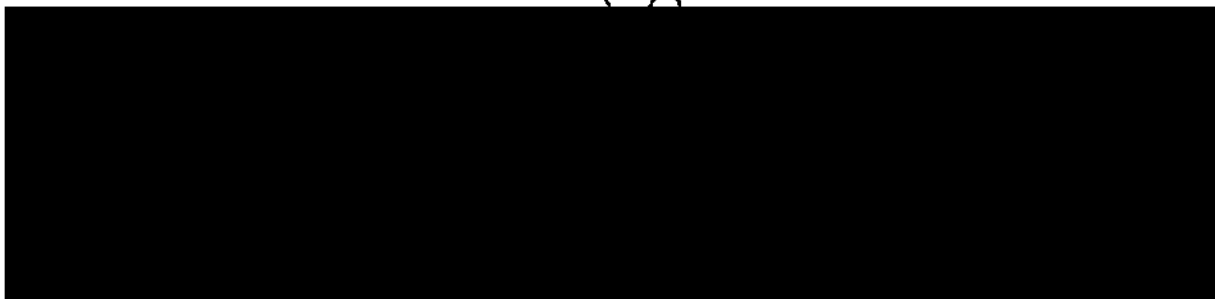
07 Feb 2008

Docket no.	Posting date Postier	Sender's ref. Contract no.	Format	Service Quantity	Weight(Kg)	Unit cost (£)	Net value	VAT
[Redacted]	25 Jan 2008 ME4 4NU	[Redacted]		DOOR TO DOOR 37,691 37691 ITEMS AT 4.850 PENCE			1,828.00	E

Total Net 1,828.00

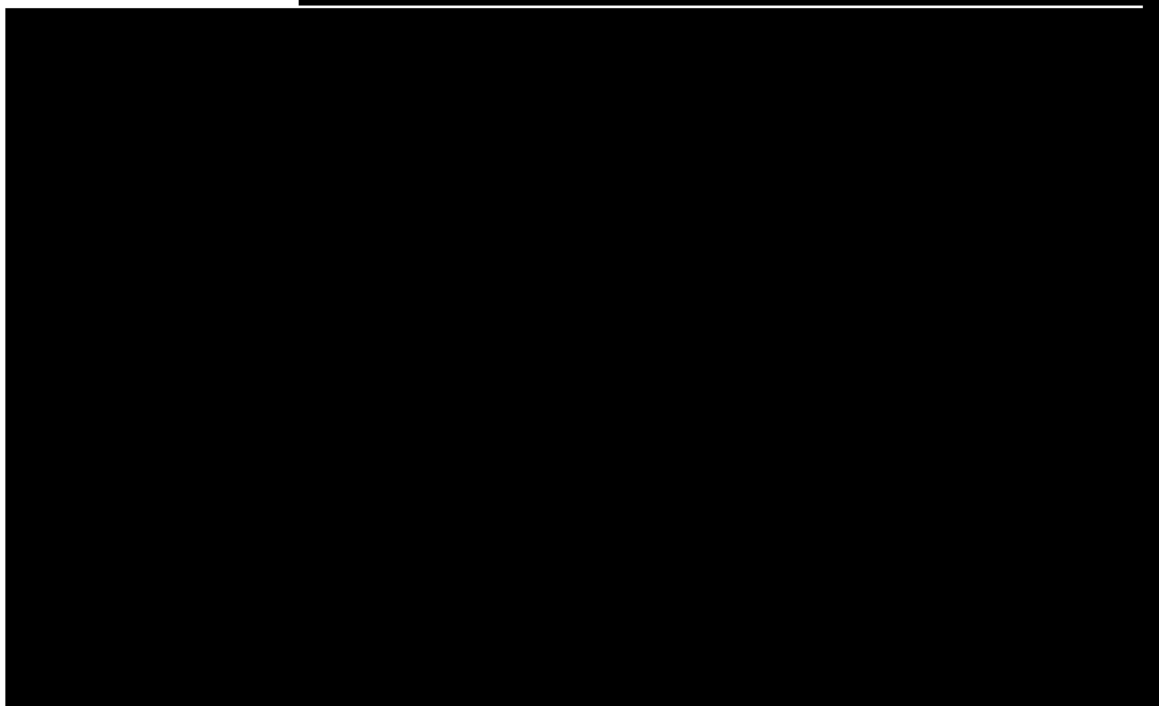
Total VAT E = exempt 0.00

Total 1,828.00



Total amount due

£1,828.00







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

JONATHAN STAW

Constituency

CHATHAM & AYLESFORD

Office use only	Costs	
-----------------	-------	--

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 15/02/08 to 15/2/08

Allowance year

07/08 ✓

Suppliers

Amount

City Press Rochester

£ 1860.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

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

Authorisation and declaration

Signature

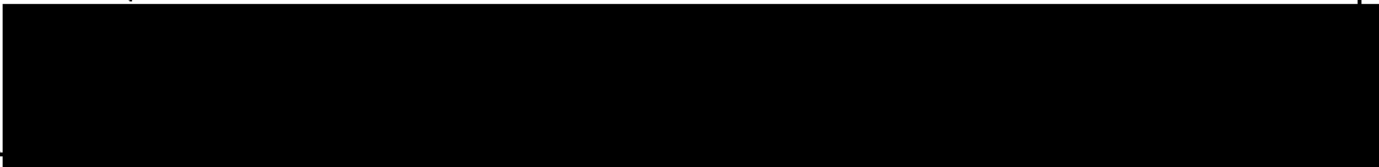
incurred wholly,  
on Parliamentary duties.

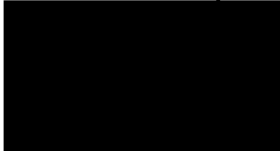
Date

29/2/08



# City Press Rochester



Jonathan Shaw ✓  


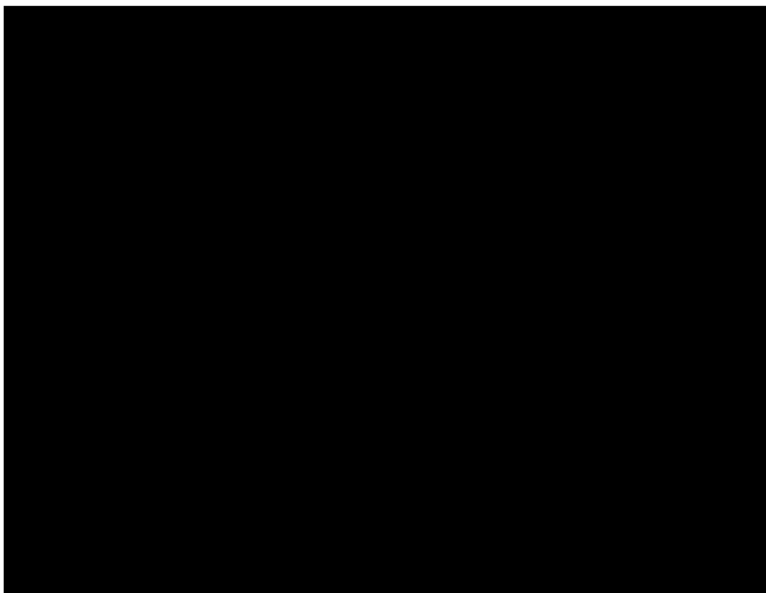
## Invoice

Our Ref: 

Your Ref:

Date & Tax Point:

15/02/2008 ✓

DESCRIPTION	GOODS	VAT
40000 March News - packed 500's 	1,860.00	0.00
	GOODS	1,860.00
	VAT	0.00
	Total	1,860.00 ✓

