



Member's reimbursement form 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 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

MICHAEL FALLON

Constituency

SEVENOAKS

Office use only

Costs

Supp/Res ID

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 1 / 2 / 08 to 31 / 3 / 08

Allowance year

07 / 08

Description of service or goods

Amount

NEWSLETTER PRINTING

£ 1,384.63 p

[SPRING REPORT - PREVIOUSLY APPROVED]

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 1,384.63 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

31/3/08

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.

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

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£

£

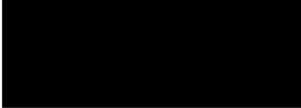
Comments



LANGFORD PRINTERS



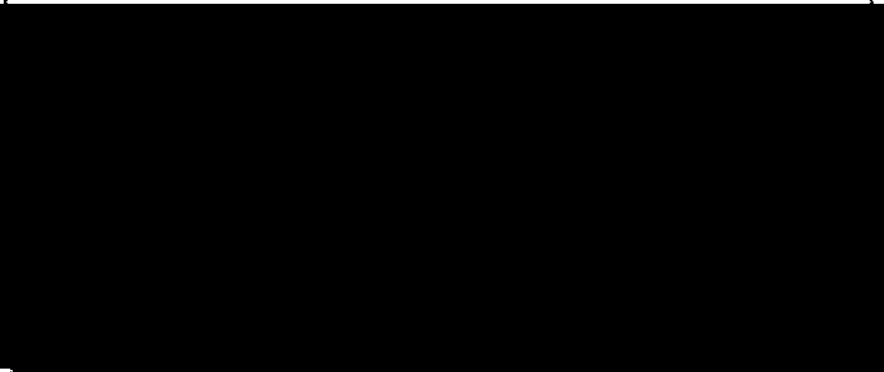
Invoice

Michael Fallon MP


Invoice Number 
 Date / Tax Point 07/02/2008

Account Number 

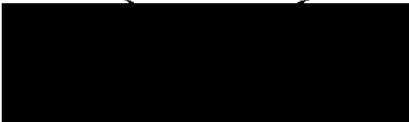
Details	Net Price	VAT
To supply and print:		
15000 x A4 4 page Newsletter printed 4 colour throughout on		
130gsm Gloss Art Paper and folded including artwork,		
montage and plates	1,069.00	0.00
Further 3000 copies as above	298.00	0.00
Special Delivery charge to Ashford (week commencing	15.00	2.63



Delivery Address:
 5000 in all to Sevenoaks Constituency Office
 13000 in all to Vine Magazine, Ashford

Total Net	1,382.00
Total VAT	2.63
INVOICE TOTAL £	1,384.63

VAT Registration 





Communications Allowance
Member's reimbursement form

VALIDATION Comms1
29 AUG 2007
RECEIVED

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Your details

Name in CAPITAL LETTERS

MICHAEL FALLON

Constituency

SEVENOAKS

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 £250 and above.

Period of claim

from 1 / 4 / 07 to 31 / 8 / 07

Allowance year

06 / 07

Description of service or goods

Amount

Table with 2 columns: Description of service or goods, Amount. Row 1: MID-TERM REPORT [GARNIC IMPRESSIONS] £ 725 : 00 p. Row 2: - INVOICE ATTACHED £ : p.

Total

£ 725 : 00 p

Office use only

Allow. / Exp. Type (cat5)

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

27 / 8 / 07

Data protection

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Initials / Date

Input subtotals per Cat 5

Validation completed

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£ 725.00
£

Comments

INVOICE

Michael Fallon MP



GRAPHIC Impressions

printing • artwork • web design
business services • office supplies

Your Order No.

Our Ref.

Invoice No.

Date

10.08.07

DESCRIPTION

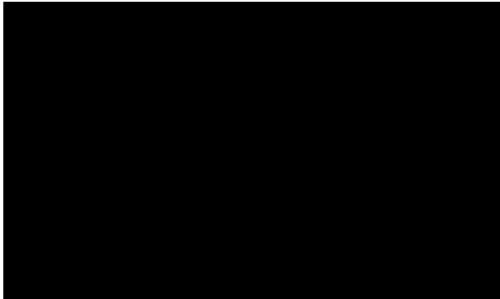
VAT
Rate

GOODS
£

1000 Newsletters - Midterm Report
printed full colour on 150gsm gloss art
including remaking front page, amendments
and delivery

zero

725.00



E & OE

£

725.00

Terms: 30 days nett unless otherwise stated

VAT

£

Please make all cheques payable to
GRAPHIC IMPRESSIONS

TOTAL AMOUNT

£

725.00



Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

0 2 OCT 2007

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Your details

Name in CAPITAL LETTERS

MICHAEL FALLON

Constituency

SEVENOAKS

Office use only

Costc

Supp/Res ID

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 1 / 9 / 07 to 30 / 9 / 07

Allowance year

07 / 08

Office use only

Allow. / Exp. Type (cat5)

Description of service or goods

Amount

PHOTOGRAPHY SERVICES

£ 195 .00 p

(RECEIPT ATTACHED)

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 195 .00 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

29th September 2007

Data protection

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£

£

Comments

John Caruana Photography

Photography Services Invoice

Invoice No [REDACTED]

Dated 28th Sep 2007

To: - Michael Fallon, [REDACTED]

This invoice is presented for the provision of images of Michael Fallon taken at my studio on the 28th Sep 2007

Item	Description	Item Price
1	To take a series of images for your selection and post process the selected images and supplying them as cropped and un-cropped jpeg images at 300dpi.on two CDs Three hours @ £65.00 per hour	£195.00
	Total	£195.00



Communications Allowance
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Comms1

page 1 of 2

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Your details

Name
in CAPITAL LETTERS

MICHAEL FALLON

Constituency

SEVENOAKS

Office use only

Cost:

App/Res ID:

Claim period

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 1 / 1 / 08 to 1 / 19 / 08

Allowance year

07 / 08

Description of service or goods	Amount
QUARK XPRESS COMPUTR PROGRAMS	£ : P
TO DESIGN MP'S NEWSLETTER	£ 712.84 P
	£ : P
	£ : P
	£ : P
	£ : P
	£ : P
Total	£ 712.84 P

Office use only

Allow / Exp Type (cat5)

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

19th / May 2008

Data protection

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£	
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£	
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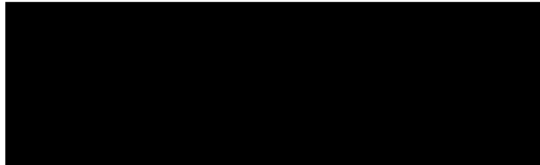
Comments



Willowdene.



Michael Fallon MP

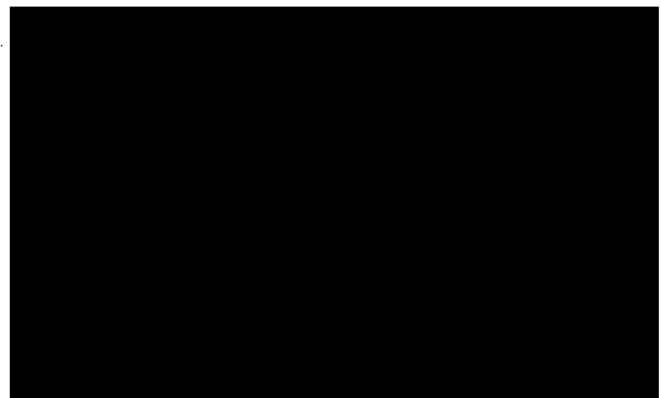


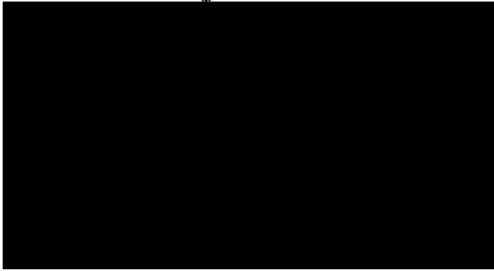
January 15 2008

Invoice 01-08

For the purchase of QuarkXpress computer design programme to produce
MP's reports to constituents and other literature.

£712.84





citnexus

delivering software solutions
| education | charities | professional bodies |

Invoice

Page 1

to:



Invoice No



Invoice/Tax Date

21/12/2007

Cust. Order No.



Account Ref

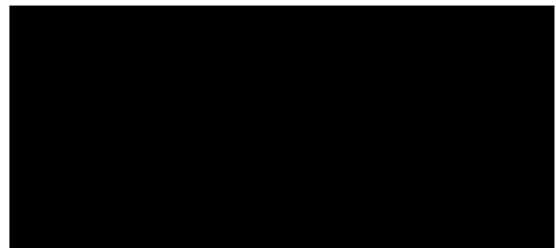


All values are pounds sterling

Details

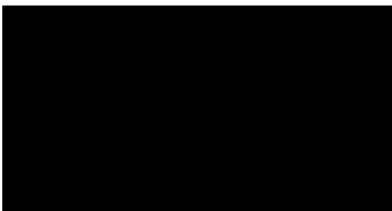
NUJ Bundle 2 - QuarkXPress 7 + FREE Quark
Print Collection

Unit Price	Net Amount	VAT Rate	VAT
599.00	599.00	17.50	104.83



PLEASE RETAIN THIS INVOICE AS PROOF OF PURCHASE OF LICENCE(S)

invoice to:



Total Net Amount	599.00
Handling/Shipping	7.50
Total VAT Amount	106.14
Invoice Total	712.64
Amount Received	£712.64



Communications Allowance
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02 APR 2008

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Your details

Name in CAPITAL LETTERS MICHAEL FALLON
Constituency STEVENAGE

Office use only
Cost: [redacted] Supp/Res ID: [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 ___/___/___ to ___/___/___ Allowance year 07/08

Description of service or goods	Amount
NEWSLETTER (PREVIOUSLY APPROVED)	£ _____ p
- COST OF INSERTS INTO VIMP	£ _____ p
MAGAZINE - ATTACHED	£ 870.68 p
	£ _____ p
	£ _____ p
	£ _____ p
	£ _____ p
Total	£ 870.68 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 28th March 2008

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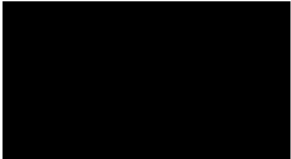
	£
	£

Comments

VINE

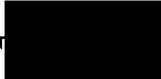
WWW.ONLINEVINE.CO.UK

Michael Fallon MP



19 March 2008

Invoice number



INVOICE

13,000 loose inserts into *Vine* magazine issue 9

Cost

741.00

VAT @ 17.5%

129.68

Total amount now due for issue 9:

£870.68



Payment terms: 7 days



VAT reg no:

