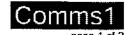


## Communications Al



# Member's reimbursement form;

gade (

ដែលដី

When to use this form	<ul> <li>Use this form to ask us to reimbors on your Parliamentary duties.</li> </ul>	urse you for costs you	have incurred	· · · · · ·
About filling In this form	For details of costs you can clair  If you have any doubt about who	•		
Your details				
Name in CAPITAL LETTERS	1	ALLON		
Constituency	SEVENOAKS			
	Office use anly	Ѕирр	v/Res ID	
Claim details				
You can only claim for Please ensure	costs you have actually paid. you attach all receipts or invoices	for items of £250 and	above.	
Period of claim	from 1 / 2 / 08 to 3	1,3,08	Allowance year	<u>07 ,08</u>
		Amount 1,384:63 p		
Authorisation and		384 .63 p		
Signature	I claim reimbursement of these coin the performance of my Parlian	nentary duties.	wholly, exclusively an $\frac{31}{}$	



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

	Initials / Date	Input subtotals per Cat 5
ilidation mpleted		£
	<u> </u>	£
Comments		



# LANGFORD

Invoice

Michael Fallon MP

Invoice Number	
Date / Tax Point	07/02/2008

Account Numb	ег	
--------------	----	--

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		
Further 3000 copies as above -	1,069.00	0.00
Special Delivery charge to Ashford (week commencing	298.00	0.00
	15.00	2.63

## Delivery Address:

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

	Total VAT	
tration	INVOICE TOTAL £	1304.63

Total Net

**VAT Regist**:



**Communications Allowance** 

Member's reimbursement form



2 9 AUG 2007

When to use	
this form	

₩ Use this form to ask us to reimburse you for costs you have no perfect the D on your Parliamentary duties. on your Parliamentary duties.

About filling in this form	For details of costs you can de			
Your details				
Name in CAPITAL LETTERS	MICHARY (	FALLOW		
Constituency	SEVENDARS	••••		574TTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT
	Office use only			
	Costo			
Claim details				
You can only claim for	s costs you have actually paid.			
Please ensure	you attach all receipts or invoice	es for items of £250 and	d above.	
riod of claim	from 1 / 14 / 07 to 1	31,8,07	Allowance year	06,07
			Office	use only
Description of s	ervice or goods	Amount	ŀ	/ Exp. Type (cat5)
4 5- TENM ARMON	France Innessar £	725 00 p	1 11.044.	r Exp. rypo (oato) i
- INVOICE V	TTHAMPS E	р		
	£	;p		
	£	;p		
	£	;p		
	£	p		
	£	p		
	Total	775 :00 p		

## Authorisation and declaration

7	I claim reimbursement of these costs which I incurred wholly, exclusively and	neces	sarily
	in the performance of my Parliamentary duties.		

Signature

MP



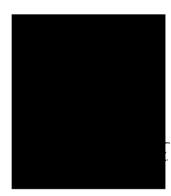
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information 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.

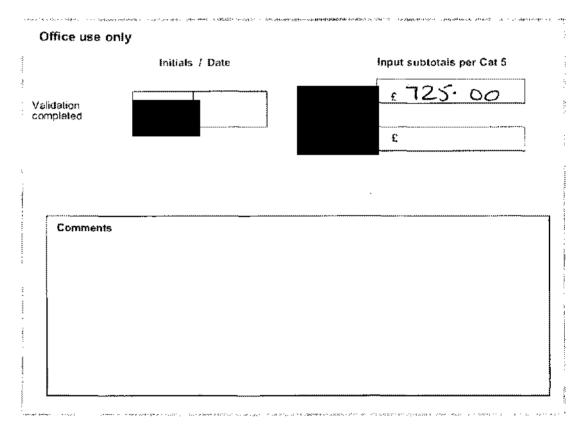
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.



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 920 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

# Send your completed form to







Michael Fallon MP



# GRAPHI(Impression

printing • artwork • web design business services • office supplies

Your Order No.

Our Ref.

Invoice No.

Date 10.08.07

DESCRIPTION

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

zero

Rate

725.00



E&OE

Terms: 30 days nett unless otherwise stated

Please make all cheques payable to **GRAPHIC IMPRESSIONS** 

VAT

£

£,

TOTAL AMOUNT

- AC



## **Communications Allowance**



## Member's reimbursement form

0 S OC1 5007

Ноия от Соммоня		<u> </u>	
When to use this form	Use this form to ask use on your Parliamentary	is to reimburse you for costs you have y duties.	e încum
About filling in	For details of costs yo	ou can claim for please refer to bookle	et on Communications Allowance.
this form	If you have any doubt	about whether you can claim for a co	ost, please call 020 7219 1340.
our details		t	
Name	MICHA	al FALLON	
n CAPITAL LETTERS	C = .=	NOAMS	
Constituency	7 EVE	HOMNS	
	Office use only		
		· · · · · · · · · · · · · · · · · · ·	. 173
	Costc	Supp/Res	s 13
Claim details		*	
•			
and and adding for	20 and the same and salts		
ou can only claim for	costs you have actually	ly paid.	
		or invoices for items of £250 and abo	ove
Please ensure	you attach all receipts	or invoices for items of £250 and abo	
Please ensure	you attach all receipts	or invoices for items of £250 and abo	owance year <u>67</u> / <u>08</u>
Please ensure	you attach all receipts	or invoices for items of £250 and abo	owance year <u>67</u> / <u>08</u>
Please ensure Period of claim	you attach all receipts of from 1 / 9 / 0	or invoices for items of £250 and about 10 30 / 9 / 07 Ali	
Please ensure Period of claim  Description of set	you attach all receipts of from 1 / 9 / 0 7	or invoices for items of £250 and about	owance year <u>67</u> / <u>08</u>
Please ensure  Period of claim  Description of sel	from 1 / 9 / 0 7  rvice or goods	or invoices for items of £250 and about 10 30 / 9 / 07 Ali	owance year <u>67</u> / <u>08</u>
Please ensure Period of claim  Description of set	from 1 / 9 / 0 7  rvice or goods	or invoices for items of £250 and about	owance year <u>67</u> / <u>08</u>
Please ensure  Period of claim  Description of sel	from 1 / 9 / 0 7  rvice or goods	or invoices for items of £250 and about	owance year <u>67</u> / <u>08</u>
Please ensure  Period of claim  Description of sel	from 1 / 9 / 0 7  rvice or goods	Or invoices for items of £250 and about  Amount  £195	owance year <u>67</u> / <u>08</u>
Please ensure  Period of claim  Description of sel	from 1 / 9 / 0 7  rvice or goods	Or invoices for items of £250 and about  Amount  £195	owance year <u>67</u> / <u>08</u>
Please ensure  Period of claim  Description of sel	from 1 / 9 / 0 7  rvice or goods	Or invoices for items of £250 and about  Amount  £195	owance year <u>67</u> / <u>08</u>
Please ensure  Period of claim  Description of sel	from 1 / 9 / 0 7  rvice or goods	Or invoices for items of £250 and about  Amount  £	owance year <u>67</u> / <u>08</u>
Please ensure  Period of claim  Description of sel	from 1 / 9 / 0 7  rvice or goods	Or invoices for items of £250 and about  Amount  £	owance year <u>67</u> / <u>08</u>
Please ensure  Period of claim  Description of sel	from 1 / 9 / 0 7  rvice or goods	Or invoices for items of £250 and about  Amount  E	owance year <u>67</u> / <u>08</u>
Please ensure  Period of claim  Description of sel	from 1 / 9 / 0 7  rvice or goods	Or invoices for items of £250 and about  Amount  E	owance year <u>67</u> / <u>08</u>

29	I daim reimbursement of these costs which I incurred wholly, exclusively and necessari	ļу
	in the performance of my Parliamentary duties	

Signature |\_\_\_ MP

Date 29th Septel 2007

Version 01 (04/07)



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 Cierk of the House).

Send your completed form to

	Initials / Date	Input subtotals per Cat 5
lidation		£
mpleted		£
Comments		

# John Caruana Photography

## **Photography Services Invoice**

Invoice No

Dated 28th Sep 2007

To: - Michael Fallon,

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



Signature

Version 01 (04/07)

# Communications Allowance



## Member's reimbursement form

House of Commons When to use Use this form to ask us to reimburse you for costs you have incurred this form on your Parliamentary duties. For details of costs you can claim for please refer to booklet on Communications Allowance. About filling in this form If you have any doubt about whether you can claim for a cost, please call 020 7219 1340. Your details MICHAEL. FALLON Name in CAPITAL LETTERS SEVENDARS Constituency Office use only upp/Res II Costc You can only claim for costs you have actually paid. Please ensure you attach all receipts or invoices for items of £250 and above. from 1 / 1 / 08 to 1 / 19 / 08 Office use only Description of service or goods Amount QUANK XPNESS CONTURN PROGRAMME 712 8k n MPS DESILN NEUSLETTIM Total Authorisation and declaration I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily



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 Heuse 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

	ly Initials / Date	Input subtotals per Cat 5
alidation ompleted		£
жиросол		£
Comments		

Willowdene.

Michael Fallon MP

January 15 7008

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





r to:

4

Details

NUJ Bundie 2 - QuarkXPress 7 + FREE Quark Print Collection

والمناف والمنتهد المنتول ومحيوه فالمراج والمتادين والمراوي

citnexus
delivering software solutions
leducation [charitles | professional bodies |

Invoice

Page

1

Invoice No

Invoice/Tax Date

21/12/2007

Cust. Order No.

**Account Ref** 

All values are pounds sterling

Unit Price Net Amount

**VAT Rate** 

VAT

599.00

599.00

17.50

104.83

£712.64



### PLEASE RETAIN THIS INVOICE AS PROOF OF PURCHASE OF LICENCE(5)

invoice to:



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

**Amount Received** 

FO	RM	FO	23

## CORRECTION TO GENERAL LEDGER

Finance and Administration		Reason for /	Amendment:	Reallocation	from IEP to	Comms				
Prepared by: (print and sign)										
Authorised by:(print and sign)										
Date:	01/02/2008	L			······································					
Transfer	Account			<del></del>	<del></del>	<del>-</del> <del></del>			Debit	Credit
Description	Code	Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	<u>£</u>	£
Transfer from IEP to Comms										712.84
Transfer from IEP to Comms									712.84	
- <u> </u>				ļ 						
<u></u>								L		
			_	_						
· · · · · · · · · · · · · · · · · · ·			,							
								Total	712.84	712.84
All backing documentation must be attached t	o this form and	filed in the C	orrection Jou	rnal file.	<u>.</u>				····	
							Transacti	on Referen	ıce:	· - • • • • • • • • • • • • • • • • • •
Date received:		Input by: (Sign	iature)	••••••••••	·····					
Date Input onto Computer:	9+ H34 H34 H3	Checked by: (	Signature)	***************************************						



Version 01 (04/07)

## **Communications Allowance**

# Comms1

## Member's reimbursement form

0 % APR 2008

When to use this form	Use this form to ask us to on your Parliamentary d	_	you have incurred	
About filling in this form	For details of costs you a	can claim for please refer bout whether you can clai		
Your details				
Name in CAPITAL LETTERS	Michaga			
Constituency	SEVENOR	<u> </u>		_
	Office use only  Coste		Supp/Res ID	
Claim details				
ou can only claim for	⊤∈ costs you have actually p	paid.		
Please ensure	you attach all receipts or	invoices for items of £250	O and above.	
Period of claim	from//	to//	Allowance year	<u>07 , 08</u>
	PRINCIPLY APPROVED)	Amount ::	. p	
cost of inser			, P	
MACAZING	ATTACHED	£ <b>87</b> 0 .68	, P	
		£ : :	. p	
		<u></u>	р	
		£;	. P	
		£;	. P	
	Total	£ 870 :68	P	
Authorisation and o	leclaration			
	in the performance of my			and necessarily  H. M. L. Zuor
Signature	I		MP Date 48	the I must below



The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Mambers' 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

	Initials / Date	Input subtotals	oer Cat 5
alidation		£	
ompleted		£	
Comments			



Michael Fallon MP

19 March 2008

INVOICE

13,000 loose inserts into Vine magazine issue 9

Cost:

VAT @ 17.5%:

Total amount now due for issue 9:

Payment terms: 7 days

VAT regino:

Invoice number

13×4×1×

741.00

129.68 £870.68)