



# Communications Allowance

## Direct payment of suppliers

Comms 2  
page 1 of 2

06 MAY 2008

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

MARGARET MORAN MP

Constituency

LUTON SOUTH

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

Suppliers	Amount
[REDACTED]	£ 500 .00 p
ROYAL MAIL	£ 1514 .55 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

[REDACTED] MP Date 18-04-08

**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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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**

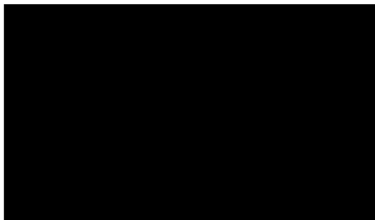
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

**Office use only**

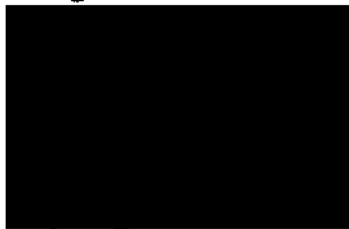
Initials / Date

Validation completed

Comments



Attention: Margaret Moran MP



Date:

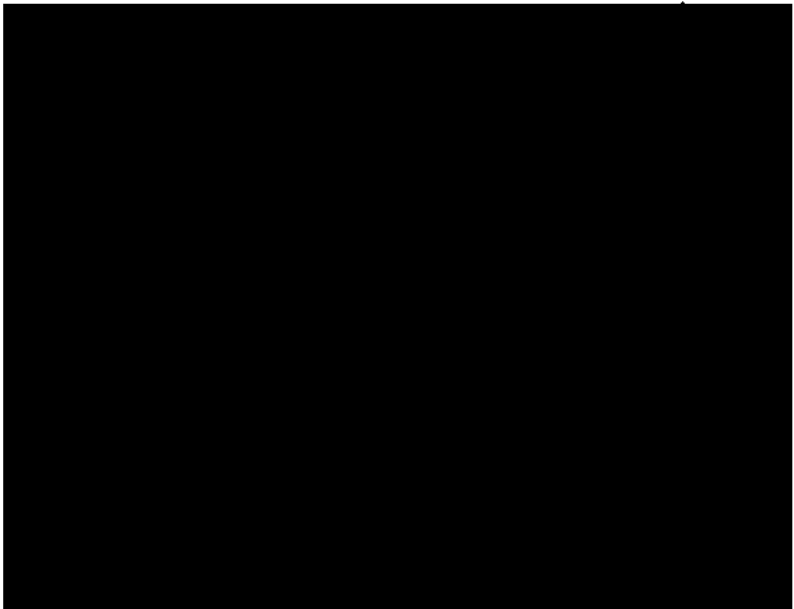
Design and build of website



Total Due

£500

Please make cheque payable to





# 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

MARGARET MORAN MP

Constituency

LUTON SOUTH

#### 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 £25 and above

Period of claim

from 01 / 03 / 08 to 31 / 03 / 08

Allowance year

07 / 08

Description of service or goods

Amount

LUTON ON SUNDAY

£ 760 : 81 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 760 : 81 p

#### Office use only

Allow. / Exp. Type (cat5)

### Authorisation and declaration

I declare that the costs which I incurred wholly, exclusively and necessarily on my Parliamentary duties.

Signature

MP

Date

18-04-08

Version

**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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£
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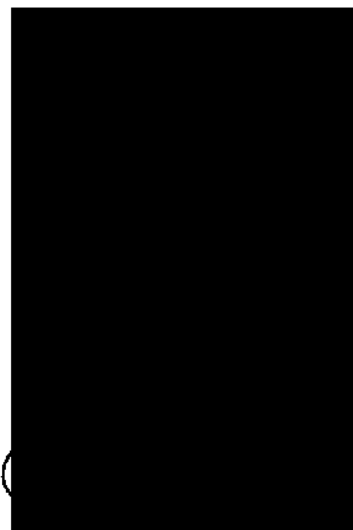
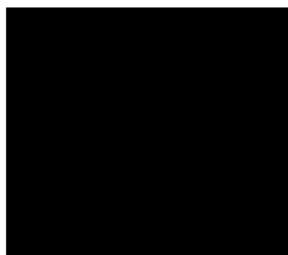
£
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**Comments**

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**SALES INVOICE**

TO: MS M MORAN



Order Description <u>ANNUAL REPORT (A3)</u>			
On week ending		Quantity	Amount
29/03/2008	@ 17.50 per thousand		
LUTON ON SUNDAY			
	Booked	37000	647.50
	Discount	0.00	0.00
	Surcharge	0.00	0.00
	Extras		0.00 0.00 0.00
	Net Total		647.50
	VAT@ 17.50		113.31
	<b>TOTAL</b>		<b>760.81</b>





Communications Allowance
Direct payment of suppliers

When to use this form

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

For details of costs you can claim for please refer to booklet on Communications Allowance.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name MARGARET MORAN

Constituency LUTON SOUTH

Table with 2 columns: Office use only, Cost

Claim details

You can only request payment to suppliers for goods and services directly relating to Communications Allowance.
Please ensure you attach all supplier invoices.

Period of claim from 01 / 03 / 08 to 07 / 03 / 08 Allowance year 07 / 08

Table with 2 columns: Suppliers, Amount. Includes entries for Luton Irish Forum and Greatledge.

Table with 3 columns: Office use only, Allow., Supp ID, Exp.Type

Authorisation and declaration

Signature

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

MP Date 07-03-08

**Data protection**

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**Send your completed form to**

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

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**Office use only**

Initials / Date

Validation completed

Comments





# Luton Irish Forum

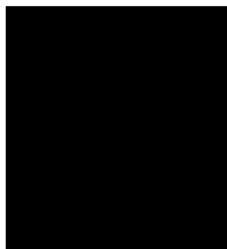
# Invoice

Date	Invoice No.
15/02/2008	

Invoice To
Margaret Moran MP

Description	Qty	Terms	Project
		Rate	Amount
		220.00	220.00

Many thanks for your continued invaluable support	SUBTOTAL	£220.00
	Total	£220.00
	Payments/Credits	£0.00
	<b>Balance Due</b>	<b>£220.00</b>



invoice

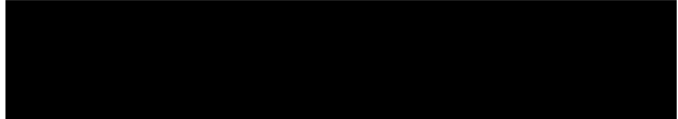
Customer name Margaret Moran MP Address \_\_\_\_\_  
 Tel No. \_\_\_\_\_  
 Contact name \_\_\_\_\_  
 Date of delivery / collection 7/3/08

Please accept our delivery note and invoice as follows

Quantity	Description	Price £
37000	A3 Parliamentary Report 4 colour	1950.00

Received by \_\_\_\_\_  
 Amount Paid \_\_\_\_\_  
 Cheque / Cash \_\_\_\_\_

Sub Total	1950.00
Vat @ %	-
Total Inc. Vat	1950.00





**Communications Allowance**  
**Direct payment of suppliers**

**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

Margaret Moran MP

Constituency

Luton South

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 14 / 3 / 08

to 14 / 3 / 08

Allowance year

07 / 08

Suppliers

Amount

Greatledge

£ 2350.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type

(G15)

**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 March 2008

**Data protection**

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**Send your completed form to**

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

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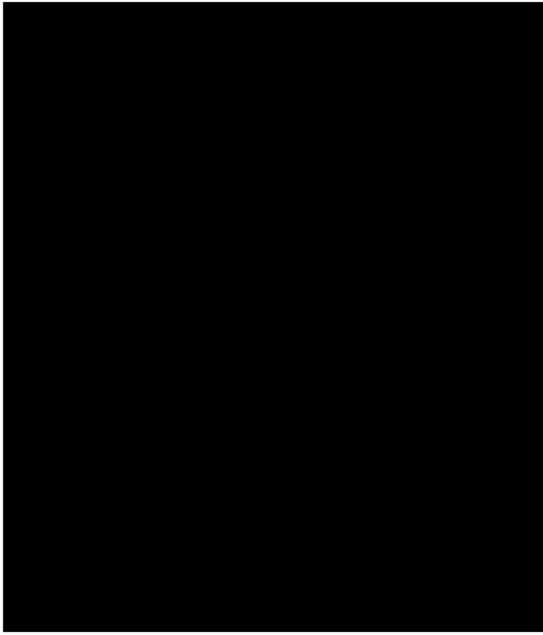
<b>Office use only</b>	
	Initials / Date
Validation completed	<input type="text"/>
<b>Comments</b>	



Invoice

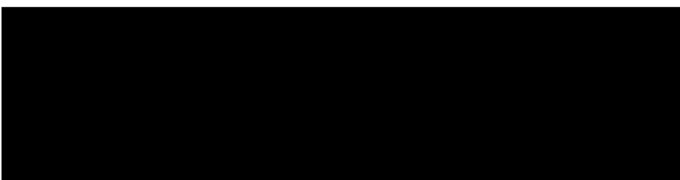
Customer name Margaret Moran MP Address \_\_\_\_\_  
 Tel No. \_\_\_\_\_  
 Contact name \_\_\_\_\_  
 Date of delivery / collection 14/3/08 \_\_\_\_\_

Please accept our delivery note and invoice as follows

Quantity	Description	Price £
37,000	Margaret Moran MPs A3 Survey, 4 col 4 page A4 on Laser Quality Paper    	2000.00

Received by \_\_\_\_\_  
 Amount Paid \_\_\_\_\_  
 Cheque / Cash \_\_\_\_\_

Sub Total	2000.00
Vat @ %	350.00
Total Inc. Vat	2350.00





# Communications Allowance Direct payment of suppliers

19.12.11.2008

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

MARGARET MORAN MP

Constituency

LUTON SOUTH

Office use only	Costc	[REDACTED]
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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 01 / 04 / 2007 to 31 / 05 / 08 Allowance year 2007 / 2008

Suppliers	Amount
<del>GREAT EDGE PRINTERS</del>	£ 1,640.00 p
[REDACTED]	£ : p
[REDACTED]	£ : p
[REDACTED]	£ : p
[REDACTED]	£ : p
[REDACTED]	£ : p
[REDACTED]	£ : p
[REDACTED]	£ : p

Office use only		
Allow.	Supp ID	Exp.Type (Cat 5)
[REDACTED]		

### Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and [REDACTED] of my Parliamentary duties.

Signature

[REDACTED] MP Date

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Send your completed form to

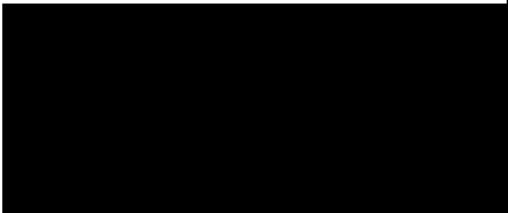
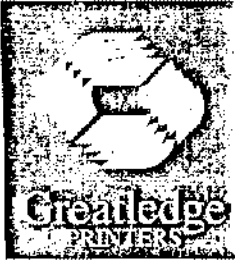
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

**Office use only**

Initials / Date

Validation completed

Comments



Delivery Note / Invoice

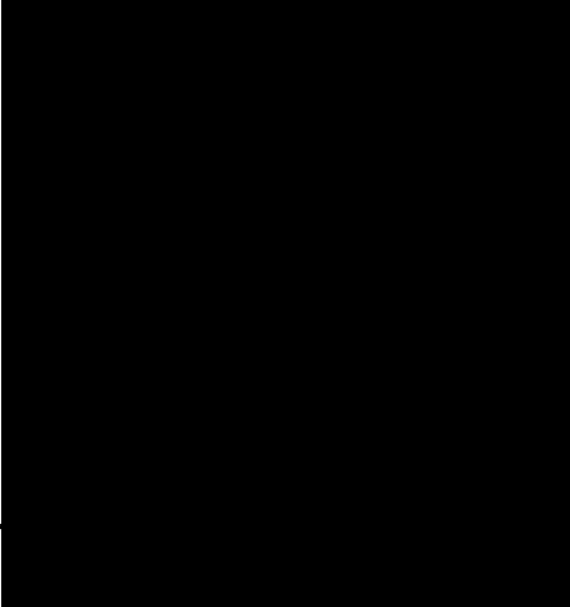
Customer name MURRAY MORAN MR address \_\_\_\_\_

Tel No. \_\_\_\_\_

Contact name \_\_\_\_\_

Date of delivery / collection 17/8/07

Please accept our delivery note and invoice as follows

Quantity	Description	Price £
36000	A3 <u>u colour</u> 	1640-

Received by \_\_\_\_\_

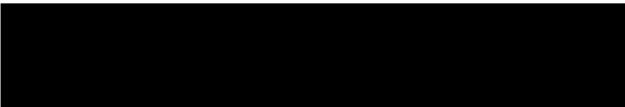
Amount Paid \_\_\_\_\_

Cheque / Cash \_\_\_\_\_

Sub Total 1640-

Vat @ % -

Total Inc. Vat 1640-00







**Communications Allowance**  
**Direct payment of suppliers**

**Comms2**  
page 1 of 2

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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

MARGARET MORAN MP

Constituency

LUTON SOUTH

Office use only      Costc

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

Suppliers	Amount
GREATLEDGE PRINTERS	£1,640.00 p
<del>VIRING</del> STREET	£ <del>174.93</del> p
_____	£ _____ : _____ 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, exclusively in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

12-12-07

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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

