



Member's reimbursement form

26 FEB 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

MIKE GAPES

Constituency

ILFORD SOUTH

Office use or Cost

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 29 / 2 / 08

Allowance year

01 / 08

Description of service or goods

Amount

PO Box Internet ISP Website

£ 117 : 50 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 117 : 50 p

Office use only

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the duties.

Signature

MP

Date

29-2-08

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

Validation completed

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Input subtotals per Cat 5



£ 117.50.

£

Comments

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Communications Allowance

Comms2

page 1 of 2

Direct payment of suppliers

10 APR 2007

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

MIKE GATES

Constituency

ILFORD 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 1/4/07 to 30/4/07

Allowance year

07/08

Suppliers

Amount

CWT Advertising

£ 1321.88p

£ : 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 directly in connection with my Parliamentary duties.

Signature

MP

Date

4.4.07

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.

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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

HOUSE TO HOUSE
DISTRIBUTION SERVICE


CWT Ltd
ADVERTISING

CWT Ltd


Telephone:



V.A.T. Reg. 

1.4.07. ✓

To Dist of 45,000 leaflets at

£25.00 per thousand

Plus V.A.T. at 17½%

Messrs Mike Gapes M.P.


£1125.00

£196.88

£1321.88 ✓



Communications Allowance Direct payment of suppliers

Comms2

- 1 APR 2008
- 1 APR 2008

When to use this form

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About filling in this form

- For details of costs you can claim for please refer to booklet on Communications Allowance.
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Your details

Name
in CAPITAL LETTERS

MIKE GAPES

Constituency

INWORTH SOUTH

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 1/3/08 to 31/3/08

Allowance year

07/08

Suppliers

Amount

Public Impact

£ 2685.00 p

£ : 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

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.

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Invoice

Page 1

Mike Gapes MP

Invoice No. [REDACTED]

Invoice/Tax Date

28/03/2008

Cust. Order No.

Account Ref. [REDACTED]

Quantity Details

	Unit Price	Net	VAT Rate	VAT
1.00 Printing of 45K Parliamentary Report Leaflets	2,685.00	2,685.00	0.00	0.00

Total Net Amount

2,685.00

Total VAT Amount

0.00

Invoice Total

2,685.00

Invoice Terms: 30 Days