



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

PAUL BURSTOW MP ✓

Constituency

Sutton and Cheam

Office use only	Costs	[Redacted]
-----------------	-------	------------

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 01/05/07

Allowance year

07/08 ✓

[Redacted] Suppliers

Amount

Crime Services Agency £ 757.88p

_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

[Redacted]

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

13/9/07

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).

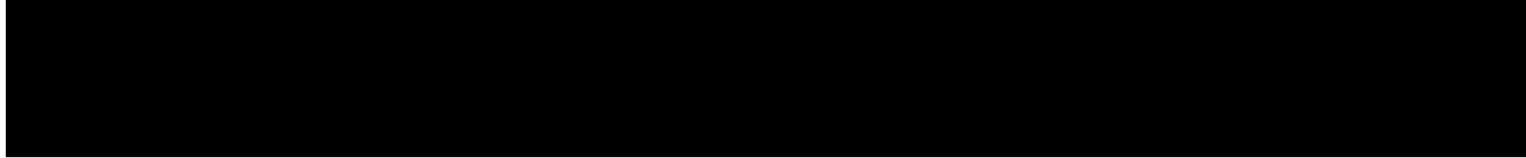
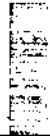
Send your completed
form to



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


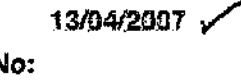
Office use only

Initials / Date

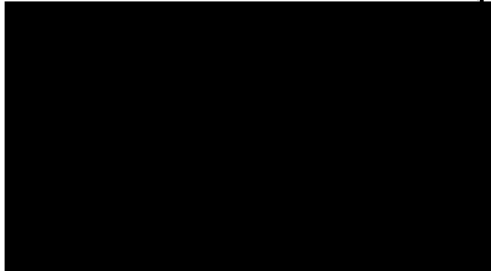
Validation
completed**Comments**

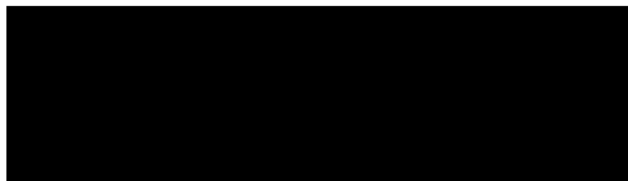



 Office of Paul Burstow MP ✓


Contract No: 
 Invoice No: 
 Invoice Date: 13/04/2007 ✓
 Customer Order No:
 VAT Exemption No:
 Charity No:



QUANTITY	DESCRIPTION	£	p
1	ADVERT FOR THE SUTTON COMMUNITY SAFETY BOOKLET 2007	645	00
 20 SEP 2007 PAYMENT NOW DUE PLEASE FORWARD THIS INVOICE FOR PROMPT PAYMENT. THANK YOU.			



Goods Total	645	00
VAT @ 17.5 %	112	88
INVOICE TOTAL	757	88 ✓



23/04/08

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

PAUL BURSTON MP

Constituency

SUTTON AND CHEAM

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 / 03 / 08 to 31 / 03 / 08

Allowance year 2007/2008

Suppliers

Amount

PDDP	£ 4,500.00 p
Postman-online Ltd	£ 800.00 p
Postman-online Ltd	£ 800.00 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

23/4/08

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 1996, 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 1996, 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 SW1AA

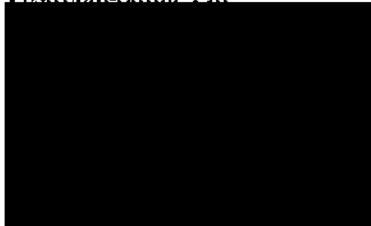
Office use only

Initials / Date

Validation completed

Comments

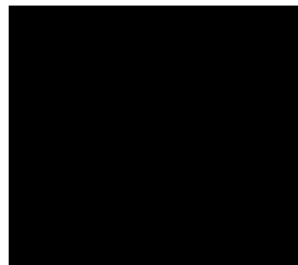
Postroom-online Ltd



Invoice

Page 1

PAUL BURSTOW MP

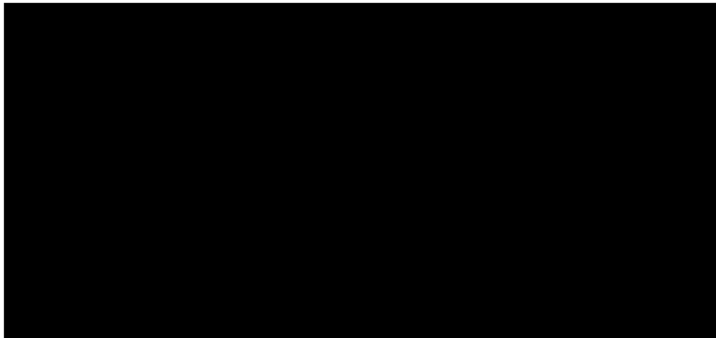


VAT Reg No:

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
1.00	Foldmaster 1000 AUTO A3 folding machine (2 OF 2 INVOICES)	818.15	818.15	17.50	143.18



PAYMENT TERMS
30 DAYS



Total Net Amount	818.15
Carriage Net	0.00
Total VAT Amount	143.18
Invoice Total	961.33

961.33 ✓

PDDP

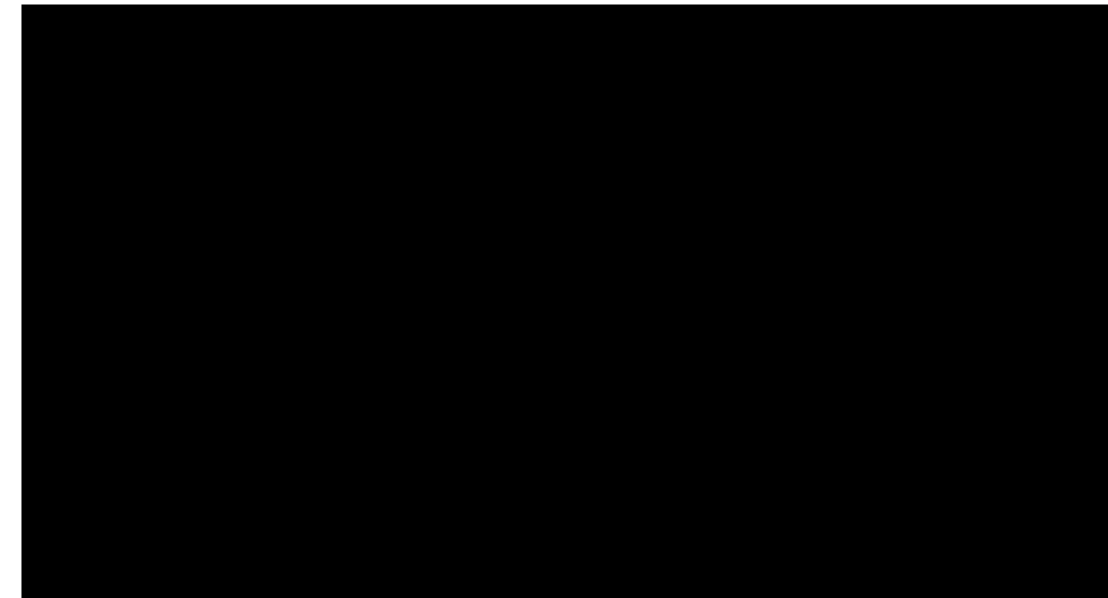
Paul Burstow MP

Date: 20/03/08

Constituency Mailings

Agreed Price

£4500.00



Total:

£4500.00

not subject to VAT

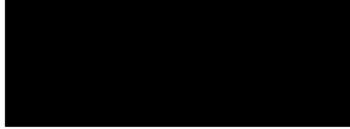
Postroom-online Ltd



Invoice

Page 1

PAUL BURSTOW MP




26/03/2008

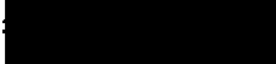


VAT Reg No:

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
1.00	Foldmaster 1000 AUTO A3 folding machine	680.85	680.85	17.50	119.15



PAYMENT TERMS
30 DAYS

REF: 

Total Net Amount	680.85
Carriage Net	0.00
Total VAT Amount	119.15
Invoice Total	800.00



FINANCE & ADMINISTRATION HOUSE OF COMMONS

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.

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

PAUL BURSTON

Constituency

Sutton & Cheam

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 01/02/08 to 10/02/08

Allowance year

07/08

Suppliers

Amount

PDDP

£3565.82p

PDDP

£1407.46p

E : P

E : P

E : P

E : P

E : P

E : P

£4973.28

Signature

MP

Date

12/03/08

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 SW1AA

Office use only

Initials / Date

Validation completed

Comments

PDDP

Paul Burstow MP

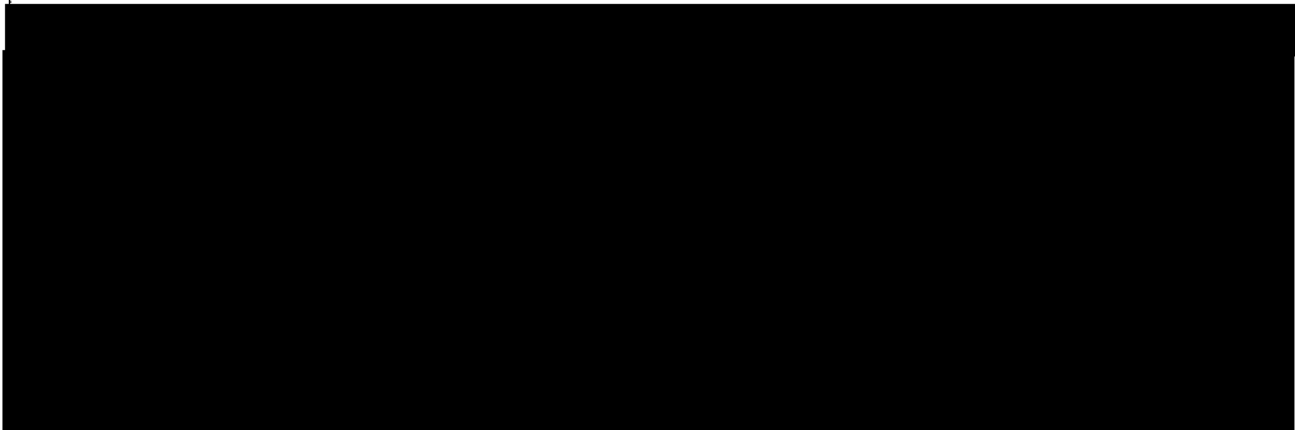


Date: 06/02/08

Nonsuch

Postage

£3565.82



Total:

£3565.82

not subject to VAT

PDDP

Paul Burstow MP

£ 11,000

Date: 06/02/08

Nonsuch

Setup	£50.00
Printing duplex on A4 @ £.030	£714.45
Enclosing into pre-printed DL envelope @ £.027	£643.01

Total: £1407.46

not subject to VAT



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

PAUL BURSTON

Constituency

Sutton & Cheam

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 01/10/07 to 15/10/07

Allowance year

07/08

Suppliers

Amount

Newsquest (London) Ltd

£ 1,468.76 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

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

Declaration

- I confirm that the payments requested are in respect of costs incurred wholly, Parliamentary duties.

Signature

MP

Date

5/12/07

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).

Send your completed form to

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

Office use only

Initials / Date

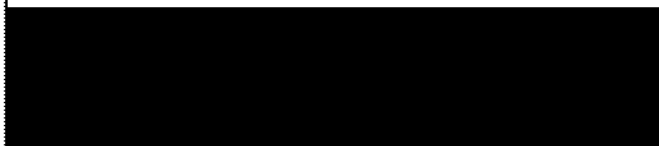
Validation
completed**Comments**

Paul Burstow MP

INVOICE

THANK YOU FOR YOUR CUSTOM

YOUR REFERENCE		ORDER NUMBER	CLIENT REFERENCE		Invoice Date & Tax Point	ACCOUNT NUMBER	INVOICE NUMBER
[REDACTED]		[REDACTED]	[REDACTED]		05/10/2007	[REDACTED]	[REDACTED]
ADVERT ID No.	CLASS CODE	CLASSIFICATION DESCRIPTION	SIZE	SOURCE CODE	ADVERTISEMENT DESCRIPTION		
[REDACTED]		ROP Public Sector	35x9	[REDACTED]	house of commons		
[REDACTED]		Guardian	04/10, 04/10				
		VALUE	COMMISSION	AGENCY NET	VAT @ 17.50%	TOTAL	
		1,250.00	0.00	1,250.00	218.76	1,468.76	





Communications Allowance ²⁰⁰⁷ _{2007/08}
Member's reimbursement form

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

PAUL BURSTON

Constituency

SUTTON + CHEAM

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 26 / 09 / 07 to 28 / 09 / 07

Allowance year

07 / 08

Description of service or goods

Amount

Nonsuch + St Helier Mailing (Mailing House print + stuff)	£ 317 : 70 p
(Postage cost)	£ 792 : 82 p
(Reprints, insert + Resort)	£ 200 : 00 p
	£ : p

Total

£ 1310 : 52 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature

MP

Date

15.10.07

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).

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

--	--



£ 1310.52

£

Comments

PDDP

██████████ Liberal Democrats

██████████
Date: 28/09/07

■ ■
Nonsuch & St Helier

5295 Laser & Enclose @ £.06

£317.70

Total:

£317.70

not subject to VAT

PDDP

[REDACTED] Liberal Democrats



[REDACTED]

Date: 28/09/07

Nonsuch & St Helier

5295 Postage @ £.14973

£792.82

Total:

£792.82

not subject to VAT

PDDP



 Liberal Democrats



Date: 04/10/07

Nonsuch & St Helier

Reprints, Inserting and Resorting

£200.00

Total:

£200.00

not subject to VAT



2007 13
Communications Allowance
Member's reimbursement form

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

PAUL BURSTOW

Constituency

SUTTON + CHEAM

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 28/04/07 to 28/04/07, Allowance year 07/08

Description of service or goods

Amount

ANNUAL REPORT

£ 1008.00

£ : P

£ : P

£ : P

£ : P

£ : P

£ : P

Total

£ 1008.00 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

MP

Date

23 AUG 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' Estimates, 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

--	--



£ 1008.00

£

Comments

--

INVOICE



Invoice No. [REDACTED]
Date April 26, 2007
Customer No [REDACTED]
Order No:

38000 Annual Report [REDACTED] 1008.00 0.00
Job Number: [REDACTED]

Please note that the above invoice includes delivery to your address only.
A further Invoice will follow if the delivery address is different

Nett Amount	£1008.00
VAT	£0.00
Amount Due	£1008.00

E&OE