



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 in CAPITAL LETTERS

MARK LANCASTER TD MP

Constituency

NORTH EAST MILTON KEYNES

Office use only Cost



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 ___/___/___

to ___/___/___

Allowance year

___/___



Amount

ROYAL MAIL

£ 288.22 p

ROYAL MAIL

£ 337.70 p

£ _____ p

£ _____ p

£ _____ p

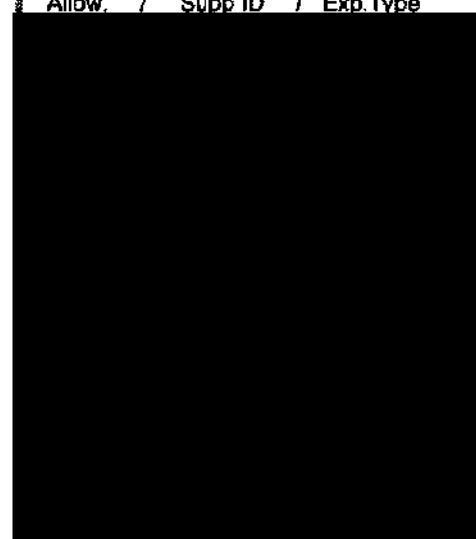
£ _____ p

£ _____ p

£ _____ p

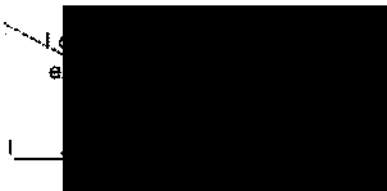
Office use only

Allow. / Supp ID / Exp.Type



Authorisation and declaration

Signature



MP

Date

22/1/08

sted are in respect of costs incurred wholly, performance of my Parliamentary duties.

Data protection

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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

Invoice date
24 Dec 2007

Page
1 of 1

Invoice

To
MARK LANCASTER MP

Account held at
MARK LANCASTER MP

Terms
10 days

Please pay by
03 Jan 2008

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight (kg)	Unit cost (€)	Net value	VAT
[REDACTED]	21 Dec 2007	[REDACTED]	[REDACTED]	DOOR TO DOOR	5,944			288.27	E
				5944 ITEMS AT 4.850 FENCE					

Total Net **288.27**

Total VAT **0.00** E = exempt

Total **288.27**

Invoice date
31 Dec 2007
Page
1 of 1

Invoice

To
MARK LANCASTER MP

Account held at
MARK LANCASTER MP

Customer account number

Terms
10 days

Please pay by
10 Jan 2008

Decket no.	Posting date	Sender's ref. / Contract no.	Format	Service / Quantity	Weight (kg)	Unit cost (€)	Net value	VAT
	28 Dec 2007			DOOR TO DOOR 6,963 6963 ITEMS AT 4.850 PENCE			337.70	E

Total Net		337.70
Total VAT	E = exempt	0.00
Total		337.70



Communications Allowance
Direct payment of suppliers

COM11AS2
page 1 of 2

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Your details

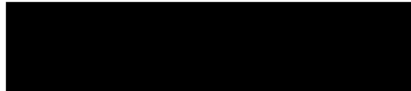
Name
in CAPITAL LETTERS

MARK LANCASTER TD MP

Constituency

NORTH EAST MILTON KEYNES

Office use only Cost



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 ___/___/___ to ___/___/___

Allowance year ___/___

Suppliers

Amount

Office use only

Orchard Press £ 514.06 p

Orchard Press £ 646.35 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

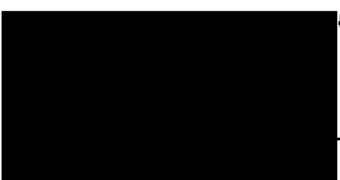
£ _____ p

£ _____ p

Authorisation and declaration

requested are in respect of costs incurred wholly,
in the performance of my Parliamentary duties.

Signature



MP

Date

21 Jan 08

Data protection

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Office use only



Initials / Date


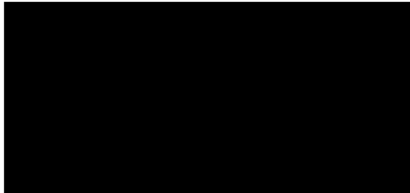
Validation completed

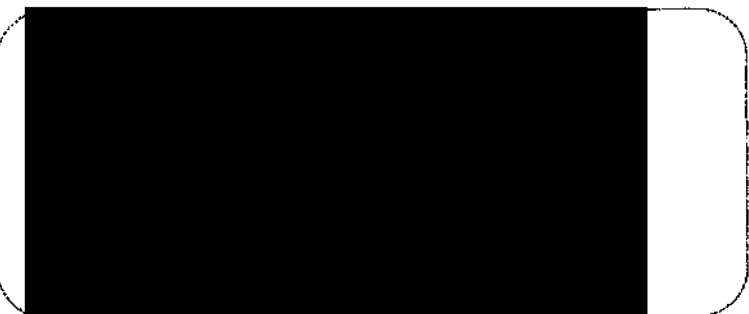
Comments



Mark Lancaster MP



Invoice No.	
Invoice/Tax Date	15/01/2008
Order No.	
Account No.	



Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
12.50	March - Leaflet Distribution Mark's area (12.5K)	35.00	437.50	17.50	76.56
					



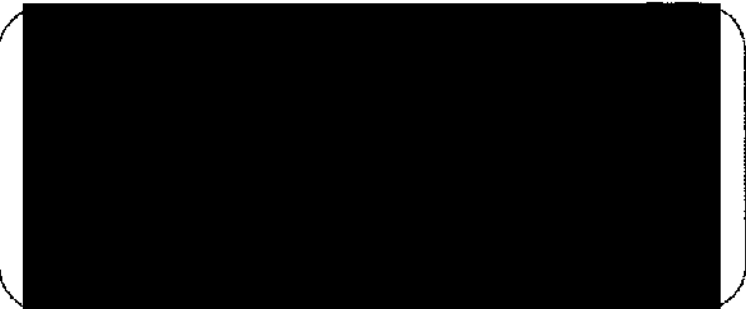
Total Net Amount	437.50
Carriage Net	0.00
Total VAT Amount	76.56
Invoice Total	514.06



Mark Lancaster MP


Invoice No. 
Invoice/Tax Date 16/01/2008
Order No.
Account No. 

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
1.00	Advertising	550.00	550.00	17.50	96.25



Total Net Amount	550.00
Carriage Net	0.00
Total VAT Amount	96.25
Invoice Total	646.25



Communications Allowance
Direct payment of suppliers

Comms2
page 1 of 2

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Your details

Name in CAPITAL LETTERS

MARK LANCASTER TD MP

Constituency

NORTH EAST MILTON KEYNES

Office use only

Costs

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.

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

Period of claim

from / / to / /

Allowance year

Suppliers

Amount

Office use only

Allow / Supp ID / Exp Type

MP SERVICES

£1797.32 p

MP SERVICES

£1159.20 p

£ p

£ p

£ p

£ p

£ p

£ p

Authorisation and declaration

ted are in respect of costs incurred wholly, performance of my Parliamentary duties.

Signature

MP

Date

21/1/08

Data protection

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Send your completed form to

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

Office use only

Initials / Date

Validation completed

Comments

invoice

Mr Mark Lancaster TD MP

Number: [REDACTED]

Account: [REDACTED]

Date: 17 January 2008

Orders

Order	Quantity	Product		VAT	Price
[REDACTED]	34837	- MP Newsletters	Jan08	£0.00	£1,539.62

Additional Costs

Order	Cost Description	VAT	Price
[REDACTED]	Dispatch from printers	£17.50	£100.00
[REDACTED]	Folding	£0.00	£140.00

Total (excl): £1,779.62

VAT: . £17.50

TOTAL £1,797.12

invoice

Mr Mark Lancaster TD MP

Number: [REDACTED]

Account: [REDACTED]

Date: 17 January 2008

Orders

Order	Quantity	Product	VAT	Price
[REDACTED]	25000	- MP Calling Cards DL <i>Calendar Card Dec07</i>	£165.20	£944.00

Additional Costs

Order	Cost Description	VAT	Price
[REDACTED]	Dispatch from printer	£0.00	£50.00

Total (excl): £994.00

VAT: £165.20

TOTAL £1,159.20



Communications Allowance Direct payment of suppliers

0102 NWT 8 0

page 1 of 2

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Your details

Name
in CAPITAL LETTERS

MARK LANCASTER TD MP

Constituency

NORTH EAST MILTON KEYNES

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 ___/___/___

to ___/___/___

Allowance year

07/08

Suppliers

Amount

Royal Mail

£ 288.27 p

Royal Mail

£ 337.70 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

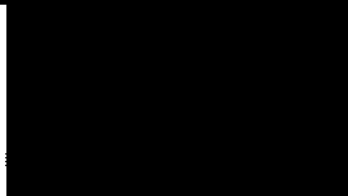
£ _____ p

£ _____ p

Authorisation and declaration

requested are in respect of costs incurred wholly,
the performance of my Parliamentary duties.

Signature



MP

Date

7/01/08

Data protection

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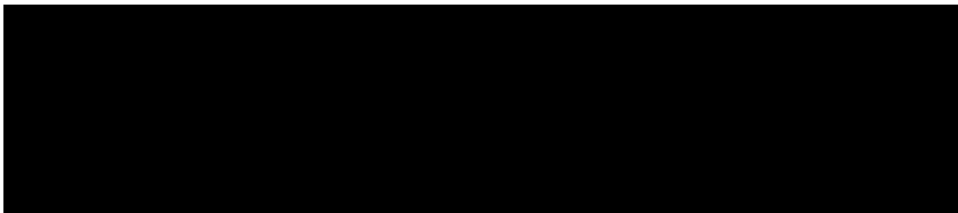
Send your completed form to Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

Comments



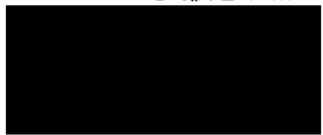
Invoice number

Invoice date
31 Dec 2007

Page
1 of 1

Invoice

To
MARK LANCASTER MP



Account held at
MARK LANCASTER MP



Terms
10 days
Please pay by
10 Jan 2008

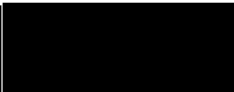
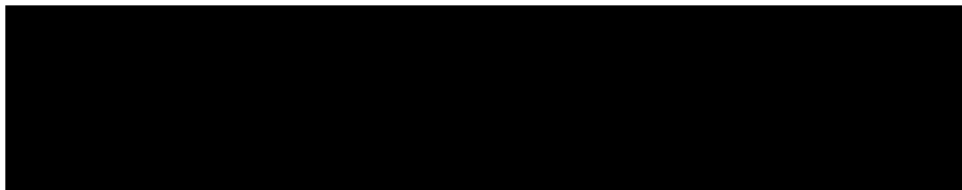
Decket no.	Posting date Postar	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	28 Dec 2007			DOOR TO DOOR 6,963			337.70	E
							6963 ITEMS AT 4.850 PENCE	

Total Net	337.70
Total VAT	E = exempt 0.00
Total	337.70





Royal Mail

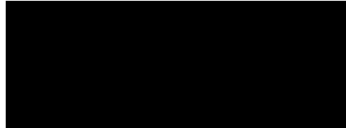


Invoice date
24 Dec 2007

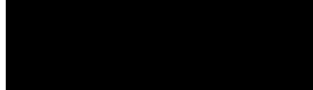
Page
1 of 1

Invoice

To
MARK LANCASTER MP



Account held at
MARK LANCASTER MP



Terms
10 days

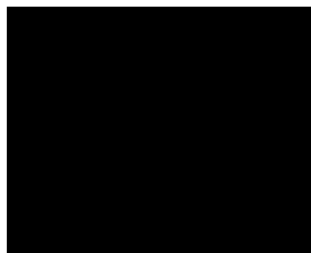
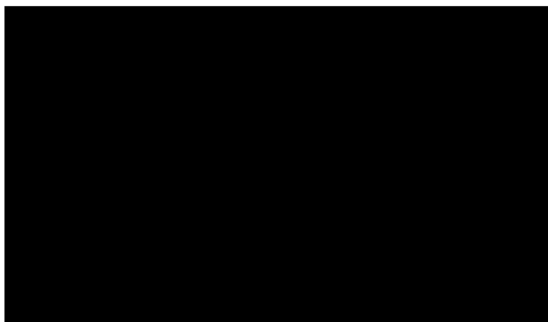
Please pay by
03 Jan 2008

Decket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	21 Dec 20			DOOR TO DOOR 5,944 5944 ITEMS AT 4.850 PENCE			288.27	E

Total Net **288.27**

Total VAT E = exempt **0.00**

Total **288.27**





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 in CAPITAL LETTERS

MARK LANCASTER TD MP ✓

Constituency

NORTH EAST MILTON KEYNES

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 ___/___/___ to ___/___/___

Allowance year

07/08

Suppliers

Amount

Office use only

Royal Mail

£ 599.69 p

£ : p

£ : p

£ : p

£ : p

04 JAN 2008

£ : p

£ : p

£ : p

Authorisation and declaration

I request that you pay the costs requested are in respect of costs incurred wholly, in the performance of my Parliamentary duties.

Signature

MP

Date

19/12/07

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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

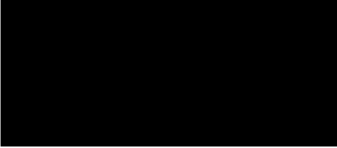
Comments



Invoice date
17 Dec 2007 ✓
 Page
1 of 1

Invoice

To
MARK LANCASTER MP



Account held at
MARK LANCASTER MP



Customer account number



Terms
10 days

Please pay by
27 Dec 2007

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit post (£)	Net value	VAT
[Redacted]	14 Dec 2007	[Redacted]		DOOR TO DOOR 12,365 12365 ITEMS AT 4.850 PENCE			599.69	E

Total Net	599.69
Total VAT	E = exempt 0.00
Total	599.69





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.

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Your details

Name
in CAPITAL LETTERS

MARK LANGRISH TD MP ✓

Constituency

NORTH EAST MELTON KEMUR

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 ___/___/___ to ___/___/___

Allowance year

07/08

Suppliers

Amount

Suppliers	Amount
<u>Royal mail</u>	<u>£ 463.88p</u>
<u>Orchard Press</u>	<u>£ 76.56p</u>
<u>514.00p</u>	<u>£ _____ p</u>
_____	<u>£ _____ p</u>
_____	<u>£ _____ p</u>
_____	<u>£ _____ p</u>
_____	<u>£ _____ p</u>
_____	<u>£ _____ p</u>

Office use only

Allow / Supp ID / Exp Type

[Redacted area with checkmarks]

Authorisation and declaration

requested are in respect of costs incurred wholly,
the performance of my Parliamentary duties.

Signature

[Redacted signature]

MP

Date

17/12/07

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Office use only

Initials / Date

Validation completed

Comments

Royal Mail

Invoice date
10 Dec 2007 ✓
Page
1 of 1

Invoice

To
MARK LANCASTER MP

Account held at
MARK LANCASTER MP

Customer account number

Terms
10 days

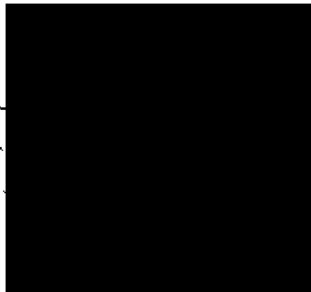
Please pay by
20 Dec 2007

Decket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	07 Dec 2007			DOOR TO DOOR 9,565 9565 ITEMS AT 4.850 PENCE			463.89	E

Total Net **463.89**

Total VAT E = exempt **0.00**

Total 463.89





Invoice Date	Invoice Number	Due Date	Amount
[REDACTED]	[REDACTED]	20-Dec-07	463.89
		Total Due	463.89





Invoice

Page 1

Mark Lancaster



Invoice No. 

Invoice/Tax Date

10/12/2007

Order No.

Account No. 

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
12.50	Mag Feb 2008 Leaflet distribution - Mark's area (12,500 at £35 per thousand)	35.00	437.50	17.50	76.56



Please put invoice number on back of cheque



Total Net Amount	437.50
Carriage Net	0.00
Total VAT Amount	76.56
Invoice Total	514.06



11 OCT 2007

When to use this form

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About filling in this form

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Your details

Name in CAPITAL LETTERS

MARK LANCASTER TD MP

Constituency

NORTH EAST MELTON KCCYNBS

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 ___/___/___ to ___/___/___ Allowance year 07/08



Suppliers	Amount
Royal mail	£ 71 : 22p
Royal mail	£ 117 : 77p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only		
Allow.	Supp ID	Exp.Type

Authorisation and declaration

- I declare that the costs stated are in respect of costs incurred wholly, or in part, in the performance of my Parliamentary duties.

Signature



MP

Date

10/10/07

Data protection

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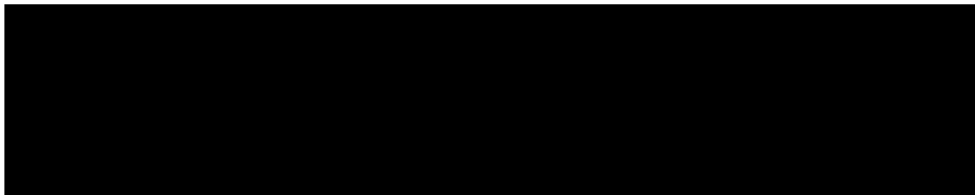
Send your completed form to

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

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



Royal Mail



Invoice date
01 Oct 2007

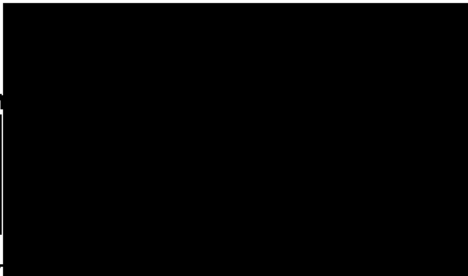
Page
1 of 1

Invoice

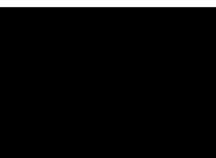
To
MARK LANCASTER MP



Account held at
MARK LANCASTER M



Customer account number



Terms
10 days

Please pay by
11 Oct 2007

Docket no.	Posting date Postage	Sender's ref. Contract no.	Format	Service Quantity	Weight (kg)	Unit cost (P)	Net value	VAT
[Redacted]	28 Sep 2007	[Redacted]		DOOR TO DOOR 2,035 2035 ITEMS AT 3.500 PENCE			71.22	E

Total Net **71.22**

Total VAT E = exempt **0.00**

Total **71.22**

Invoice

To
MARK LANCASTER MP

Account held at
MARK LANCASTER MP

Terms
10 days

Please pay by
04 Oct 2007

Docket no.	Posting date Pusher	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	21 Sep 2007			DOOR TO DOOR 3,365 3365 ITEMS AT 3.500 PENCE			117.77	E
Total Net							117.77	
Total VAT							0.00	E - exempt
Total							117.77	



Communications Allowance

Comms 2

Incidental Expenses Provision/Staffing Allowance

C2

Direct payment of suppliers

06 AUG 2007

18 JUL 2007

Page 1 of 2

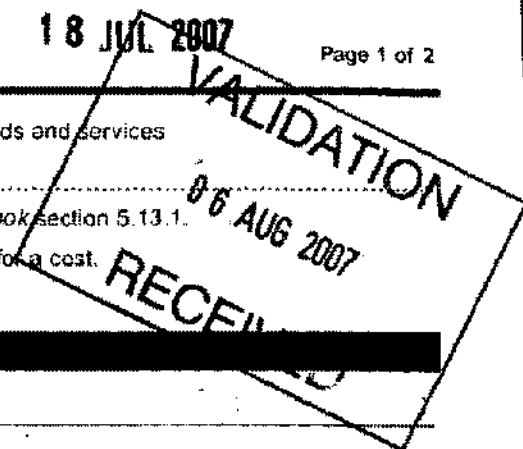
When to use this form

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 see Green Book section 5.13.1.

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 LANCASTER TD MP

Constituency

NORTH EAST MELTON KEYNES

Cost centre

Costs

Supp/Res ID



Claim details

Please ensure

your claim totals more than £100 – this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

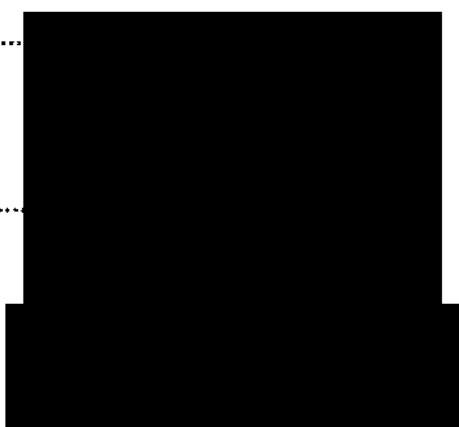
the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

17/7/07

Allowance year

07/08



Incidental Expenses Provision claims

Suppliers	Amount
Item 1 Colaschill Campaigning Services	£2283:75 p
Item 2	£ : p
Item 3	£ : p
Item 4	£ : p
Item 5	£ : p

Total £2283:75 p

Claim details continued

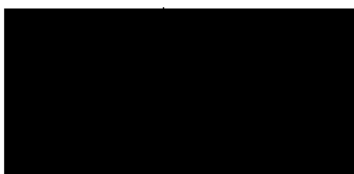
Staffing Allowance claims

	Suppliers	Amount	
Item 6		£	: p
Item 7		£	: p
Item 8		£	: p
Item 9		£	: p
Total		£	: p

Authorisation and declaration

requested are in respect of costs incurred wholly, the performance of my Parliamentary duties.

Signature



MP

Date

17 / 7 / 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.

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

Official use only

Field	Value	Field	Value
Claims received	/ /	Member ID added to form	/ /
Signature check	/ /	Payment codes added to form	/ /
Funds check	/ /	Receipts/ documentation present	/ /
Allowable expenditure	/ /	Input	/ /

Please use margin for comments



Direct payment of suppliers

~~02~~
Cwm8 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, see *Green Book* section 5.13.1.
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 LANCASTER TD MP

Constituency

NORTH EAST MILTON KEYNES

Cost

Cost

Supp/Res ID

Claim details

Please ensure

your claim totals more than £100 – this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

18 / 7 / 07

Allowance year

07 / 08 ✓

^{Cwm8} Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	Royal mail	£ 162 : 89 p ✓
Item 2	Royal mail	£ 54 : 81 p ✓
Item 3	Royal mail	£ 42 : 70 p ✓
Item 4	Royal mail	£ 130 : 02 p ✓
Item 5	Royal mail	£ 357 : 07 p ✓
	Total	£ 747 : 49 p

Claim details *continued*

Staffing Allowance claims

	Suppliers	Amount	
Item 6	_____	£ _____ : _____ p	
Item 7	_____	£ _____ : _____ p	
Item 8	_____	£ _____ : _____ p	
Item 9	_____	£ _____ : _____ p	
Total		£ _____ : _____ p	

Authorisation and declaration

Signature _____ MP
 Date 18 17 107
 requested are in respect of costs incurred wholly, in the performance of my Parliamentary duties.

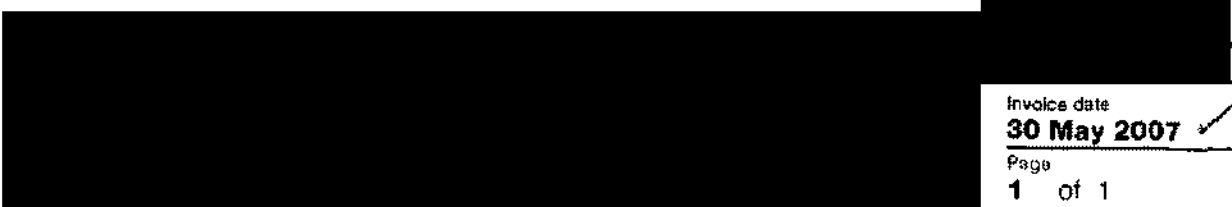
Data protection
 The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. 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.
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Send your completed form to Validation Team, Operations Directorate,
 Department of Finance & Administration, House of Commons, London SW1A 0AA

Checklist only

Completed	Date	Completed	Date
Claims received	<input type="checkbox"/> / /	Member ID added to form	<input type="checkbox"/> / /
Signature check	<input type="checkbox"/> / /	Payment codes added to form	<input type="checkbox"/> / /
Funds check	<input type="checkbox"/> / /	Receipts/documentation present	<input type="checkbox"/> / /
Allowable expenditure	<input type="checkbox"/> / /	Input	<input type="checkbox"/> / /

Please use margin for comments



Invoice date
30 May 2007

Page
1 of 1

Invoice

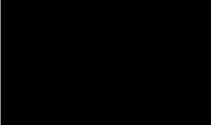
To
MARK LANCASTER MP



Account held at
MARK LANCASTER MP



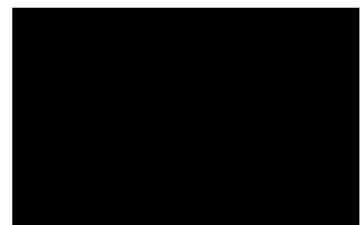
Customer account number



Terms
10 days

Please pay by
09 Jun 2007

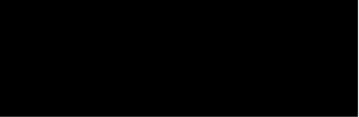
Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	28 May 2007			DOOR TO DOOR 4,654			162.89	E
							Total Net	162.89
							Total VAT	0.00 E = exempt
							Total	162.89 ✓





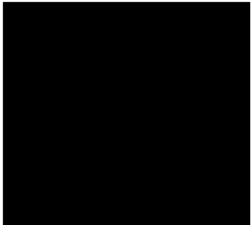
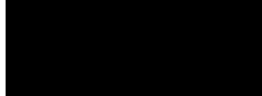
Invoice date
14 Jun 2007 ✓
 Page
1 of 1

To
MARK LANCASTER MP

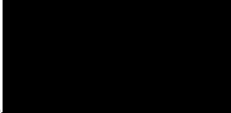


Invoice

Account held at
MARK LANCASTER MP

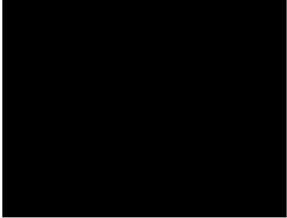


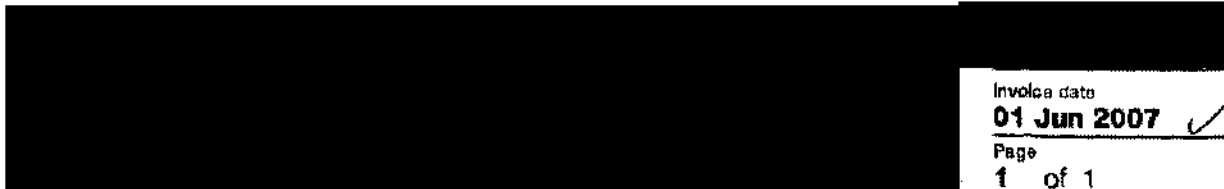
Customer account number



Terms
10 days
 Please pay by
24 Jun 2007

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	11 Jun 2007			DOOR TO DOOR	1,566			54.81	E
								Total Net	54.81
								Total VAT	E = exempt 0.00
								Total	54.81 ✓

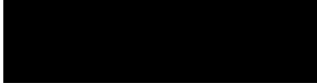




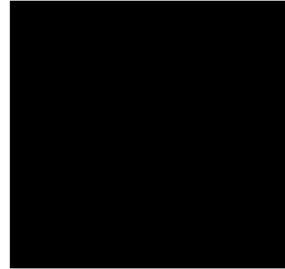
Invoice date
01 Jun 2007 ✓
 Page
 1 of 1

Invoice

To
 MARK LANCASTER MP



Account held at
 MARK LANCASTER MP



Customer account number

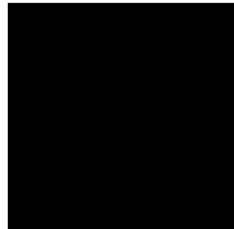


Terms
10 days

Please pay by
11 Jun 2007

Docket no.	Posting date Postal	Sender's ref. Contract no.	Format	Service Quantity	Weight (kg)	Unit cost (€)	Net value	VAT
	30 May 2007			DOOR TO DOOR 1,220 1220 ITEMS AT 3.500 PENCE			42.70	E

Total Net	42.70
Total VAT	E = exempt 0.00
Total	42.70



Royal Mail

Invoice date
07 Jun 2007

Page
1 of 1

Invoice

To
MARK LANCASTER MP

Account held at
MARK LANCASTER MP

Customer account number

10 days

Please pay by
17 Jun 2007

Docket no.	Posting date Postnet	Sender's ref. Contract no.	Format	Service Quantity	Weight (kg)	Unit cost (£)	Net value	VAT
	04 Jun 2007			DOOR TO DOOR 3,715 3715 ITEMS AT 3.600 PENCE			130.02	E
Total Net							130.02	
Total VAT							0.00	E = exempt
Total							130.02	



Invoice date
21 Jun 2007 ✓
 Page
1 of 1

Invoice

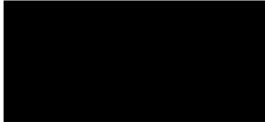
To
 MARK LANCASTER MP



Account held at
 MARK LANCASTER MP



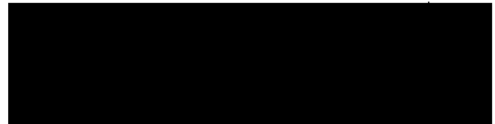
Customer account number



Terms
10 days

Please pay by
01 Jul 2007

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	18 Jun 2007	[Redacted]		DOOR TO DOOR 10,202 10202 ITEMS AT 3.500 PENCE			357.07	E
Total Net							357.07	
Total VAT							E = exempt	0.00
Total							357.07 ✓	



comm 2



Incidental Expenses Provision/Staffing 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, see *Green Book* section 5.13.1.
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 LANCASTER TD MP

Constituency

NORTH EAST MILTON KEYNES

Category of cost

Cost

Supp/Res ID



Claim details

Please ensure

your claim totals more than £100 — this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

29/05/08

Allowance year

07/08

Incidental Expenses Provision claims



Suppliers

Amount

Item 1

Citizen

£ 176 : 80p

Item 2

Royal Mail

£ 628 : 60p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Total

£ 805 : 40p



Claim details continued

Staffing Allowance claims

	Suppliers	Amount	
Item 6		£ : p	
Item 7		£ : p	
Item 8		£ : p	
Item 9		£ : p	
Total		£ : p	

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

29 10 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. 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

Information only

Validation	Completed	Validation	Completed
Claims received	1 / 1	Member ID added to form	1 / 1
Signature check	1 / 1	Payment codes added to form	1 / 1
Funds check	1 / 1	Receipts/ documentation present	1 / 1
Allowable expenditure	1 / 1	Input	1 / 1

Please use margin for comments



Invoice date
24 May 2007
 Page
 1 of 1

Invoice

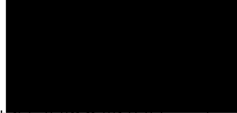
To
 MARK LANCASTER MP



Account held at
 MARK LANCASTER MP



Customer account number



Terms
 10 days
 Please pay by
03 Jun 2007

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	21 May 20	[Redacted]		DOOR TO DOOR 17,960 17960 ITEMS AT 3.500 PENCE			628.60	E

Total Net	628.60
Total VAT	E = exempt 0.00
Total	628.60

