



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

25 MAR 2008

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 SOODMAN

Constituency

WYCOMBS

Office use only	Costs	[REDACTED]
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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 20 / 3 / 08 Allowance year 07 / 08

Suppliers	Amount
Parliamentary Liaison Service	£5,875 : 00 p
"	£ 946 : 58 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only		
Allow.	Supp ID	Exp.Type (Cat 5)
[REDACTED]	[REDACTED]	[REDACTED]

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 20-3-08

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.

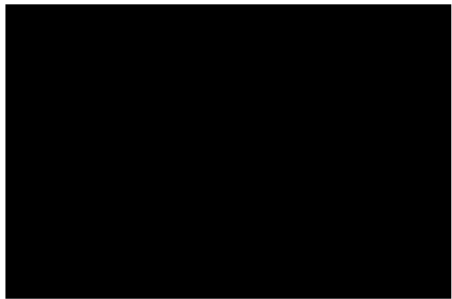
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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**

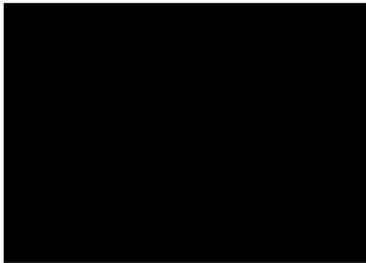
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

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

Invoice

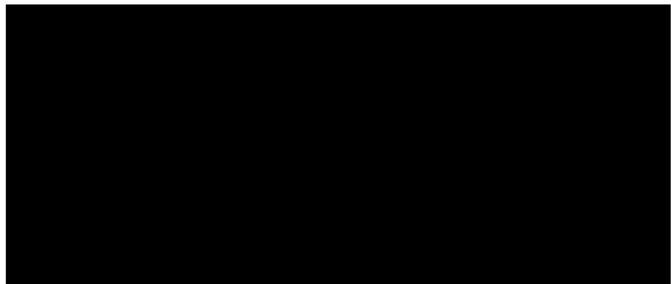


Invoice To
Paul Goodman Esq MP



VAT REG NO	Tax Date	Invoice No	Ref No	Terms
	20/03/2008			Due on receipt

Description	Net Amount	VAT %	VAT AMT
Recharge of printing and distribution costs of Westminster Report	5,000.00	17.50%	875.00



SUBTOTAL	£5,000.00
VAT TOTAL	£875.00
Total	£5,875.00

Invoice

Invoice To

Paul Goodman Esq MP

VAT REG NO

Tax Date

Invoice No

Ref No

Terms

[REDACTED]

16/03/2008

[REDACTED]

Due on receipt

Description	Net Amount	VAT %	VAT AMT
Recharge of mailing costs (£40/100 + VAT)	805.60	17.50%	140.98
[REDACTED]			

SUBTOTAL £805.60

VAT TOTAL £140.98

Total £946.58



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

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Your details

Name
in CAPITAL LETTERS

PAUL SOODMAN

Constituency

WYCOMBS

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 22 / 3 08 to 31 / 8 / 08 Allowance year 07 / 08 ✓

Suppliers

Amount

Palace Computing (mobile)

£2,937 : 50 p

£ : p

£ : p

£ : p

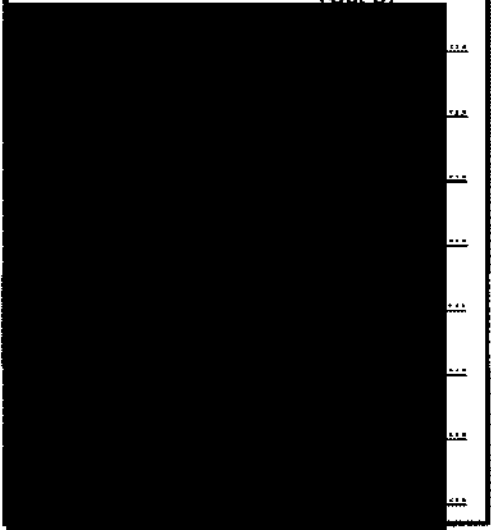
£ : p

£ : 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, or partly, in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

22/4/08

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.

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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

PALACE COMPUTING

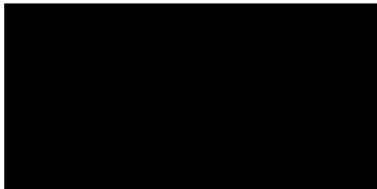


INVOICE TO

Paul Goodman MP ✓



Invoice



TAX DATE

INVOICE NO

TERMS

VAT REG NO

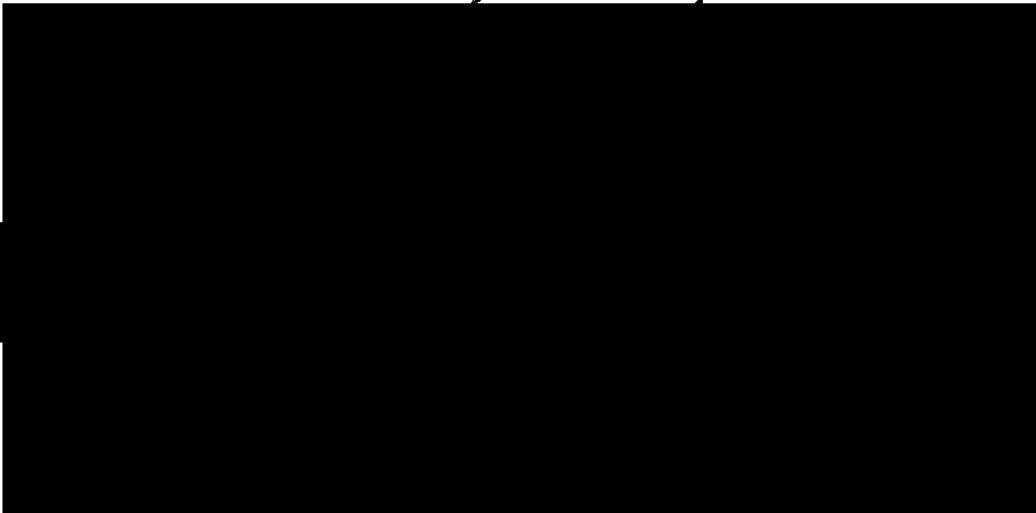
22/03/2008



Due By Return



DESCRIPTION	QTY	RATE	VAT AMT	AMOUNT
Internet Consultancy and Design	1	2,500.00	437.50	2,500.00



VAT SUMMARY

£ 437.50 @ 17.5%;

SUBTOTAL

2,500.00

VAT TOTAL

437.50

Total

£2,937.50

