



Incidental Expenses Provision

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, see Green Book section 5.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
you provide journey details of all taxi journeys
you attach all receipts or invoices for items of £250 and above
any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 01 10 03 106

to 31 10 03 106

Year

05 10 06 *

Description of service or goods

Amount

Item 1

Office Telephones

£ 189 : 22 p

Item 2

Telephone equipment

£ 46 : 99 p

Item 3

Postage

£ 19 : 92 p

Item 4

Blackberry

£ 290 : 51 p

Item 5

Mobile Phone

£ 24 : 55 p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 571 : 19 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

2nd May 2006

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.

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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

Validation	Initials	Date	Input subtotals per Cat 5
Claims received	[initials]	1 1	£504.28
Signature check	[initials]	1 1	£66.91
Funds check	[initials]	1 1	£
Allowable expenditure	[initials]	1 1	£
Member Res ID & Costc	[initials]	1 1	£
Ext type/Cat 5 & subtotals added to form	[initials]	1 1	£571.19
Receipts/ documentation present	[initials]	1 1	
Processing			
Input		1 1	

Comments

[Empty Comments Box]

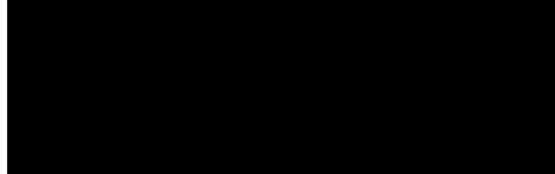
invoice



Malcolm Moss



Invoice Date : 20 April 06



For the rental of the following equipment:-

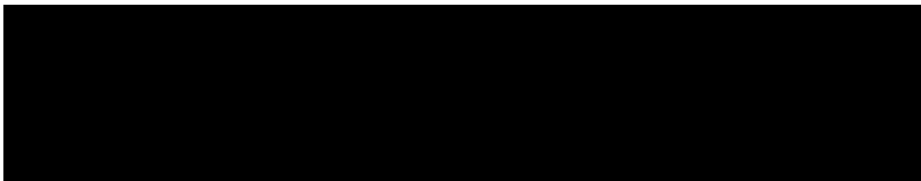
Small Blackberry SIM



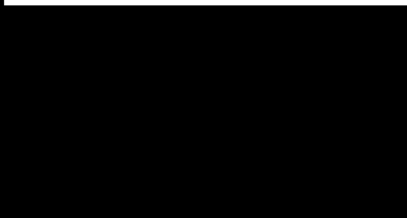
Between 20 Mar 06 @ 13:50
and 20 Apr 06 @ 13:50

Equipment still on rent

Description	Quantity	Unit Price £	Amount £
RENTAL	1 month	34.00	34.00
MANAGED SERVICE	1 month	12.00	12.00
CALLS			201.24
ITEMISED BILLING	1	0.00	0.00



Sub-total 247.24
VAT @ 17.50 % 43.27
Amount Due £ 290.51





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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, communication and travel.

Period of claim

from 01/10/06 to 31/10/06

Allowance year

05/06

Office use only

	Description of service or goods	Amount
Item 1	Mobile Phone	£ 86 : 30 p
Item 2	Office Consumables	£ 72 : 42 p
Item 3	Petty Cash	£ 100 : 00 p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 258 : 72 p

continued on page 2

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature  MP

Date 18th April 2006

Data protection

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Office use only		
Validation	Initials	Date
Claims received	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Signature check	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Funds check	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Allowable expenditure	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Member Res ID & Costc	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Ext type/Cat 5 & subtotals added to form	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Receipts/ documentation present	<input checked="" type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Processing		
Input	<input type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>

Input subtotals per Cat 5	
	£ 186.30
	£ 72.42
	£
	£
	£
	£
	£
	£ 258.72

Comments



Member's reimbursement form

02 MAR 2006

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work communication and travel.

Period of claim

from 01 10 2006

to 28 10 2006

Allowance year

05 10 6

	Description of service or goods	Amount
Item 1	Alarm System using 'Redcare' and BT	£ 769:63 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 769:63 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

1st MARCH 2006

Data protection

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Send your completed form to

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

Office use only

Validation

Initials Date

Claims received

Signature check

Funds check

Allowable expenditure

Member Res ID & Costc

Ext type/Cat 5 & subtotals added to form

Receipts/ documentation present

Processing

Input

Input subtotals per Cat 5

[Redacted]	£769.63
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£769.63

Comments

[Empty Comments Box]

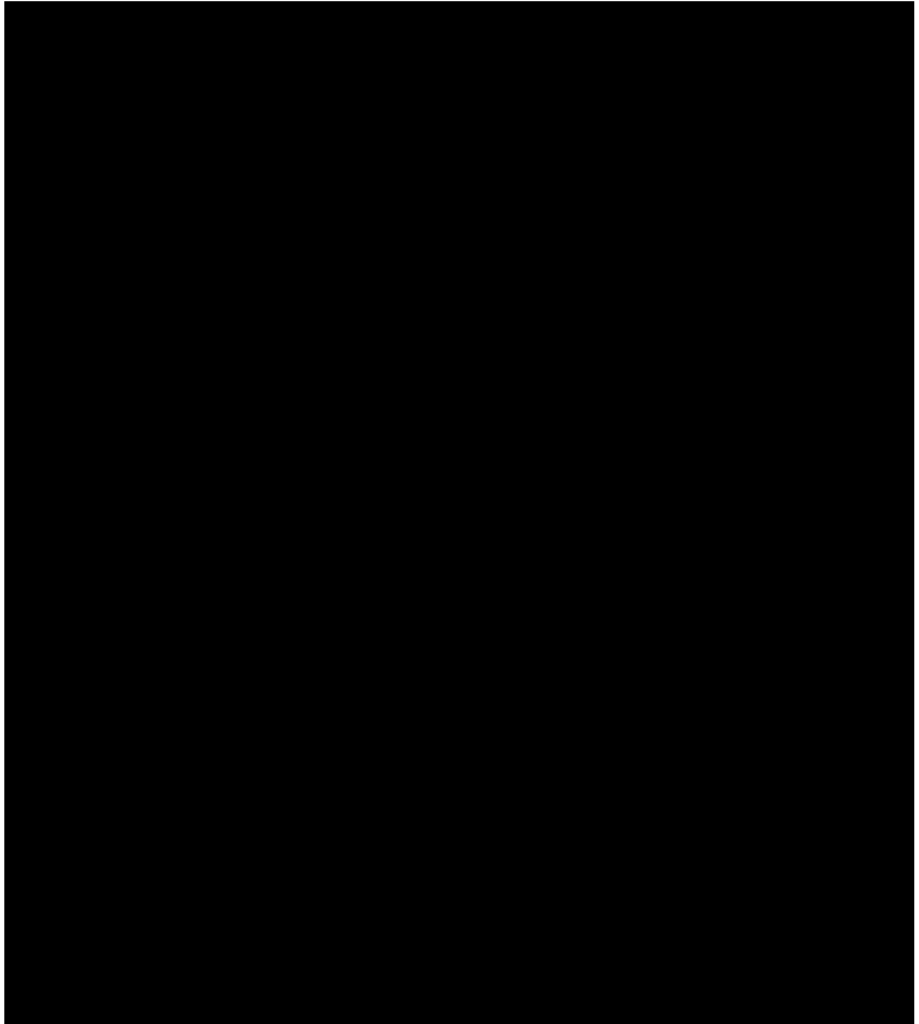
Printer.

JOHN LEWIS PETERBOROUGH



— *PSC3310 AIO Print *
827 39634 1 299.95
This item is covered by
manufacturers guarantee
1 year parts and labour

TOTAL 299.95





Member's reimbursement form

01 MAR 2006

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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
you provide journey details of all taxi journeys
you attach all receipts or invoices for items of £250 and above
any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
office and surgery accommodation, equipment and supplies, work communication and travel.

Period of claim

from 01/02/06

to 28/02/06

Allowance year

05/06

Table with 3 columns: Item, Description of service or goods, Amount. Includes items like Constituency Telephone, Printer/Fax, Mobile Phone, Stationery & Postage, Consumables.

Total

£ 614.74 p

£ 614.55

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 Feb 2006

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Office use only

Validation

Initials Date

Claims received

[Initials] [1] [1]

Signature check

[Initials] [1] [1]

Funds check

[Initials] [1] [1]

Allowable expenditure

[Initials] [1] [1]

Member Res ID & Costc

[Initials] [1] [1]

Ext type/Cat 5 & subtotals added to form

[Initials] [1] [1]

Receipts/ documentation present

[Initials] [1] [1]

Processing

Input

[] [1] [1]

Input subtotals per Cat 5

£180.41

£434.14

£

£

£

£

£

£

£614.55

Comments

[Empty Comments Box]



Member's reimbursement form

01 FEB 2006

C1

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

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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS ✓

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work communication and travel.

Period of claim from 01/10/106 to 31/10/106

Allowance year 05/106

	Description of service or goods	Amount
Item 1	Website rental (EASYNET)	£ 93 : 99 p
Item 2	Telephone Office	£ 158 : 00 p
Item 3	Advert's sign (Surgeries)	£ 305 : 50 p
Item 4	Petty Cash	£ 100 : 00 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total £ 657 : 49 p

continued on page 2

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

31st JAN 2006

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Office use only

Validation	Initials	Date
Claims received	[initials]	[1][1]
Signature check	[initials]	[1][1]
Funds check	[initials]	[1][1]
Allowable expenditure	[initials]	[1][1]
Member Res ID & Costs	[initials]	[1][1]
Ext type/Cat 5 & subtotals added to form	[initials]	[1][1]
Receipts/ documentation present	[initials]	[1][1]
Processing		
Input		[1][1]

Input subtotals per Cat 5

[Redacted]	£563.50 ✓
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£93.99 ✓
[Redacted]	£
[Redacted]	£657.49

Comments

[Empty Comments Box]

Malcolm Moss



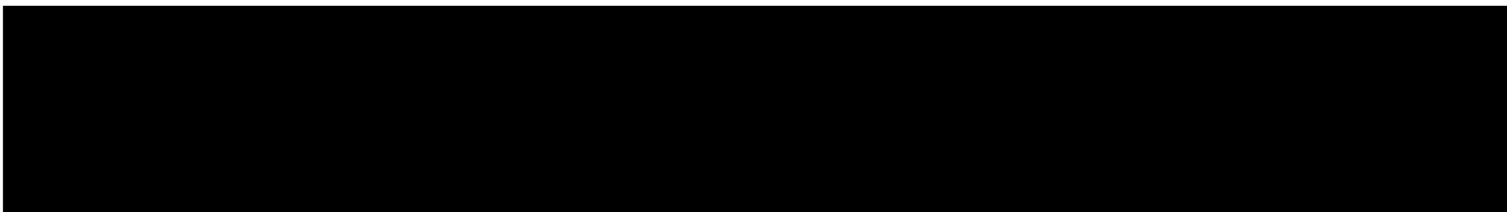
Ref No



Date: 1 December, 2005

Pro Forma Invoice

Qty	Items	Unit Price	Total
1	Renewal of Annual Dialup Subscription for the account [Redacted] for the year starting from 27/01/2006	£79.99	£79.99
		Total Items	£79.99
		VAT @ 17.5%	£14.00
		Grand Total	£93.99





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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 01/11/05

to 20/12/05

Allowance year

05106

Description of service or goods

Amount

Item 1

Mobile Telephones

£ 87 : 15 p

Item 2

Office consumables

£ 63 : 50 p

Item 3

Printing

£ 49 : 35 p

Item 4

Postage & Stationery

£ 192 : 13 p

Item 5

Petty Cash

£ 100 : 00 p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 492 : 13 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

20th Dec 2005

Data protection

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Office use only

Validation

Initials Date

Input subtotals per Cat 5

Claims received

[Initials] [Date]

£157.15

Signature check

[Initials] [Date]

£~~304.98~~ 304.98

Funds check

[Initials] [Date]

£

Allowable expenditure

[Initials] [Date]

£

Member Res ID & Costc

[Initials] [Date]

£

Ext type/Cat 5 & subtotals added to form

[Initials] [Date]

£

£

£

£

£492.13

Receipts/ documentation present

[Initials] [Date]

Comments

Processing

Input

[Initials] [Date]

[Redacted Comments]



Incidental Expenses Provision

Member's reimbursement form

8 OCT 2005

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

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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 12 109 105

to 31 110 105

Allowance year

05106

	Description of service or goods	Amount
Item 1	Office Consumables	£ 93 : 27 p
Item 2	Office Telephone	£ 193 : 27 p
Item 3	Mobile Telephone	£ 124 : 03 p
Item 4	Stationery	£ 154 : 47 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 565 : 04 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 28th Oct 2005

Data protection

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Office use only		
Validation	Initials	Date
Claims received	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Signature check	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Funds check	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Allowable expenditure	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Member Res ID & Costc	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Ext type/Cat 5 & subtotals added to form	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Receipts/ documentation present	<input checked="" type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Processing		
Input		<input type="text"/> / <input type="text"/> / <input type="text"/>

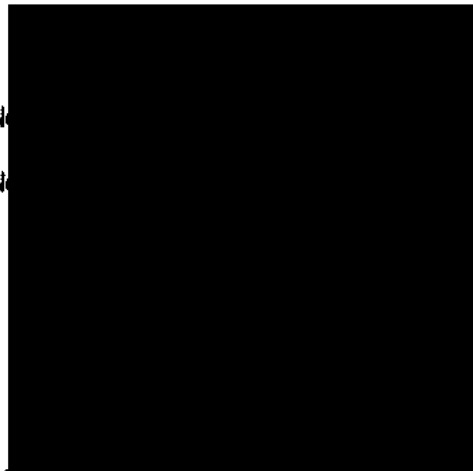
Input subtotals per Cat 5	
	£ 477.30
	£ 93.27
	£
	£
	£
	£
	£
	£
	£ 565.04

Comments

Financial Processing }

Transaction N

Registration N



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text

1/8 - 11/9/05

Invoice No.



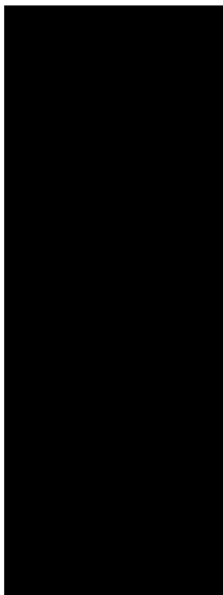
Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



£ 465-98

£ 63-00

£

£

£

£

£

£

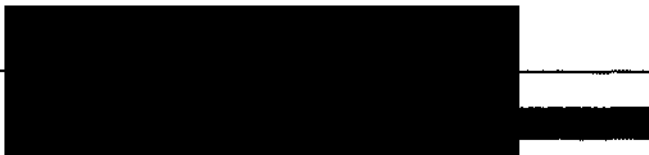
£

£ 528-98

TOTAL

Comments:

* Financial Processing purposes only
Registered by (initials & date)



Posted by (initials & date)



22 09 2005



Member's reimbursement form

13 SEP 2005

When to use this form

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About filling in this form

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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 01 10 8 105

to 11 10 9 105

Allowance year

05 10 6

	Description of service or goods	Amount
Item 1	Office consumables	£ 40 : 00 p
Item 2	Office Phone (rental)	£ 48 : 56 p
Item 3	Blackberry (4 mths)	£ 189 : 33 p
Item 4	Mobile Phone	£ 28 : 09 p
Item 5	Petty Cash	£ 200 : 00 p
Item 6	Printing	£ 23 : 00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 528 : 98 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 11th Sept 2005

Data protection


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Send your completed form to

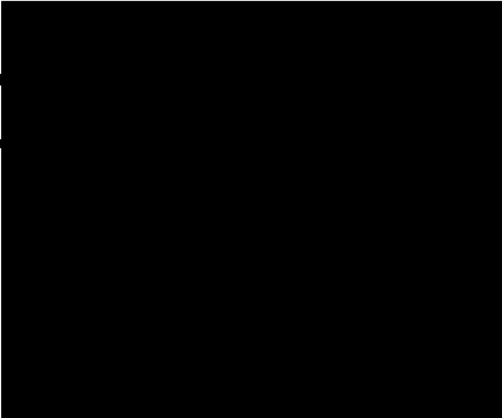
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only			Input subtotals per Cat 5	
Validation	Initials	Date		£
Claims received		/ /		<input type="text"/>
Signature check		/ /		<input type="text"/>
Funds check		/ /		<input type="text"/>
Allowable expenditure		/ /		<input type="text"/>
Member Res ID & Costs		/ /		<input type="text"/>
Ext type/Cat 5 & subtotals added to form		/ /		<input type="text"/>
Receipts/ documentation present		/ /		<input type="text"/>
Processing input		/ /		<input type="text"/>
			Comments	
			<input style="height: 100px;" type="text"/>	

Financial Processing }

Transaction N

Registration N



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

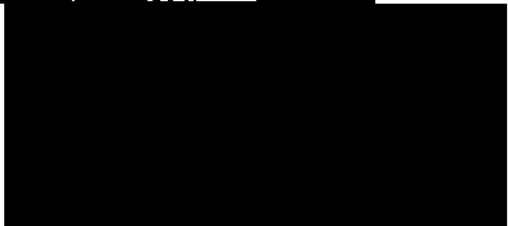
Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text

July '05

Invoice No.



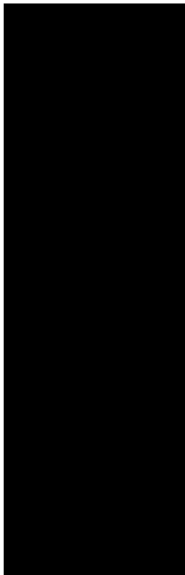
Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



£ 835.70

£

£

£

£

£

£

£

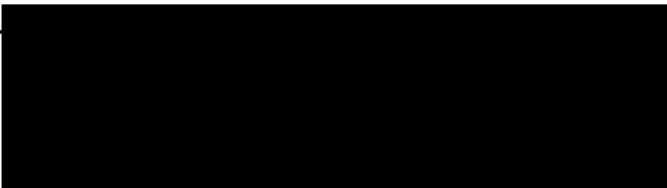
£

£ 835.70

TOTAL

Comments:

* Financial Processing purposes only
Registered by (initials & date)



Posted by (initials & date)



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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

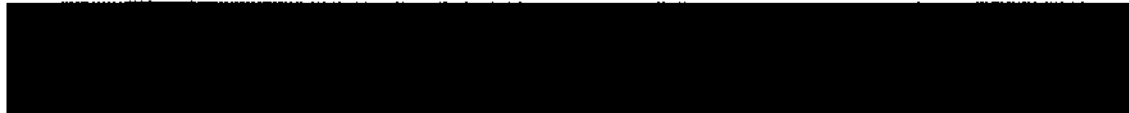
Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE



Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

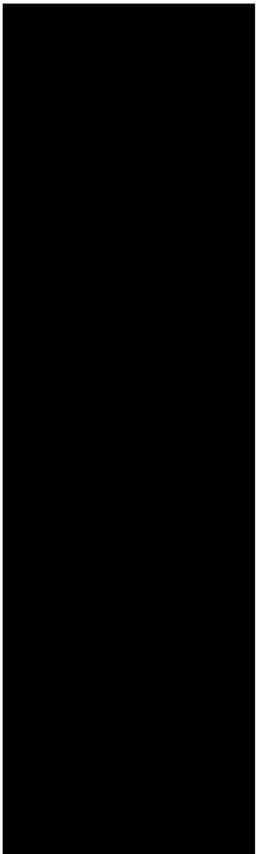
Period of claim from 1 1 07 105 to 31 1 07 105

Allowance year 05 1 06

	Description of service or goods	Amount
Item 1	Const. Off. Telephone	£ 203 : 26 p
Item 2	Mobile Phone	£ 76 : 34 p
Item 3	Computer Repairs	£ 52 : 88 p
Item 4	Advertising	£ 112 : 80 p
Item 5	Office consumables	£ 152 : 04 p
Item 6	Postage & Stationery	£ 38 : 38 p
Item 7	Petty Cash	£ 200 : 00 p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 835 : 70 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

31st July 2005

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

Validation

Initials Date

Claims received / /

Signature check / /

Funds check / /

Allowable expenditure / /

Member Res ID & Costc / /

Ext type/Cat 5 & subtotals added to form / /

Receipts/ documentation present / /

Processing

Input / /

Input subtotals per Cat 5

£
£
£
£
£
£
£
£

Comments

[Empty box for comments]

Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

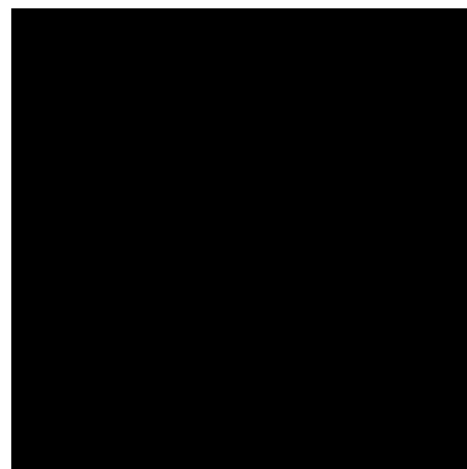


TOTAL

Comments:

* Financial Processing purposes only
Registered by (initials & date)

Posted by (initials & date)



JUNE 05



~~04_05~~ / 05_06

E 304.77

E 216.41

E 832.48

E

E

E

E

E

E 1358.66



s/r/05



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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 01/06/2005 to 30/06/2005

Allowance year

05106

	Description of service or goods	Amount
Item 1	Mobile Phone	£ 54 : 77 p
Item 2	Printing & Stationery	£ 173 : 00 p
Item 3	Postage	£ 43 : 41 p
Item 4	Annual Computer ^{Service} Contract	£ 822 : 50 p
Item 5	Petty Cash	£ 250 : 00 p
Item 6	Equipment HP	£ 14 : 98 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£1,358:66 p

continued on page 2

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 30th June 2005

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.

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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		Input subtotals per Cat 5	
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 & Costs	<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"/>		
		Comments	
		<input style="height: 100px;" type="text"/>	

PALACE COMPUTING

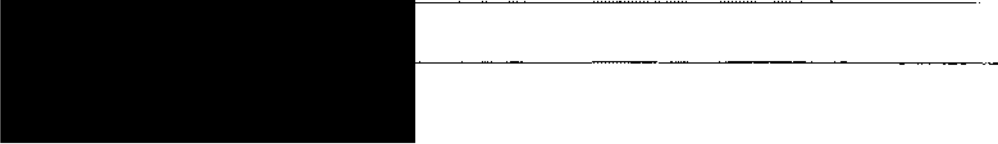


INVOICE TO
Malcolm Moss MP

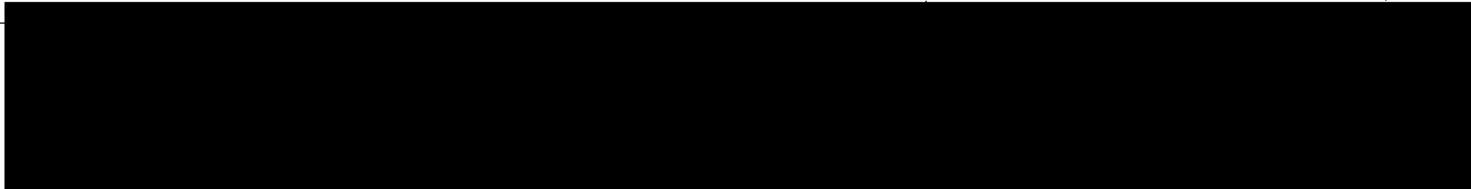
Invoice

TAX DATE	INVOICE NO	TERMS	VAT REG NO
09/06/2005			

DESCRIPTION	QTY	RATE	VAT AMT	AMOUNT
12 Month Service Contract (One Computer) 8th July 2005 to 7th July 2006	1	700.00	122.50	700.00



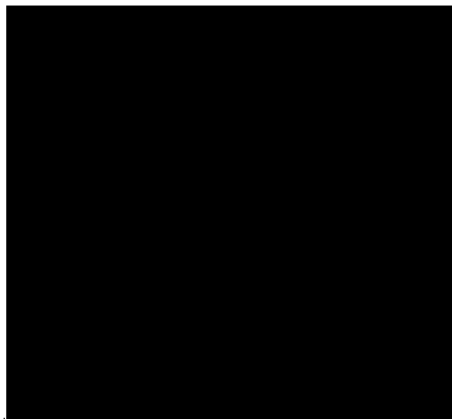
SUBTOTAL	700.00
VAT TOTAL	122.50
Total	£822.50



Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text

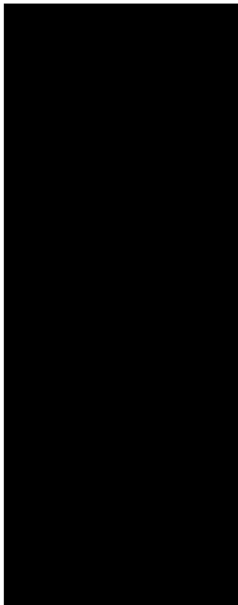
Invoice No.

Account code / Allowance

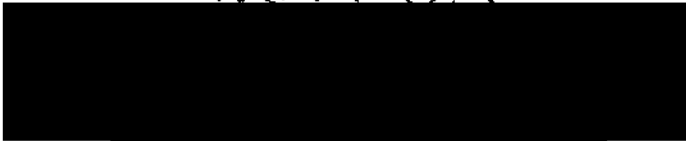
Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



TOTAL



MAY '05

24/5

04_05 // 05_06

£ 2767.00

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£ 2767.00

Comments:

* Financial Processing purposes only
Registered by (initials & date)

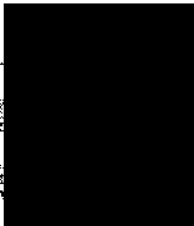


28 JUN 2005

Posted by (initials & date)



29 JUN 2005



Information Now Received
Please Pay o/s Sum
of £2767.00



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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 06 / 05 / 05 to 31 / 05 / 05

Allowance year

05106. Invoice date 24/05

	Description of service or goods	Amount
Item 1	Advertising	£ 84 : 60 p
Item 2	Blackberry Rental	£ 87 : 58 p
Item 3	Printer Cartridges	£ 61 : 07 p
Item 4	Postage & Stationery	£ 103 : 20 p
Item 5	Annual Constituency ^{at household payment}	£ 10,099 : 35 p
Item 6	Office Costs (see invoice) ^{reduced}	£ 332 : 35 p
Item 7	Equipment H.P.	£ 14 : 98 p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

£ 10,450 : 81 p

see reverse

continued on page 2

£ 7683.81

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 24th May 2005

Data protection


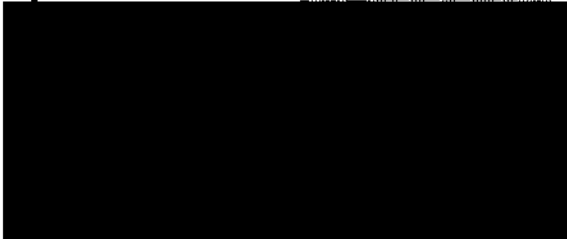

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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only		Input subtotals per Cat 5	
Validation	Initials Date		
Claims received	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ 7504.53
Signature check	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ 109.28 ✓
Funds check	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Allowable expenditure	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Member Res ID & Costs	<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"/>		£ 7668.83
Receipts/ documentation present	<input type="text"/> / <input type="text"/> / <input type="text"/>		768381
Processing			
Input	<input type="text"/> / <input type="text"/> / <input type="text"/>		
		Comments 	

NORTH EAST CAMBRIDGESHIRE CONSERVATIVE ASSOCIATION

CONSERVATIVE



Malcolm Moss MP

April 2005

Year 1st January 2005 to 31st December 2005

Based on a proportion of costs incurred by the N.E. Cambridgeshire Conservative Association in renting, maintaining and running the Office [REDACTED] March

Rent including a nominal amount for your exclusive use of the portacabin as your permanent Constituency Office	3066.00
Other services: Gas, Electricity and Water rates	645.49
Council Business Tax	966.00
Insurance	366.00
Copy cost (including maintenance agreement and ink cartridges) for photocopier	712.04
Paper for photocopying	468.82
Office maintenance, equipment maintenance contracts including the risograph and Fenland Fire appliances, repairs and cleaning	1200.00
Telephone line rental and call costs for the telephone exclusively used for the fax machine and e-mails	275.00
Agent's costs incurred solely on the MP's behalf and not including general constituency duties or expenses	2400.00

£10,099.35

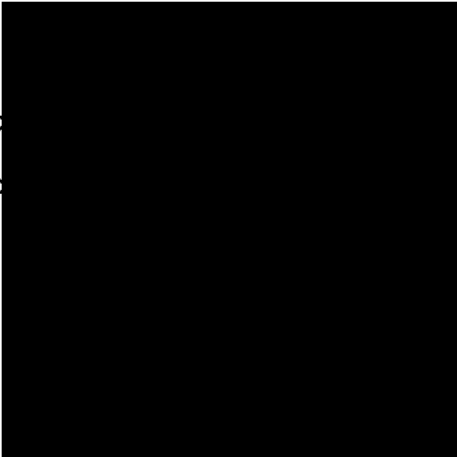
- 2767.00

£7332.35

Financial Processing }

Transaction No

Registration No



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text (40 characters max)

615105 - 3115105

Invoice date (i.e. date of claim)

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

05106

Expenditure type (Cat5) :



£ 250.00

£

£

£

£

£

£

£

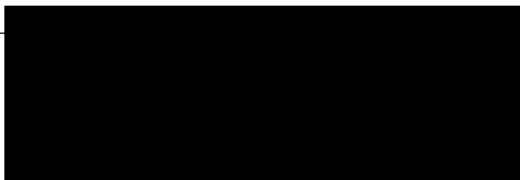
£

£ 250.00

TOTAL

Comments:

* Financial Processing purposes only
Registered by (initials & date)



Posted by (initials & date)



Member's reimbursement form

25 MAY 2005 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

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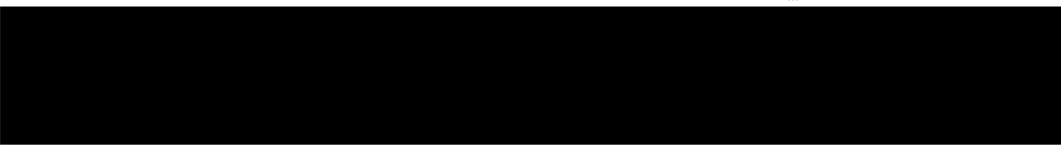
Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE



Claim details

Please ensure

- your claim totals more than £100
you provide journey details of all taxi journeys
you attach all receipts or invoices for items of £250 and above
any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 06/05/05

to 31/05/05

Allowance year

05/06

Table with 3 columns: Item, Description of service or goods, Amount. Item 1: PETTY CASH, £ 250 : 00 p.

Total

£ 250 : 00 p

continued on page 2

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

24th MAY 2005**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

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

£
£
£
£
£
£
£
£
£

Comments

Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

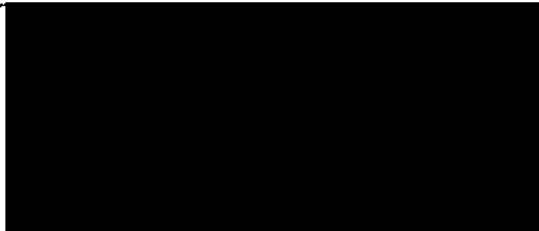
Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text

APRIL 05

Invoice No.



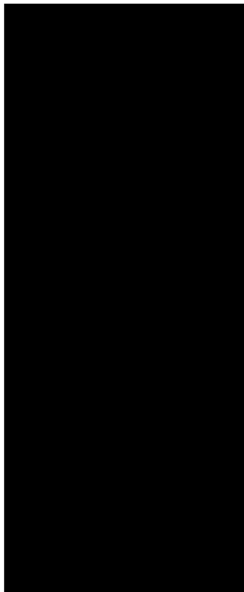
Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

~~03_05~~ / 05_06

Expenditure type (Cat5) :



£ 241.30

£ 91.16

£

£

£

£

£

£

£

£ 332.46

TOTAL

Comments:

** Financial Processing purposes only*

Registered by (initials & date)

.....19 MAY 2005.....



Posted by (initials & date)

.....

Transaction code.

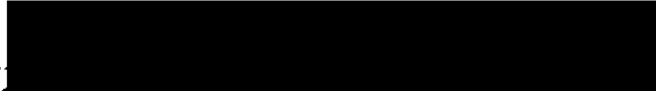
C1. REIMBURSEMENT

I wish to claim reimbursement of the following amounts from my Incidental Expenses Provision for the period 1st APRIL 2005 to 31st APRIL 2005 as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

Item	Description of service / goods	Amount £
1	Mobile Phone	52-33
2	Office Telephone	188-97
3	Office supplies	66-08
4	Postage & Stationery	25-08
5		
6		
7		
8		
9		
10		
		£ 332-46

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED..........MP

PRINTED NAME..... Malcolm Ross

DATE..... 11/05/05 CONSTITUENCY..... NORTH EAST CAMBRIDGESHIRE

Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

OR

TEXT

23/03/05

Invoice No.

Account code / Allowance

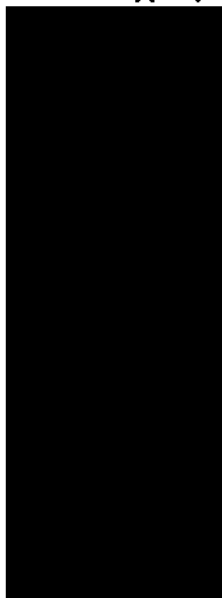
Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Who code? (Cat3)

OR

Expenditure type (Cat5) :



£.....

£.....

£.....

£.....

£.....

£ 100

£.....

£.....

£.....

£ 100

TOTAL

Comments:

* Financial Processing purposes only
Registered by (initials & date)



4/4/05

Posted by (initials & date)



C.4 DIRECT PAYMENT

For ad-hoc payments of salary and taxable travel expenses to secretaries/research assistants

I hereby authorise the Fees Office to pay the undermentioned person the following sums from my Office Costs Allowance.

Name:

Address:

NI Number:

Bank Name:

Address:

Sort Code:

Account Number:

Account Name:

To avoid delay in payment please provide a breakdown of the payments below

Salary Payments	£	[REDACTED]
Rail/Air/Taxi travel between home and normal place of work	£	100-00
Car travel between home and normal place of work	£	
Season ticket travel between home and normal place of work	£	
Total		<u>100-00</u>

29 MAR 2005

I certify that these expenses are wholly, exclusively and necessarily incurred on Parliamentary duties.

Signed [REDACTED](MEMBER)

Printed Name MALCOLM MOSS

Constituency NORTH EAST CAMBRIDGESHIRE

Date 23 - MARCH 2005