



TREASURY & ADMINISTRATION
HOUSE OF COMMONS

Incidental Expenses Provision

Member's reimbursement form

C1

06 MAR 2008

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

Office use only

Costs

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 011 021 08 to 29 102 108

Allowance year

071 08

Office use only

Allow or Exp/
A/c code Cat 5

	Description of service or goods	Amount
Item 1	Office consumables	£ 15 : 50 p
Item 2	Blackberry (2 mths)	£ 134 : 44 p
Item 3	Mobile Phone (2 mths)	£ 55 : 89 p
Item 4	Postage	£ 14 : 05 p
Item 5	Security Alarm (1/4 appointment)	£ 118 : 75 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

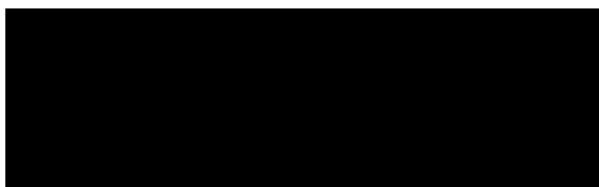
Total

£ 338 : 63 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**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).

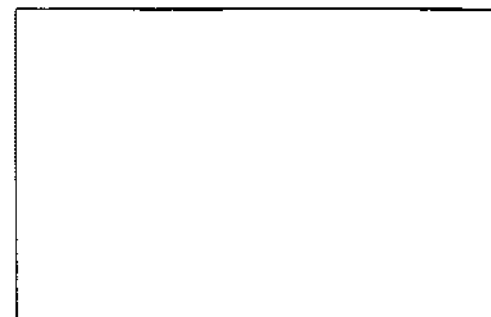
Send your completed form to

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 & Costc	<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

05 FEB 2008

When to use this form

- 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

Office use only

Costs

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 01/01/08

to 31/01/08 ✓

Allowance year

07/08

Office use only

Allow or Exp/ A/c code Cat 5

	Description of service or goods	Amount
Item 1	Blackberry	£ 125 : 72 p
Item 2	Office Telephone	£ 212 : 45 p
Item 3	Printer Ink	£ 70 : 46 p
Item 4	'	£ 11 : 99 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£420 : 62 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 4th Feb 2008

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	<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 & Costc	<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

<input type="text"/>	£ 420.62
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£ 420.62

Comments



Member's reimbursement form

When to use this form

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About filling in this form

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- 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

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 01/12/07

to 31/12/07

Allowance year

07/08

	Description of service or goods	Amount
Item 1	OFFICE SUPPLIES	£ 45 : 39 p
Item 2	BLACKBERRY	£ 120 : 05 p
Item 3	MOBILE PHONE	£ 25 : 78 p
Item 4	MRS B CLARKE (SALARY CONTRIBUTION)	£ 1,824 : 32 p
Item 5	POSTAGE	£ 16 : 50 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Office use only


Allow or Exp/
A/c code Cat 5

Total

£2,032 : 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 16th Jan 2008

Data protection

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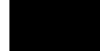
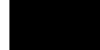
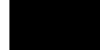
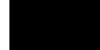
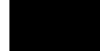
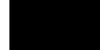
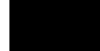
Send your completed form to

Validation Team, Operations Directorate,
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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

	£ 207.72
	£ 1824.32
	£
	£
	£
	£
	£
	£ 2032.04

Comments

NORTH EAST CAMBRIDGESHIRE CONSERVATIVE ASSOCIATION



Conservatives

Malcolm Moss MP

11 January 2008

For the 3 months 1st January to 31st March 2008

Salary	£1,666.67
National Insurance employer's contributions	<u>157.65</u>
	£1,824.32



Member's reimbursement form

05 DEC 2007

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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Office use only

Costs

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 01/11/07

to 30/11/07

Allowance year

07/08

Office use only

Allow or Exp/ A/c code Cat 5

Description of service or goods

Amount

Item 1

BLACKBERRY

£ 317 : 12 p

Item 2

TELEPHONE

£ 92 : 36 p

Item 3

POSTAGE

£ 17 : 84 p

Item 4

LEXAR FIREFLY (COMPUTER) DISK

£ 17 : 01 p

Item 5

STATIONERY & OFFICE CONSUMABLES

£ 156 : 77 p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 601 : 10 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 4th Dec 2007

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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"/>		£ 601.10
Signature check	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
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 & Costc	<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"/>		£
Receipts/ documentation present	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ 601.10
Processing		Comments	
Input	<input type="text"/> / <input type="text"/> / <input type="text"/>	<div style="border: 1px solid black; height: 100px;"></div>	




Malcolm Moss



Invoice Date : 15 November 07
 Invoice No : 
 Account No : 
 RA Number : 

For the rental of the following equipment:-

Small Blackberry SIM Tel.No. 

Between 01 Oct 07 @ 08:00
 and 01 Nov 07 @ 08:00

Equipment still on rent

Description	Quantity	Unit Price £	Amount £
RENTAL	1 month	32.00	32.00
MANAGED SERVICE	1 month	8.00	8.00
CALLS			229.89
ITEMISED BILLING	1	0.00	0.00

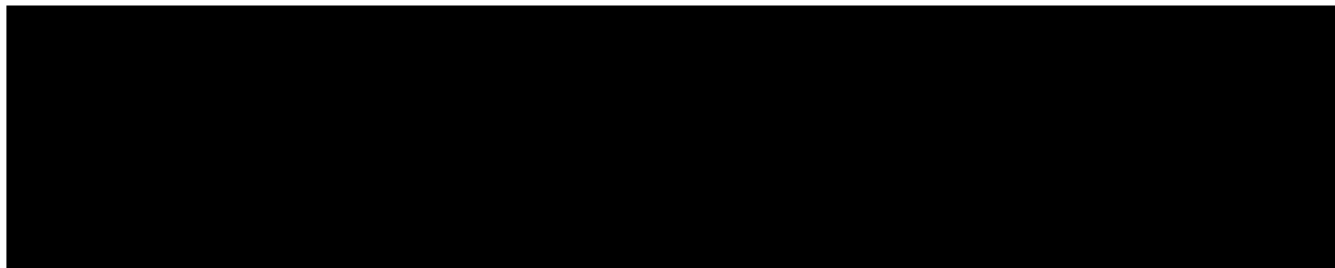
Sub-total 269.89

Purchase Order Number 

VAT @ 17.50 % 47.23

Payment Terms: DIRECT DEBIT

Amount Due £ 317.12





Member's reimbursement form

14 NOV 2007

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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESTHIRE

Office use only

Costs

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 01/10/07

to 31/10/07

Allowance year

07/08

Description of service or goods

Amount

Item	Description of service or goods	Amount
Item 1	Printer Ink	£ 71 : 84 p
Item 2	Constituency office telephone	£ 149 : 70 p
Item 3	Mobile Phone	£ 67 : 30 p
Item 4	Dell Printer	£ 108 : 26 p
Item 5	Mrs. D. Clath (salary contribution)	£ 1,732 : 08 p
Item 6	Blackberry	£ 229 : 25 p
Item 7	Postage + Stationery	£ 53 : 67 p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£2,412 : 10 p

Office use only

Allow or Exp/
A/c code Cat 5

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

13th Nov 2007

Data protection

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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 & Costc	<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 type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Input	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Input subtotals per Cat 5	
[Redacted]	£ 450.77
[Redacted]	£
[Redacted]	£
[Redacted]	£ 229.25
[Redacted]	£
[Redacted]	£
[Redacted]	£ 1732.08
[Redacted]	£
[Redacted]	£ 2412.10

Comments

NORTH EAST CAMBRIDGESHIRE CONSERVATIVE ASSOCIATION



Conservatives

Malcolm Moss MP

28 September 2007

For the 3 months 1st October to 31st December 2007

To the provision of the service

Salary	£1,583.34
National Insurance employer's contributions	<u>148.74</u>
	£1,732.08



Member's reimbursement form

20 SEP 2007

When to use this form

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Your details

Name in CAPITAL LETTERS

MALCOLM MOSS

Constituency

NORTH EAST CAMBRIDGESHIRE

Office use only

Costs

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 01/08/07 to 30/09/07 (2 months)

Allowance year

07/08

	Description of service or goods	Amount
Item 1	Mobile Phone	£ 68 : 50 p
Item 2	Postage and Stationery	£ 15 : 25 p
Item 3	Digital Camera	£ 209 : 90 p
Item 4	* Blackberry costs (3 months)	£ 554 : 98 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Office use only

Allow or Expi A/c code Cat 5

Total

£ 848 : 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  MP

Date 25th Sept 2007

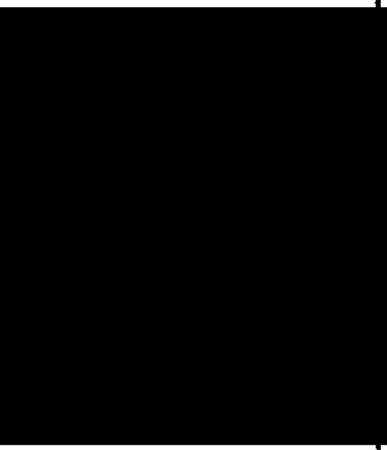
Data protection

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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

£	638.73
£	
£	
£	709.90
£	
£	
£	
£	848.43

Comments

invoice



Malcolm Moss



Invoice Date : 11 July 07
Invoice No :
Account No :
RA Number :

For the rental of the following equipment:-

Small Blackberry SIM Tel.No. [Redacted]

Between 01 Jun 07 @ 08:00
and 01 Jul 07 @ 08:00

Equipment still on rent

Description	Quantity	Unit Price £	Amount £
RENTAL	1 month	32.00	32.00
MANAGED SERVICE	1 month	8.00	8.00
CALLS			215.30
ITEMISED BILLING	1	0.00	0.00



Sub-total 255.30

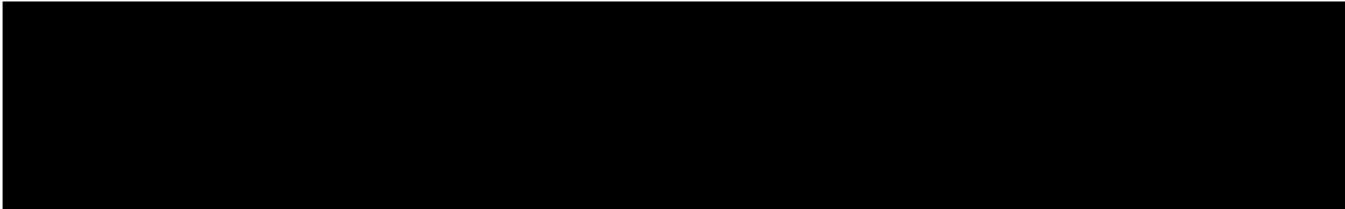
Purchase Order Number



VAT @ 17.50 % 44.68

Payment Terms: DIRECT DEBIT

Amount Due £ 299.98



invoice



Malcolm Moss
[Redacted]

Invoice Date : 13 August 07
Invoice No : [Redacted]
Account No : [Redacted]
RA Number : [Redacted]

For the rental of the following equipment:-

Small Blackberry SIM Tel.No [Redacted]

Between 01 Jul 07 @ 08:00
and 01 Aug 07 @ 08:00

Equipment still on rent

Description	Quantity	Unit Price £	Amount £
RENTAL	1 month	32.00	32.00
MANAGED SERVICE	1 month	8.00	8.00
CALLS			48.90
ITEMISED BILLING	1	0.00	0.00

Sub-total 88.90

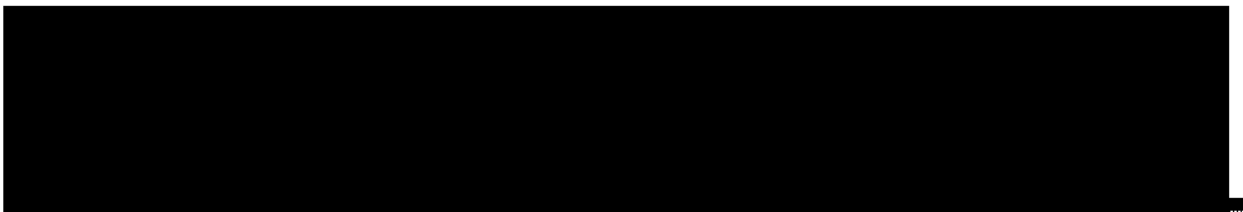
Purchase Order Number

[Redacted]

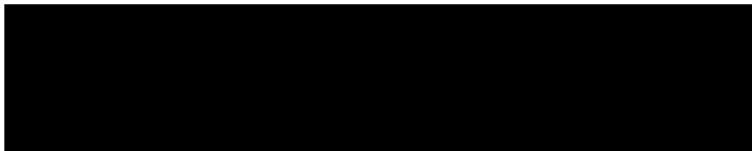
VAT @ 17.50 % 15.56

Payment Terms: DIRECT DEBIT

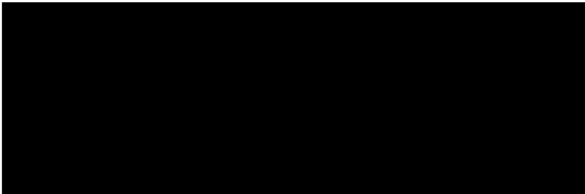
Amount Due £ 104.46



invoice



Malcolm Moss



Invoice Date : 11 September 07
Invoice No :
Account No :
RA Number :

For the rental of the following equipment:-

Small Blackberry SIM Tel.No. [Redacted]

Between 01 Aug 07 @ 08:00
and 01 Sep 07 @ 08:00

Equipment still on rent

Description	Quantity	Unit Price £	Amount £
RENTAL	1 month	32.00	32.00
MANAGED SERVICE	1 month	8.00	8.00
CALLS			88.12
ITEMISED BILLING	1	0.00	0.00

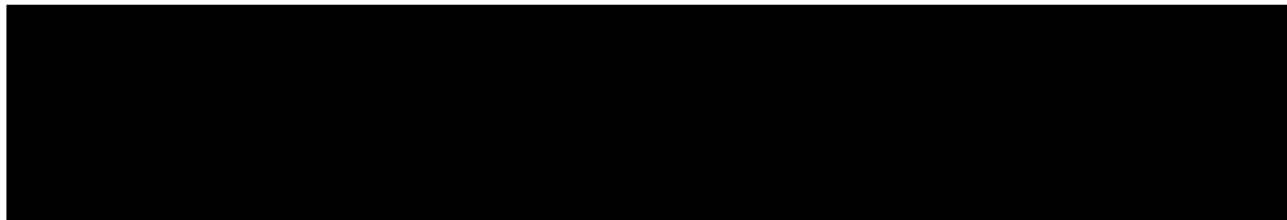
Sub-total 128.12

Purchase Order Number [Redacted]

VAT @ 17.50 % 22.42

Payment Terms: DIRECT DEBIT

Amount Due £ 150.54





Member's reimbursement form

06 AUG 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, 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

Office use only

Costs

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 01 107 107

to 31 107 107

Allowance year

07 108

	Description of service or goods	Amount
Item 1	Office Telephone (1)	£ 159 : 07 p
Item 2	Office Telephone (2)	£ 52 : 85 p
Item 3	Printing (Invoice attached)	£ 522 : 88 p
Item 4	Printer Ink (Bell)	£ 229 : 13 p
Item 5	Mobile Phone	£ 23 : 94 p
Item 6	Postage & Stationery	£ 52 : 26 p
Item 7	Printer Inkjet	£ 40 : 27 p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Office use only

Allow or Exp/
A/c code Cat 5

Total

£ 1,080 : 40 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 3rd Aug. 2007

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
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 & Costc	<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

£	1080.40
£	
£	
£	
£	
£	
£	
£	
£	1080.40

Comments



LANGFORD PRINTERS

Invoice

[Redacted]

Malcolm Moss MP
[Redacted]

Invoice Number [Redacted]
Date / Tax Point 19/07/2007

Account Number [Redacted]

Details	Net Price	VAT
2500 x 4 Colour A4 House of Commons Letterheads	375.00	65.63
2500 x A4 Blue House of Commons Letterheads	70.00	12.25
[Redacted]		

Delivery Address:
[Redacted]

VAT Registration No [Redacted]

Total Net	445.00
Total VAT	77.88
INVOICE TOTAL £	522.88



Incidental Expenses Provision

Member's reimbursement form

C1

03 JUL 2007 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, 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

Office use only

Cost/Cat 2

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 01/05/07 to 30/06/07

Allowance year

07/08

Office use only

Allow or Exp/ A/c code Cat 5

Description of service or goods

Amount

Table with 2 columns: Description of service or goods, Amount. Rows include Office telephone, Mobile telephone (2 mths), Services from Mrs. D. Clark (3 mths), Petty Cash, and 7 empty rows.

Total

£2,299:36 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

2 July 2007

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
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

£ 567.28
£
£
£
£
£
£
£ 1732.08
£ 2299.36

Comments

[Empty Comments Box]

NORTH EAST CAMBRIDGESHIRE CONSERVATIVE ASSOCIATION



Conservatives

Malcolm Moss MP

22 June 2007

For the 3 months 1st July to 31st October 2007

To the provision of the service

Salary	£1,583.34
National Insurance employer's contributions	<u>148.74</u>
	£1,732.08



07/08

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

Office use only

Costs/Cat

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 01 104 107 to 30 104 107 ✓

Allowance year

07108 ✓

Description of service or goods

Amount

Item 1	Office Running Costs 111 High St, March (ann.)	£ 8,065 : 06 p
Item 2		£ : p
Item 3	Salary Contribution Mrs. D. Clark (3mths)	£ 1,732 : 08 p
Item 4		£ : p
Item 5	Telephone (Office)	£ 48 : 35 p
Item 6	Mobile	£ 30 : 98 p
Item 7	Office consumables	£ 31 : 35 p
Item 8	Petty Cash	£ 200 : 00 p
Item 9		£ : p
Item 10		£ : p

Total

£10,107:82 p

Office use only

Allow or Exp/
A/c code Cat 5

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 May 2007

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.

[Redacted]

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Send your completed form to

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

[Redacted]

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

Input subtotals per Cat 5	
[Redacted]	£ 301.68
[Redacted]	£ 310.68
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£ 9797.14
[Redacted]	£

Comments

NORTH EAST CAMBRIDGESHIRE CONSERVATIVE ASSOCIATION



Conservatives

Malcolm Moss MP

April 2007

Year 1st January 2007 to 31st December 2007

Based on a proportion of costs incurred by the N.E. Cambridgeshire Conservative

Rent including a nominal amount for your exclusive use of the portacabin as your permanent Constituency Office	3200.00
Other services: Gas, Electricity and Water rates	657.80
Council Business Tax	966.66
Insurance	366.00
Copy cost (including maintenance agreement and ink cartridges) for photocopier	900.00
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	305.78
	<hr/>
	£8065.06

Malcolm Moss

NORTH EAST CAMBRIDGESHIRE CONSERVATIVE ASSOCIATION



Conservatives

Malcolm Moss MP

23 March 2007

For the 3 months 1st April to 30th June 2007

To the provision of the services of [redacted] at [redacted]

Salary	£1,583.34
National Insurance employer's contributions	<u>148.74</u>
	£1,732.08

Member of Parliament:

Malcolm Moss

European Members of Parliament:

[redacted]



Member's reimbursement form

C1

18 APR 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, 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

Office use only

Costs/Cat

Claim details

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.

claim for

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

Period of claim

from 01/03/07 to 31/03/07

Financial year

06/07 + 07/08

Office use only

Allow or Exp/
A/c code Cat 5

	Description of service or goods	Amount
Item 1	* Printing	£ 440 : 63 p
Item 2	Advertising	£ 141 : 00 p
Item 3	Mobile Phone (2 mths)	£ 284 : 49 p
Item 4	Office consumables	£ 116 : 36 p
Item 5	Security (MP Alarms)	£ 464 : 13 p
Item 6	Office telephone	£ 98 : 14 p
Item 7	Petty Cash	£ 200 : 00 p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£1,744 : 75 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

17 April 2007

Data protection

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[Redacted]

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Send your completed form to

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

[Redacted]

Office use only		Input subtotals per Cat 5	
Validation	Initials Date		
Claims received	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£ 1304.12
Signature check	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£ 440.63
Funds check	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£
Allowable expenditure	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£
Member Res ID & Costs	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£
Ext type/Cat 5 & subtotals added to form	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£
Receipts/ documentation present	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	£
Processing			
Input	<input type="text"/> / <input type="text"/> / <input type="text"/>	[Redacted]	

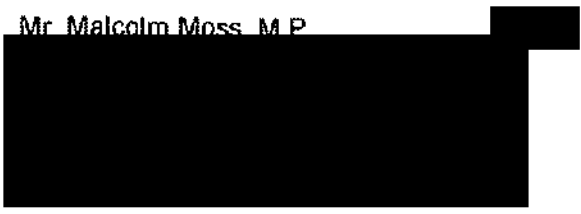
06/07

M.P. ALARMS.



20 February 2007

Mr. Malcolm Moss, M.P.

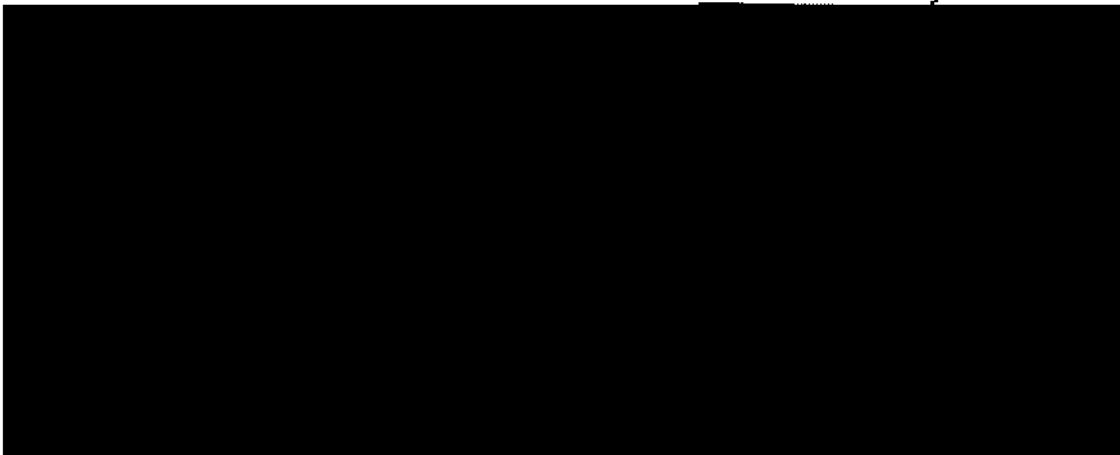


06/07

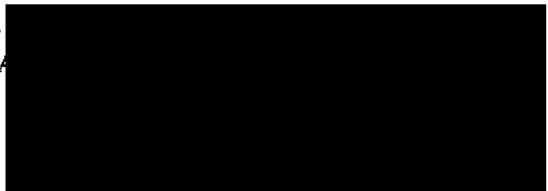
INVOICE



Annual service and maintenance contract	£ 95.00
Annual monitoring charge	<u>£ 300.00</u>
	£ 395.00
17.5% VAT	£ 69.13
	<u>£ 464.13</u>



V.A.






LANGFORD PRINTERS


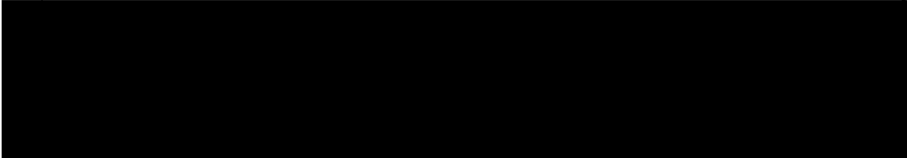


Invoice

Malcolm Moss MP


Invoice Number	
Date / Tax Point	29/03/2007

Account Number	
----------------	---

Details	Net Price	VAT
2500 x A4 5 Colour Letterheads printed on HOC Blue Paper including plates and artwork Charge	375.00	65.63
		
		

Delivery Address:


VAT Registration 

Total Net	375.00
Total VAT	65.63
INVOICE TOTAL £	440.63



17 APR 2008

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

Office use only

Costs

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 01/03/08

to 31/03/08

Allowance year

07/08

	Description of service or goods	Amount
Item 1	PRINTING	£ 466 : 48 p
Item 2	MOBILE PHONE	£ 21 : 97 p
Item 3	POSTAGE	£ 57 : 33 p
Item 4	BLACKBERRY	£ 94 : 05 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Office use only

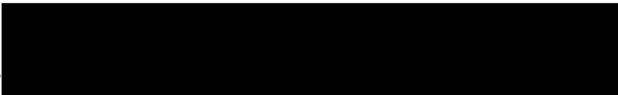
Allow or Exp/
A/c code Cat 5

Total

£ 639 : 83p

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 16th April 2008

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"/>	<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"/>		£ <input type="text"/>
Funds check	<input type="text"/>	<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"/>		£ <input type="text"/>
Member Res ID & Costc	<input type="text"/>	<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"/>		£ <input type="text"/>
Receipts/ documentation present	<input type="text"/>	<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"/>		
			Comments	
			<input style="height: 100px;" type="text"/>	



LANGFORD PRINTERS

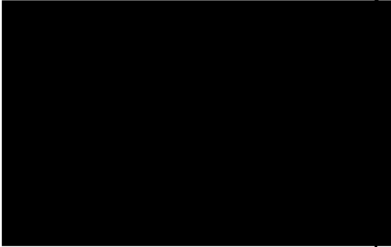



Invoice

Malcolm Moss MP


Invoice Number	
Date / Tax Point	13/03/2008

Account Number	
----------------	---

Details	Net Price	VAT
2500 x 4 Colour House of Commons Letterheads	375.00	65.63
250 x Blue House of Commons Comp Slips	22.00	3.85
		
		

Delivery Address:


VAT Registration N 

Total Net	397.00
Total VAT	69.48
INVOICE TOTAL £	466.48