



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

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

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

Period of claim

from 01/02/08 to 28/02/08 Allowance year 07/08

Description of service or goods

Amount

Description of service or goods	Amount
Distribution of newspapers (invoice attached)	£ 352 : 50 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 352 : 50 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 27 Feb 2008

**Data protection**

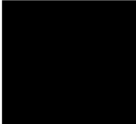
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

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

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

ACORN PARK



MALCOLM MOSS M.P.



Invoice Number: 

Your Ref: 

25th February 2008

*Distribution of Promotional Material*

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4,000	MALCOLM MOSS M.P.	@ £0.00	per thousand	£300.00
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VAT @ 17.5% £52.50

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Total	£352.50
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**Your details**

Name in CAPITAL LETTERS MALCOLM MOSS  
Constituency NORTH EAST CAMBRIDGESHIRE

Office use only  
Cost [REDACTED]

**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 01/12/07 to 31/12/07 Allowance year 07/08

Description of service or goods	Amount
<u>ROYAL MAIL (DOOR TO DOOR)</u>	<u>£ 197 : 89 P</u>
<u>ADVERT (CAMBRIDGESHIRE TIMES)</u>	<u>£ 293 : 75 P</u>
<u>M.P SERVICES (NEWSPAPER)</u>	<u>£ 3,319 : 52 P</u>
<u>POSTAGE</u>	<u>£ 123 : 30 P</u>
_____	£ _____ : _____ P
_____	£ _____ : _____ P
_____	£ _____ : _____ P

Office use only  
Allow. / Exp. Type (cat5)  
[REDACTED]

Total **£ 3,934 : 46 P**

**Authorisation and declaration**

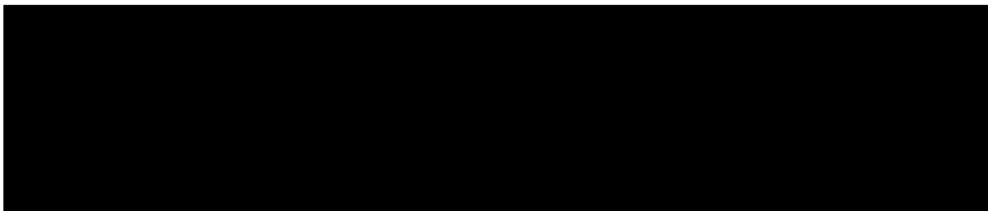
I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature [REDACTED] MP Date 16<sup>th</sup> JAN 2008





Royal Mail



Invoice number

Invoice date

17 Dec 2007

Page

1 of 1

# Invoice

To  
MALCOLM MOSS MP



Account held at  
Malcolm Moss MP



Customer account number



Legal entity number



Terms

10 days

Please pay by

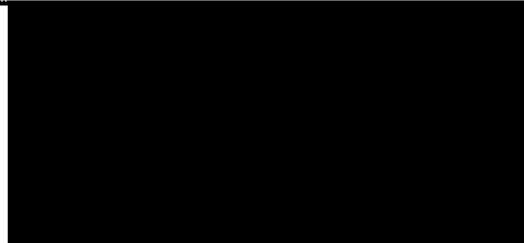
27 Dec 2007

Docket no.	Posting date: Postcode	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	14 Dec 2007	[Redacted]		DOOR TO DOOR 5,654			197.89	E
							5654 ITEMS AT 3.500 PENCE	


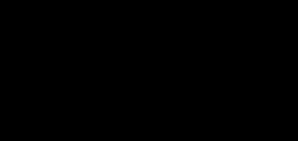
Total Net 197.89





Total VAT E = exempt 0.00

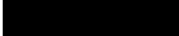
Total 197.89

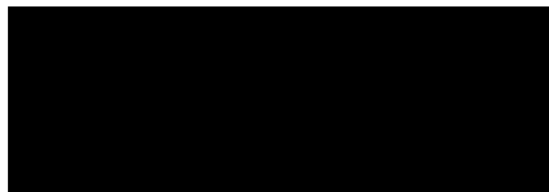




  
**MALCOLM MOSS MP**  


Account Number	
Invoice Number	
Invoice Date/Tax Point	21/12/2007
Due Date	20/01/2008
Ledger Section	
Contact	Credit Control
Phone Number	

DATE	OUR REF	YOUR REF	DETAILS	SIZE	GROSS AMOUNT	DISCOUNT	NET AMOUNT
21/12/2007			MALCOLM MOSS MP Cambridge Times	10x4	250.00	0.00	250.00



Total excl. VAT	£250.00
Total VAT	£43.75
<b>Amount Due in Sterling</b>	<b>£293.75</b>



**invoice**

Mr Malcolm Moss MP

Number: [REDACTED]

Account: [REDACTED]

Date: 02 January 2008

*Orders*

Order	Quantity	Product		VAT	Price
[REDACTED]	54788	- MP Newspapers	Jan08	£0.00	£2,899.52

*Additional Costs*

Order	Cost Description	VAT	Price
[REDACTED]	Dispatch from printer	£0.00	£200.00
[REDACTED]	Endorse Folding	£0.00	£220.00

**Total (excl):** £3,319.52**VAT:** £0.00**TOTAL** £3,319.52





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14 DEC 2007

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**Your details**

Name in CAPITAL LETTERS MALCOLM MOSS

Constituency NORTH EAST CAMBRIDGESHIRE

Office use only

Costs [REDACTED]

**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 01/10/07 to 30/11/07 Allowance year 07/08

Description of service or goods	Amount	Office use only	
		Allow.	Exp. Type (cat5)
<u>Postage</u>	£ <u>48:00</u> p		
<u>Royal Mail (Door to Door)</u>	£ <u>391:21</u> p		
<u>" "</u>	£ <u>462:77</u> p		
<u>" "</u>	£ <u>325:50</u> p		
	£ _____ p		
	£ _____ p		
	£ _____ p		
<b>Total</b>	<b>£ <u>1,227:48</u> p</b>		

**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] MP Date 13<sup>th</sup> Dec 2007

**Data protection**

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

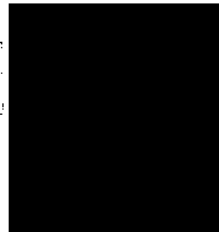
**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

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£ 1227.48

£

Comments



Invoice number [redacted]

Invoice date  
**08 Oct 2007**

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**1** of 1

# Invoice

To  
**MALCOLM MOSS MP**

Account held at  
**Malcolm Moss MP**

Customer account number  
[redacted]

Terms  
**10 days**

Legal entity number  
[redacted]

Please pay by  
**18 Oct 2007**

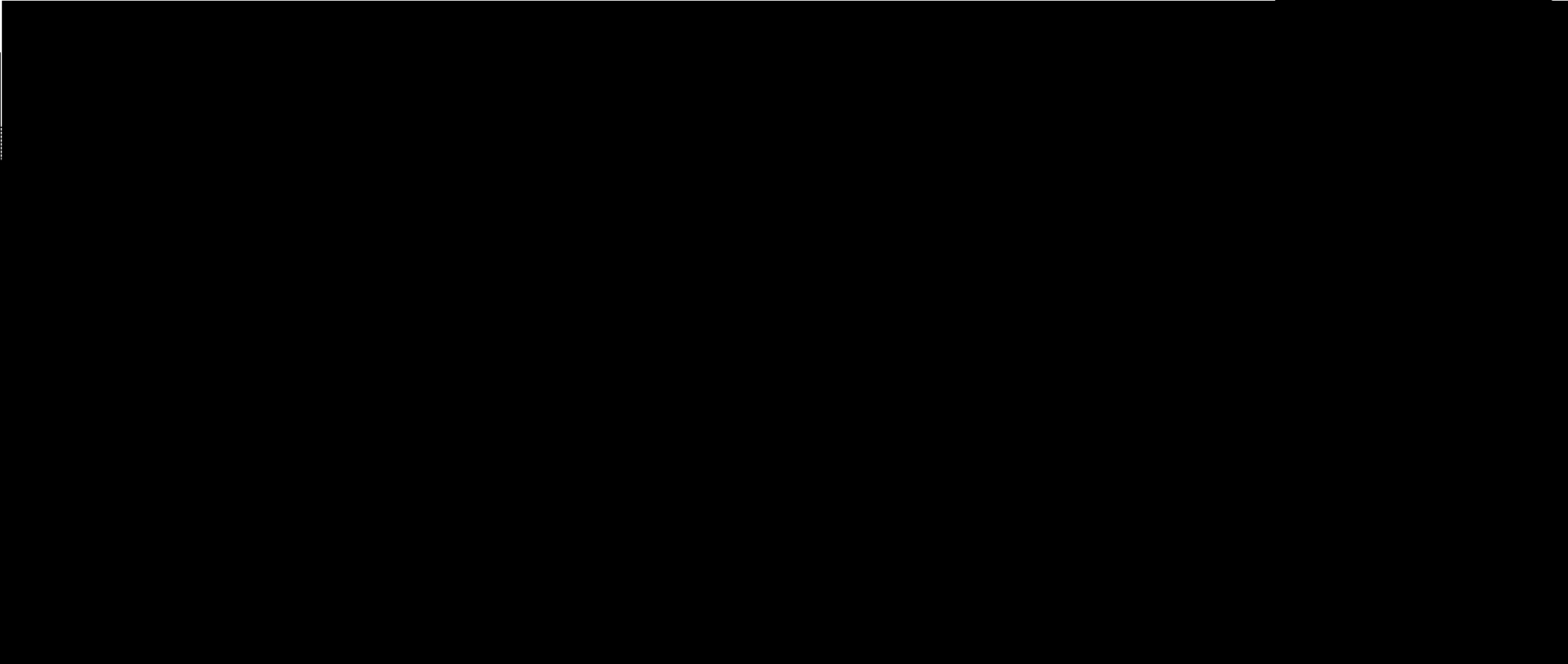
Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[redacted]	05 Oct 2007	[redacted]		DOOR TO DOOR 22,355 CANCELLATION CHARGES				391.21	E

Total Net	<b>391.21</b>
Total VAT	E = exempt <b>0.00</b>
<b>Total</b>	<b>391.21</b>

**Payment advice**

**Paying by BACS?**

Total amount due [redacted]

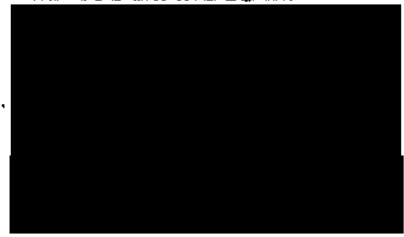




Invoice number  
 [Redacted]  
 Invoice date  
**03 Dec 2007**  
 Page  
 1 of 1

# Invoice

To  
**MALCOLM MOSS MP**



Account held at  
**Malcolm Moss MP**  
 [Redacted]

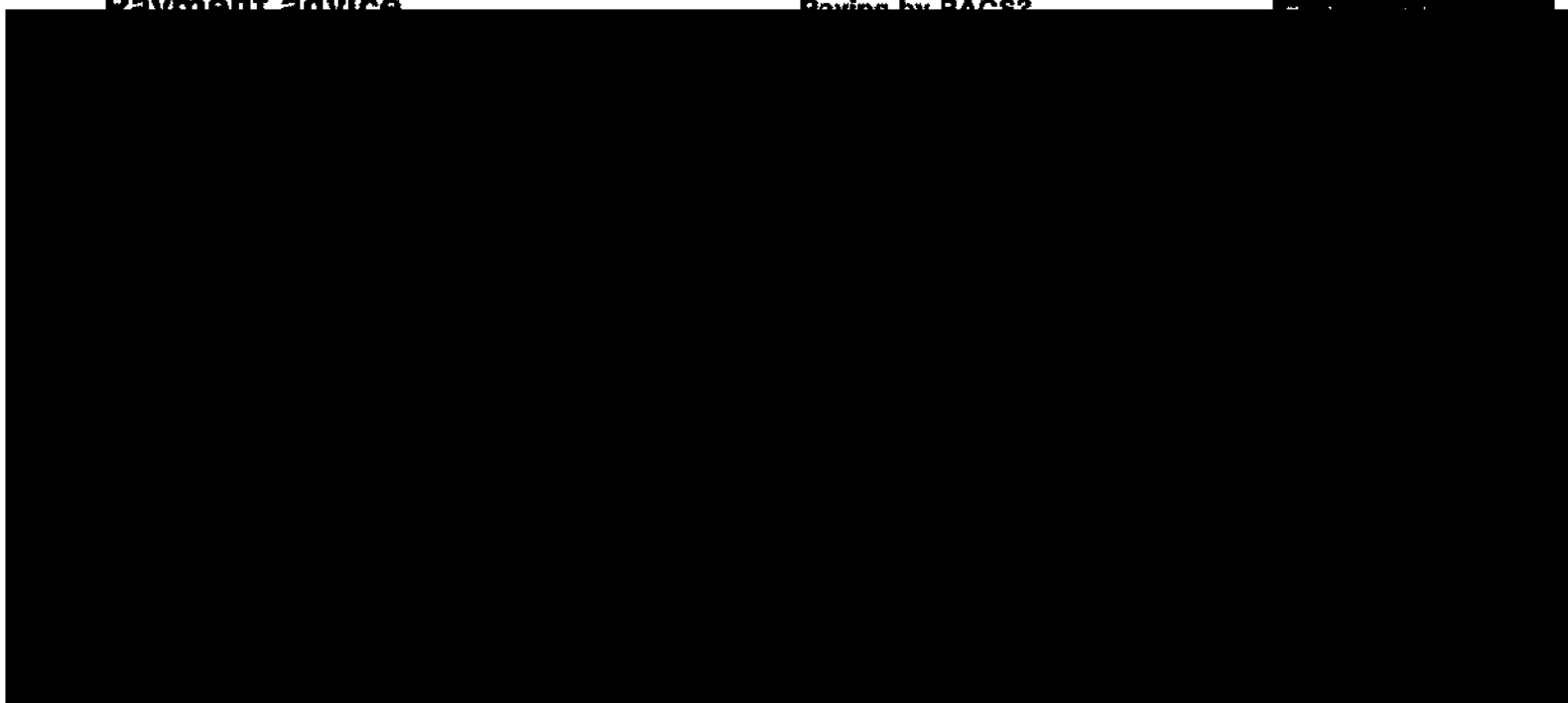
Customer account number  
 [Redacted]  
 Legal entity number  
 [Redacted]

Terms  
**10 days**  
 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	[Redacted]		DOOR TO DOOR 9,722 9722 ITEMS AT 3.500 PENCE			340.27	E
[Redacted]	30 Nov 2007	[Redacted]		DOOR TO DOOR 3,500 3500 ITEMS AT 3.500 PENCE			122.50	E
<b>Total Net</b>							<b>462.77</b>	
<b>Total VAT</b>							<b>0.00</b>	E = exempt
<b>Total</b>							<b>462.77</b>	

**Payment advice**

**Pay by BACS?**





Invoice number  
 [Redacted]  
 Invoice date  
**10 Dec 2007**  
 Page  
**1** of 1

# Invoice

To  
**MALCOLM MOSS MP**



Account held at  
 Malcolm Moss MP



Customer account number



Legal entity number



Terms  
**10 days**

Please pay by  
**20 Dec 2007**

Docket no.	Posting date Posier	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	07 Dec 2007	[Redacted]		DOOR TO DOOR 9,300 9300 ITEMS AT 3.500 PENCE			325.50	E

Total Net	325.50
Total VAT	E = exempt 0.00
<b>Total</b>	<b>325.50</b>

**Payment advice**

**Paying by BACS?**

Total amount due [Redacted]

