



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

01 OCT 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

MADDEUNG MOON

Constituency

BRIDGEND

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 01 / 04 / 2007 to 31 / 03 / 2008

Allowance year

07 / 08

Suppliers

Amount

Printingwales.com

£ 520 : 00 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 payments requested are in respect of costs incurred wholly, excluding [redacted] of my Parliamentary duties.

Signature

MP

Date

23.09.07

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.

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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**

Invoice

Invoice To
Madaline Moon MP/AS
[REDACTED]

Tax Date	Invoice #
20/09/2007	[REDACTED]

P.O. No.	Terms

Description	Qty	VAT AMT	Amount
Newsletters	5,000	0.00	520.00
[REDACTED]			

[REDACTED]

SUBTOTAL	£520.00
VAT TOTAL	£0.00
Total	£520.00

[REDACTED]



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

25 MAR 2008

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Your details

Name
in CAPITAL LETTERS

MADEIRA MOON

Constituency

BRIDGEND

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 ___/___/___ to ___/___/___

Allowance year

07, 08

Suppliers

Amount

MENA WALES

£1459.94 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 payments requested are in respect of costs incurred wholly, exclusive of my Parliamentary duties.

Signature

MP

Date

19.03.08

Data protection

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Validation Team, Operations Directorate,
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Office use only

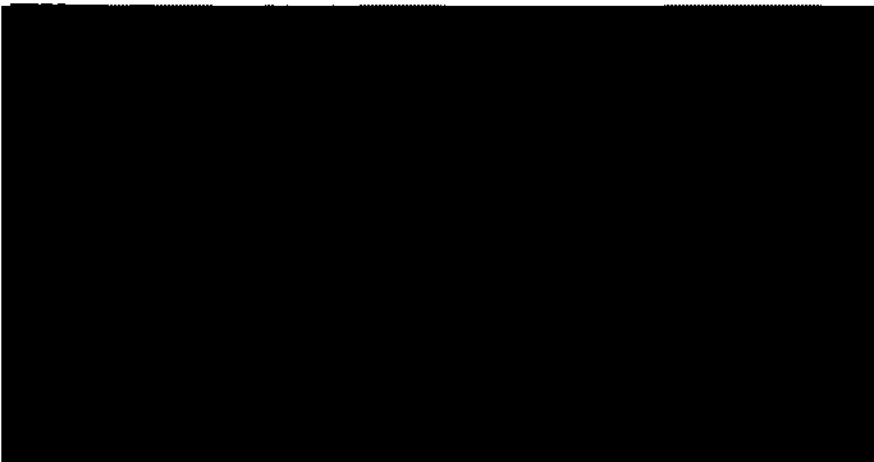
Initials / Date

Validation completed

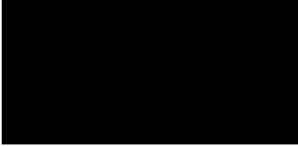
Comments

MEDIA WALES

INVOICE



MADELEINE MOON MP



Publication/Size	Date	
VM Leaflets	13 March 2008 35500 SOLUS Inserts	
	Gross Price	1,242.50
	Sub Total	1,242.50
	Total Goods Value	1,242.50
	VAT @ 17.50%	217.44
	TOTAL AMOUNT DUE	£1,459.94





Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

24 SEP 2007

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Your details

Name in CAPITAL LETTERS

MADELEINE MOON

Constituency

BRIDGEND

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

Amount

Table with 2 columns: Description, Amount. Row 1: Printing/notes, £ 474.71 p

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

Authorisation and declaration

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

Signature

[Signature]

MP

Date

19.09.07

Data protection

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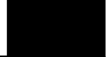
Office use only**Initials / Date**

Validation completed

Comments


Invoice

Invoice To
Madaline Moon MP/AS


Tax Date	Invoice #
17/09/2007	

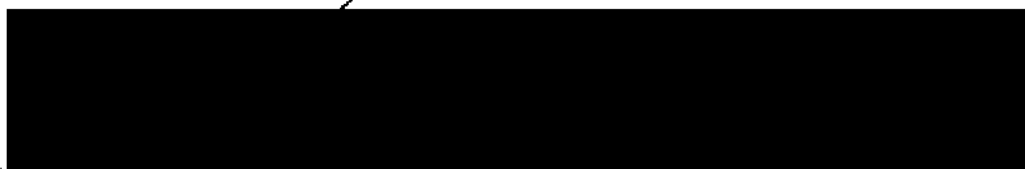
P.O. No.	Terms



Description	Qty	VAT AMT	Amount
Bookmarks	1,000	42.88	245.00
A4 Surgery DateCards	500	27.83	159.00
			



SUBTOTAL	£404.00
VAT TOTAL	£70.71
Total	£474.71





Communications Allowance
Member's reimbursement form

01 OCT 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

MADELEINE MOON

Constituency

BRIDGEND

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 / 04 / 07 to 31 / 03 / 08 Allowance year 07 / 08

Office use only

Allow / Exp Type (cat5)

Description of service or goods

Amount

Distribution of Newsletter July £ 123 : 38 p

Distribution of Newsletter Sept £ 143 : 94 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 266 : 32 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my duties as a Member of Parliament.

Signature

MP

Date

17/09/07

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

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£
£

Comments

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seaside


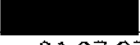


Invoice

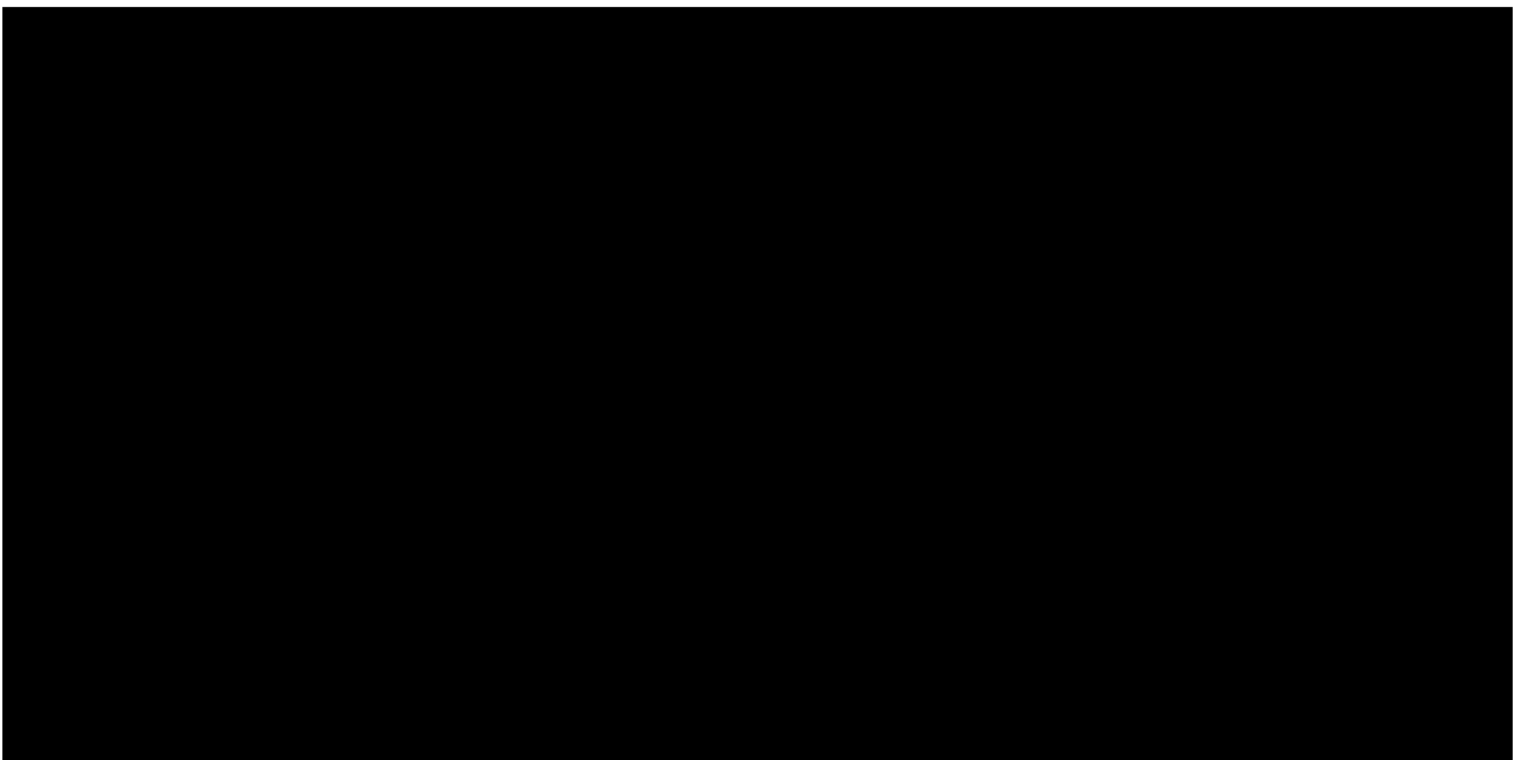
Bill to: **Madeleine Moon MP**



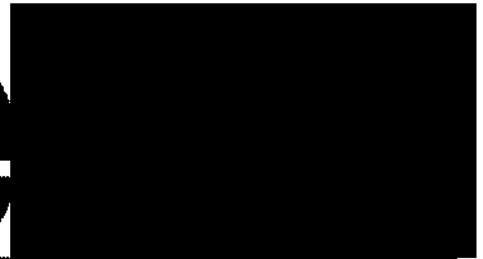
Payment terms: **up-front** (Please note: by booking an advert you agree to these payment terms)

Due by: 
Invoice no: 
Invoice date: 01.07.07

Advert size / description	Quantity	Cost
flyer distribution @ £35 per 1,000	3,000	105.00
	Vat @ 17.5%	18.38
	TOTAL = £	123.38



seaside



Invoice

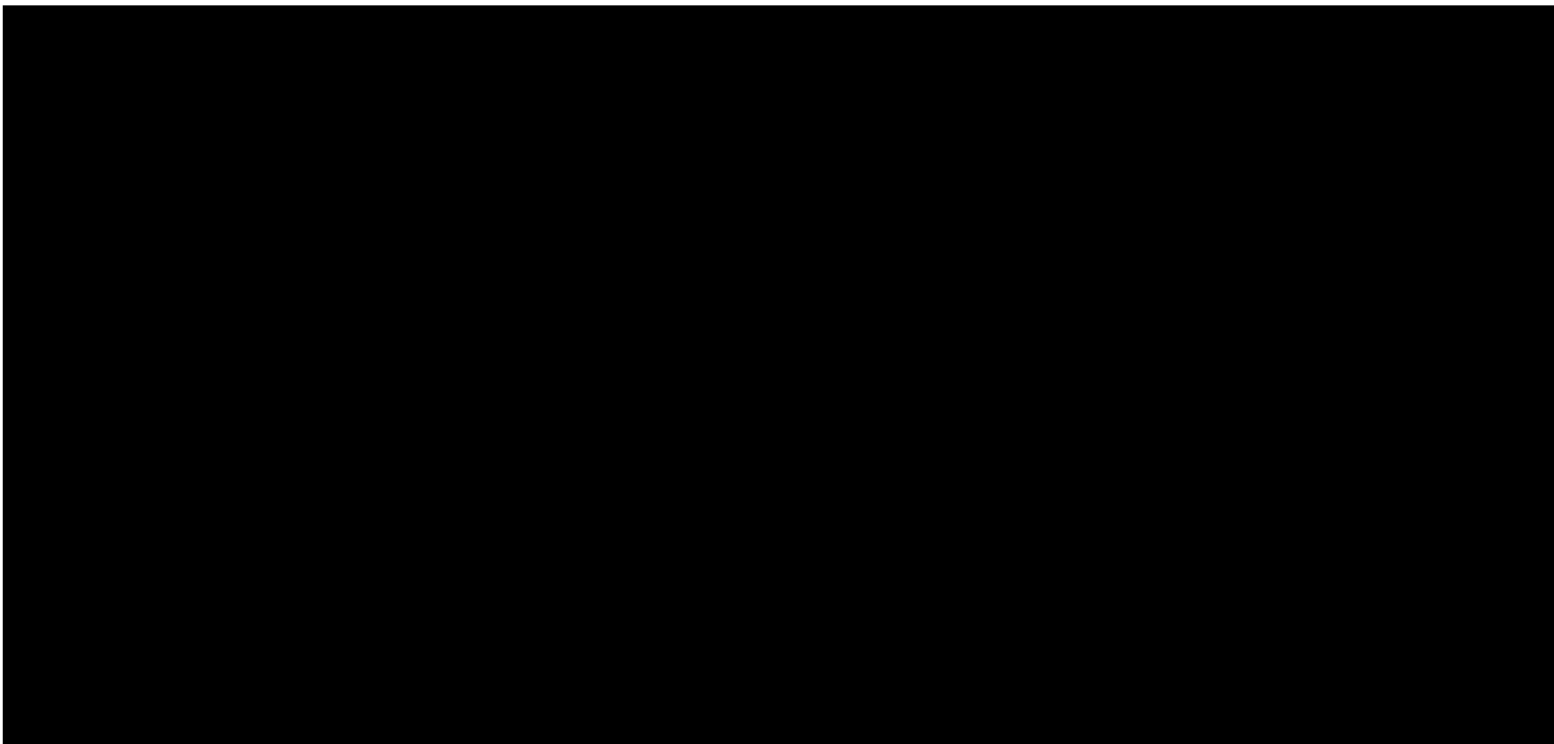
Bill to: **Madeleine Moon MP**

Please note: the deadline date to change your advert is always the 20th of the month, and payment is required up-front for flyer distribution and first time advertisers.

Payment terms: **up-front** (Please note: by booking an advert you agree to these payment terms)

Due by: **PAID**
Invoice no:
Invoice date: 01.09.07

Advert size / description	Quantity	Cost
flyer distribution @ £35 per 1,000 (with the October issue)	3,500	122.50
	Vat @ 17.5%	21.44
	TOTAL = £	143.94





Communications Allowance

Comms2

page 1 of 2

Direct payment of suppliers

27 OCT 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

MADEIRA MOON

Constituency

BRIDFORD

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 18 / 07 / 07 to 9 / 10 / 07

07 / 08

Suppliers

Amount

Bridford County Borough Labour Group

£ 278.50 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 payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

17 10 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

Office use only

Initials / Date

Validation completed

Comments

Bridgend County Borough Labour Group

Labour  Llafur

To: Madeleine Moon M.P.

Date: 15th. October 2007

Dear Madeleine,

As a regular financial contributor to the lease cost of the Risograph, you are entitled to free use as / when necessary, but this unfortunately does not include the cost of consumables such as paper, ink and the master paper. While I appreciate that you have supplied your own paper during several occasions of using the machine over the past few months, there is still the need to recover the cost of the ink and masters as shown below.

Date	Copies
18.07.07	10,000
19.07.07	1,250
06.08.07	4,000
07.08.07	4,000
08.08.07	5,600
09.08.07	2,000
09.10.07	1,000
Total	27,850

Printing of 27,850 leaflets @ £0.01 per side

Total Amount Due = £278.50



Communications Allowance
Member's reimbursement form

0 NOV 2007

0 9 NOV 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.
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Your details

Name
in CAPITAL LETTERS

MADELINE MOON

Constituency

BRIDGEND

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

2nd CLASS POSTAGE STAMPS

Amount

£ 240 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 240 : 00 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

6.10.07

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

Validation completed

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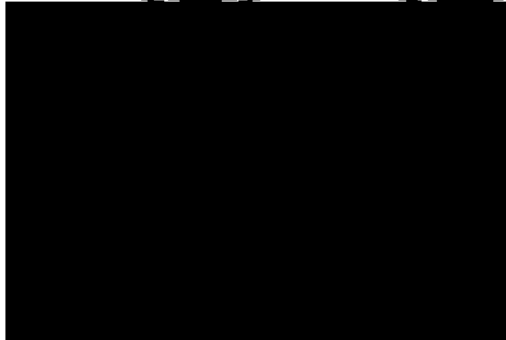
Input subtotals per Cat 5



£	
£	

Comments

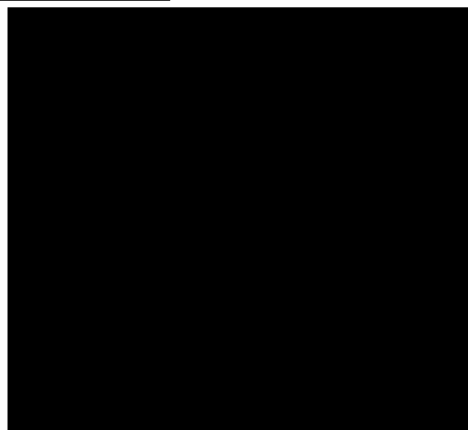
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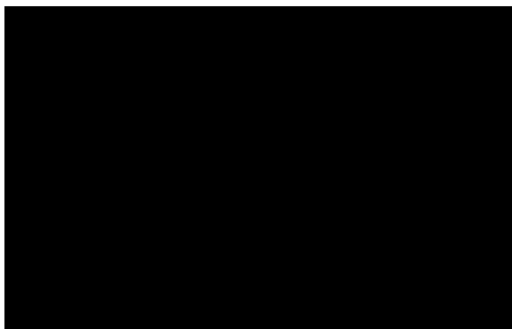
S/a 2ndx100
10 e 24.00 240.00

CYF DYLEDUS I SWYDDFA'R POST
TOTAL DUE TO POST OFFICE 240.00

 BAN Y CUSMER
FROM CUSTOMER 240.00
0.00



Swm/Amount: £240.00





Communications Allowance
Member's reimbursement form

2007/10/15

When to use this form Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

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Your details

Name
in CAPITAL LETTERS

MADEIRA MOON

Constituency

BRIDGEND

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 14 / 11 / 07 to _____ / _____ / _____ Allowance year 07 / 08

Description of service or goods	Amount
ROYALMAIL - FREEPOST	£ 112 : 05 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Total

£ 112 : 05 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

15.11.07

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Send your completed form to

Validation Team, Operations Directorate,
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Initials / Date

Input subtotals per Cat 5

Validation completed

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£ 112.05
£



Comments

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FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance
Direct payment of suppliers



2 NOV 2007

Comms2

page 1 of 2

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MADEIRA MOON

Constituency

BRIDGEND

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Claim details

You can only request Please ensure

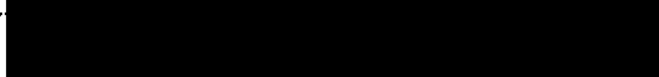
payment to suppliers for goods and services directly relating to Communications Allowance. you attach all supplier invoices.

Period of claim

from 14 / 11 / 2007 to / /

Allowance year

07 / 08



Suppliers

Amount

PUBLIC IMPACT

£ 781.96 p

PUBLIC IMPACT

£ 277.30 p

Printingwates

£ 300.80 p

£ : p

£ : p

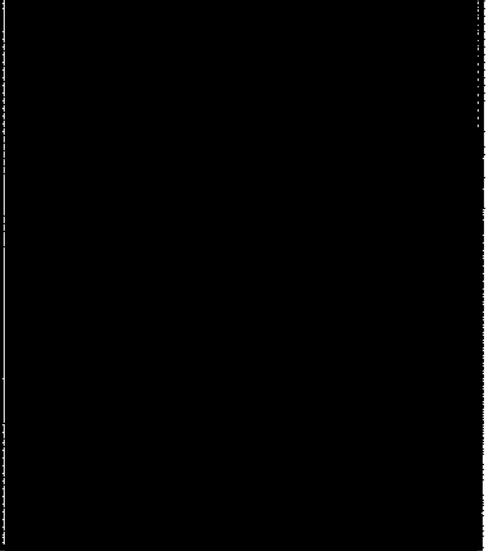
£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID. / Exp Type



Authorisation and declaration

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

Signature

[Redacted signature]

MP

Date

23.11.07

Data protection

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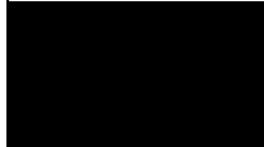
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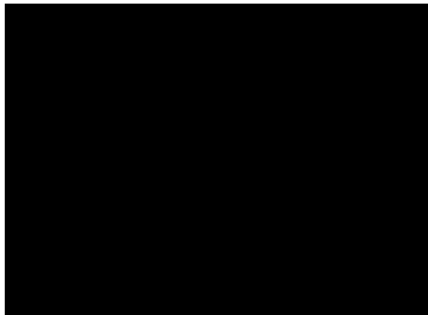
Comments

Invoice

invoice To
Madaline Moon MF/AS


Tax Date	Invoice #
14/11/2007	

P.O. No.	Terms
	Net 30

Description	Qty	VAT AMT	Amount
Letterheads 	5,000	44.80	256.00



SUBTOTAL	£256.00
VAT TOTAL	£44.80
Total	£300.80



Invoice

Page 1

Madeleine Moon MP
**Invoice No.** **Invoice/Tax Date**

31/10/2007

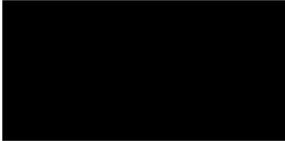
Cust. Order No.**Account Ref.** **Quantity Details**

	Disc%	Disc Amount	Net	VAT Rate	VAT
1.00 5K Wallet Cards (£240 less 10%)	0.00	0.00	216.00	17.50	37.80
1.00 Delivery	0.00	0.00	20.00	17.50	3.50

Total Net Amount 236.00**Total VAT Amount** 41.30**Invoice Terms: 30 Days****Invoice Total** 277.30


Invoice

Madeleine Moon MP



Invoice No.



Invoice/Tax Date

31/10/2007

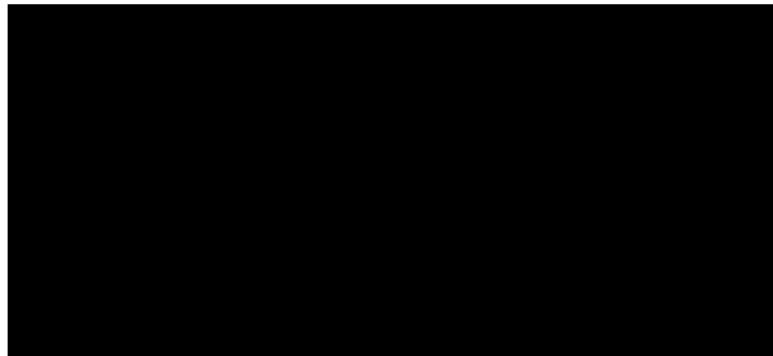
Cust. Order No.

Account Ref.



Quantity Details

	Disc%	Disc Amount	Net	VAT Rate	VAT
1.00 5K House of Commons Cards (695 less 10%)	0.00	0.00	625.50	17.50	109.46
1.00 Delivery	0.00	0.00	40.00	17.50	7.00



Total Net Amount 665.50

Total VAT Amount 116.46

Invoice Terms: 30 Days

Invoice Total 781.96





FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

Comms2

page 1 of 2

07 DEC 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

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Your details

Name in CAPITAL LETTERS

MADKELINE MOON

Constituency

BRIDGFORD

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
Printingwales.com	£ 568.98 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow.	Supp ID	Exp.Type
		(Cat 5)

Authorisation and declaration

- I, _____ in respect of costs incurred wholly, or in part, in the discharge of my Parliamentary duties.

Signature

MP

Date

30.11.07

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.

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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

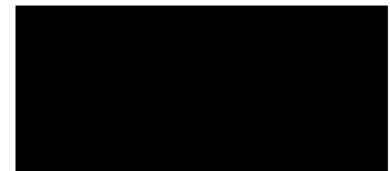


Invoice

Invoice To
Madaline Moon MP/AS
[REDACTED]

Tax Date	Invoice #
23/11/2007	[REDACTED]

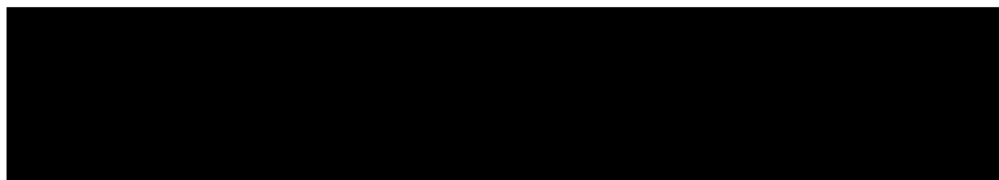
P.O. No.	Terms
	Net 30



Description	Qty	VAT AMT	Amount
Newsletter 4pp A4 folded A5	6,000	0.00	568.98



SUBTOTAL	£568.98
VAT TOTAL	£0.00
Total	£568.98





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

MADEIRA MOON

Constituency

BVIDGEND

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

Distribution of P/newsletter by Seaside News.

£ 205.63 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 205.63 p

Office use only

Allow. / Exp. Type (cat5)

Authorisation and declaration

I claim in the name of the House of Commons wholly, exclusively and necessarily

Signature

MP

Date

30.11.07

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

--	--



£ 205.63
£

Comments

--

seaside

Invoice

Bill to: **MADELEINE MOON MP**

Payment terms: **UP-FRONT** (Please note: by booking an advert you agree to these payment terms)

DUE BY: **PAID**

Invoice no:

Invoice date: 01.11.07

Advert size / description	Quantity	Cost (£)
FLYER DISTRIBUTION @£35 PER 1,000	5,000	175.00
	Vat @ 17.5%	30.63
	TOTAL = £	205.63



FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Comms2

page 1 of 2

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

MADEIRA MOON

Constituency

BRIDGEEND

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 ___ / ___ / ___ to ___ / ___ / ___

Allowance year

07, 08

Suppliers

Amount

Printing.co.uk.com

£ 3337.00 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 payments requested are in respect of costs incurred wholly, exclusively and necessarily in connection with the performance of my Parliamentary duties.

Signature

MP

Date

07.03.08

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 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.

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

Office use only

Initials / Date

Validation completed

Comments

Invoice

Invoice To
Madaline Moon MP/AS
[REDACTED]

Tax Date	Invoice #
29/02/2008	[REDACTED]

P.O. No.	Terms
	Net 30

Description	Qty	VAT AMT	Amount
36,000 8pp Newsletter February 08	1	0.00	3,337.00

SUBTOTAL	£3,337.00
VAT TOTAL	£0.00
Total	£3,337.00



Communications Allowance
Direct payment of suppliers

VALIDATION
29 JAN 2008
RECEIVED

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

MADCIUNG MOON

Constituency

BRIDGEND

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 ___ / ___ / ___ to ___ / ___ / ___

Allowance year

07 / 08 ✓

Suppliers

Amount

BANNER (Plain Envelopes)

£ 4 : 04 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only
Allow. / Suppl. / Exp.Type (CofE) ✓

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]

MP

Date

Data protection

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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	<input type="text"/>

Invoice



* INVOICE N [REDACTED]

Invoice To :

Charge To :

Madeleine Moon MP

Madeleine Moon MP ✓

Banner Business Supplies Ltd

[REDACTED]

Delivered To :

[REDACTED]

[REDACTED]

Page 1 Of 1 Date 10/01/2008

Acc.No. [REDACTED] Order Date 09/01/2008

Order [REDACTED]

C.A.R. [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	✓	9000023	BANNER ENV 110x220 PLN 80g S/S WH	1	EX1000	3.4400	09/01/08	3.44	17.5	0.60

[REDACTED]

Sales Order Total (VAT excl) 3.44

Taxable Sum V.A.T. Amount

3.44 0.60

VAT Registration [REDACTED]

Settlement Discount Terms [REDACTED]

INVOICE GOODS	3.44
INVOICE V.A.T.	0.60
INVOICE TOTAL	4.04

er
products

PAYMENT SLIP
Please see reverse
for terms of business
and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED] ✓

Inv. Date: 10/01/2008 ✓

Amt. Due : 4.04 ✓

**Please
return
the slip**

from final page
of invoice with
your payment
by

07/02/2008



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

18 APR 2008

File. 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

MADELEINE MOON

Constituency

BRIDGEND

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

Table with columns: Suppliers, Amount. Row 1: BANNON, £ 4.04 p. Row 2: Already paid - see details on invoice, £ : p.

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

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

11/4/08

Data protection

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

Office use only

Initials / Date

Validation completed

Comments