



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

**MEMBERS**  
**05 APR 2007**  
**BUDGETS**

**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

MARK FIELD MP

Constituency

CITIES OF LONDON & WESTMINSTER

Office use only

Costs



**Claim details**

You can only request  
Please ensure

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

Period of claim

from 01, 04, 07 to 30, 04, 07

Allowance year

2007, 2008

Suppliers

Amount

GEMINI PRESS

£ 7766.17 p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

Office use only

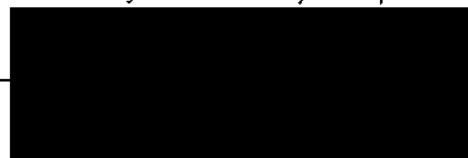
Allow. / Supp ID / Exp.Type  
(Cat 5)

MS

**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

3 Apr 07

**Data protection**

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

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).

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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**

MARK FIELD MP

INVOICE

Job No:

Ref:

Date : 02-Apr-07

DESCRIPTION

Amount    VAT Code

40000 POSTAGE JOB BAG  
8pp PARLIAMENT BROCHURE

£7,678.81  
£87.36

VAT ANALYSIS

<u>RATE</u>	<u>TOTAL</u>	<u>PAYABLE</u>
2	£7,766.17	

V.A.T.	£7,766.17
	£0.00
<u>Total</u>	<u>£7,766.17</u>

VA