



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

PHIL WILLIS

Constituency

HARROGATE AND KNAREBOROUGH

Office use only Cost M

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 01/03/08 to 31/03/08

Allowance year

2007/2008

Suppliers

x2

Amount

Office use only

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

Harrogate-Knareborough L.O. Postage. £ 777.96 p

for annual report 2007/8 £ : p

£ : p

harrofield Associates - Prints £ : p

annual report 2007/8. £ 2380.00 p

£ : p

£ : p

£ : p

M 20/5/8 £ 3152.96

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

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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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

Harrogate & Knaresborough Liberal Democrats

[REDACTED] Phil Willis



25 March 2008

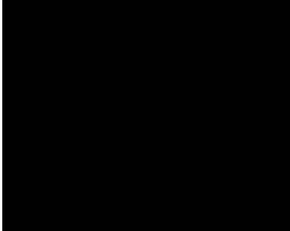
Invoice [REDACTED]

To: Phil Willis MP
[REDACTED]

Royal Mail costs for Annual Report	
13608 items @ 4.9p	£666.78
2269 items @ 4.9p	£111.18
Total	£777.96

[REDACTED]

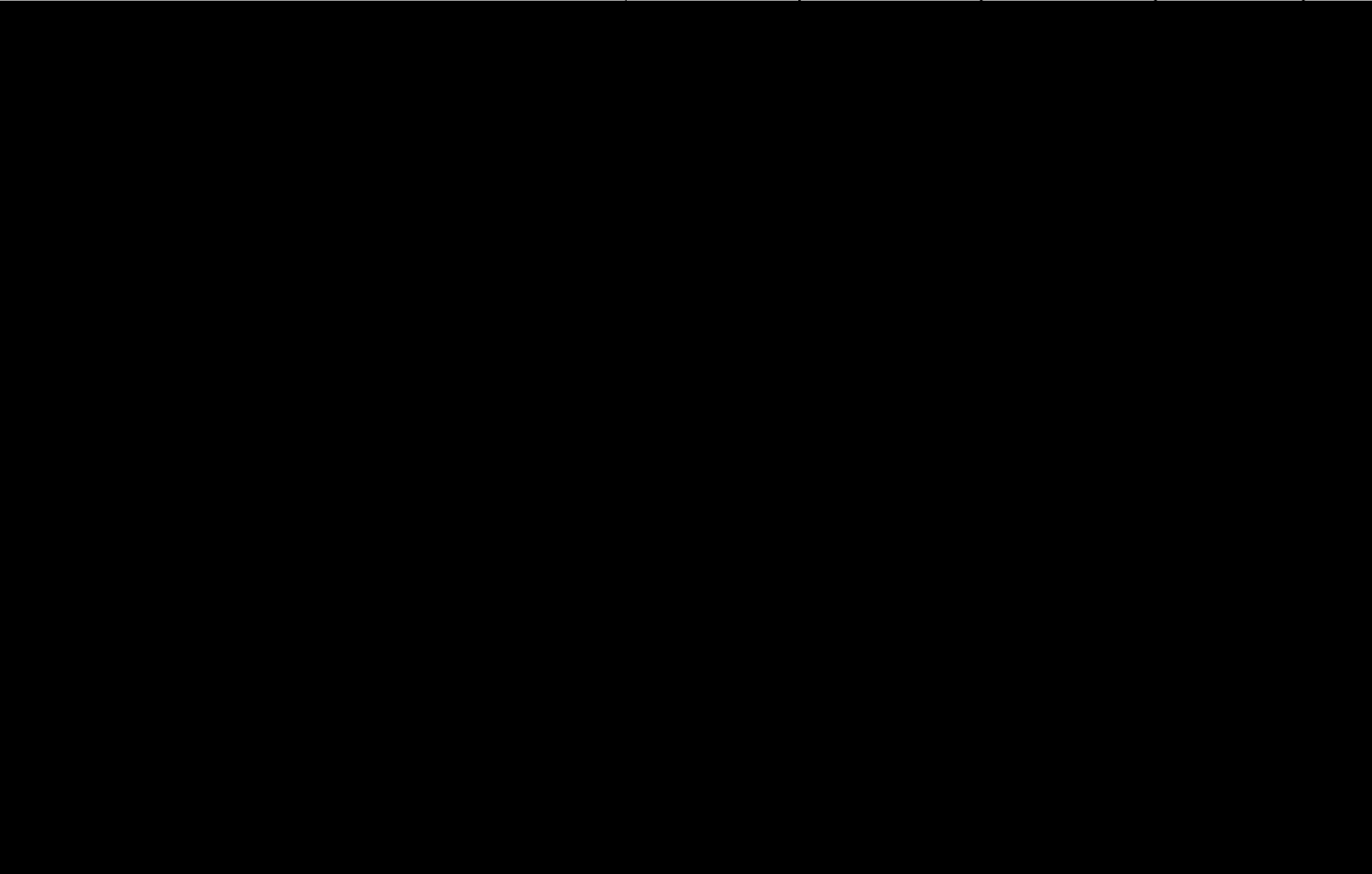
Invoice



VAT Reg No.

Invoice Number	[REDACTED]
Invoice Date	28/03/2008
Customer Order No	[REDACTED]
Account Ref	[REDACTED]

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
1.00	A3 Leaflets x 43000	2,380.00	2,380.00	0.00	0.00



Total Net Amount	2,380.00
Carriage Net	0.00
Total VAT Amount	0.00
Invoice Total	2,380.00



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

VALIDATION
 19 MAR 2008
RECEIVED

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

PHIL WILKES

Constituency

HARROGATE AND KNARLES BOROUGH

Office use only Cost: [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 01/10/07 to 31/03/08 Allowance year 07/08

Suppliers	Amount
<u>2500 2nd Class Stamps</u>	<u>£ 528.00 p</u>
<u>100 2nd Class Stamps</u>	<u>£ 24.00 p</u>
_____	£ _____ : _____ 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

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Send your completed
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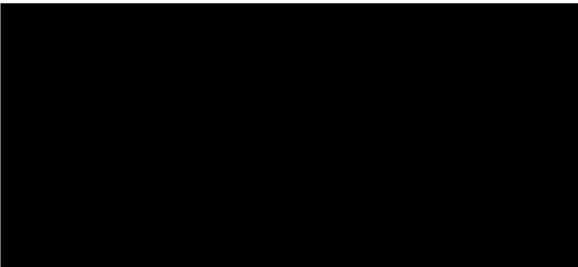
Office use only

Initials / Date

Validation
completed**Comments**

Harrogate & Knaresborough Liberal Democrats

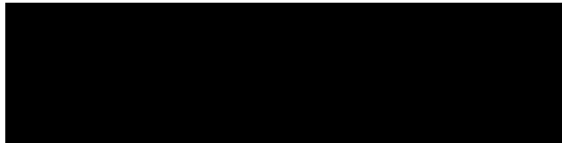
Member of Parliament - Phil Willis



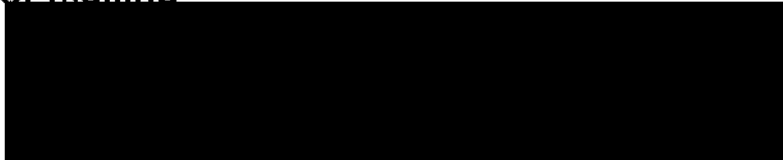
25 January 2008

Invoice 08/05

To: Phil Willis MP



To supply 2200 second class stamps for mailing £528.00



27 MAR 2008



PROMPT PAYMENT WOULD BE APPRECIATED

Please send your cheque together with one copy of this invoice to the address at the top of this letterhead. Your cheques should be made payable to



Harrogate & Knaresborough Liberal Democrats

Member of Parliament - Phil Willis



25 November 2007

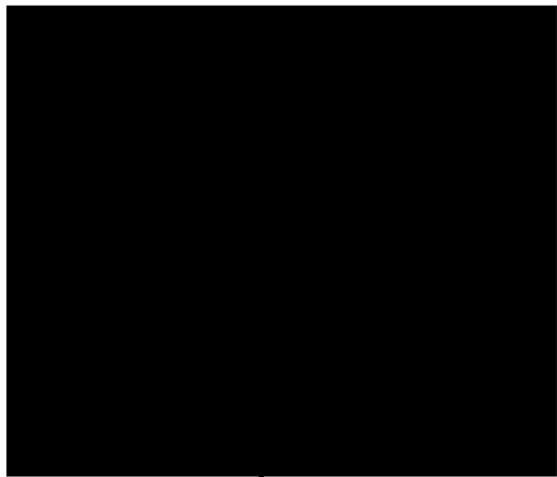
Invoice 

To: Phil Willis MP


To supply 100 second class stamps £24.00

27 MAR





PROMPT PAYMENT WOULD BE APPRECIATED

Please send your cheque together with one copy of this invoice to the address at the top of this letterhead. Your cheques should be made payable to





Communications Allowance
Member's reimbursement form

11 JAN 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 Communication
 If you have any doubt about whether you can claim for a cost, please call 020

Your details

Name
in CAPITAL LETTERS

PHIL WILLIS

Constituency

HARROGATE AND KNARLESBOROUGH

Office use only

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 01/12/07 to 31/12/07 Allowance year 07/08

Description of service or goods	Amount
<u>STAMPS FOR MAILING</u>	£ <u>268</u> : <u>40</u> p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 268 : 40 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

Data protection

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	<input type="text"/>
		514525	<input type="text"/>

Comments

Harrogate & Knaresborough Liberal Democrats

Member of Parliament - Phil Willis



19 December 2007

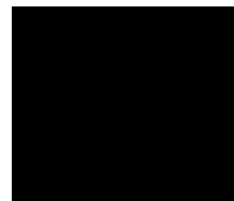
Invoice 07/85

To: Phil Willis MP



To supply 1035 second class stamps
for mailing

£248.40



PROMPT PAYMENT WOULD BE APPRECIATED

Please send your cheque together with one copy of this invoice to the address
at the top of this letterhead. Your cheques should be made payable to





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

PHIL WINNERS

Constituency

HARROGATE AND KENILWORTH BOROUGH

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 / / to / / Allow

Description of service or goods

Amount

Table with 2 columns: Description of service or goods, Amount. Rows include Postage July (£60.00), 4 (£300.00), Postage August (£300.00), Postage September (£240.00), Postage November (£896.00).

Total

£ 996.00 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

Data protection

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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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514500

£

514525

£

Comments

Harrogate & Knaresborough Liberal Democrats

Member of Parliament – Phil Willis MP

Constituency Office



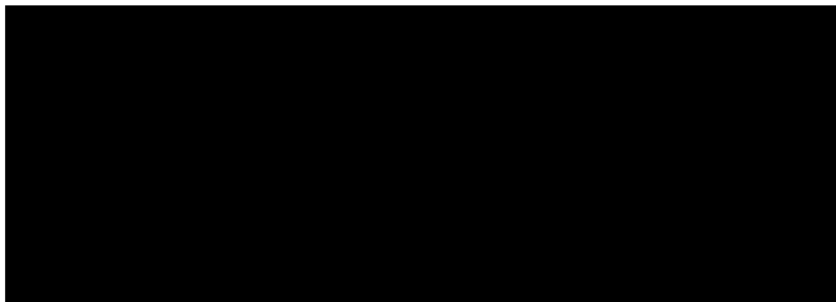
2 July 2007

Phil Willis MP

INVOICE

To providing 250 second class stamps from stock

£60.00



Harrogate & Knaresborough Liberal Democrats

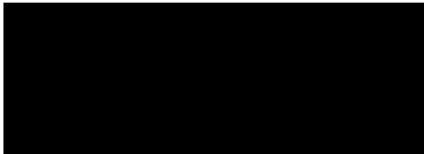
Member of Parliament – Phil Willis MP

Constituency Office



9 July 2007

Phil Willis MP



INVOICE

To providing 1250 second class stamps from stock

£300.00



PI

Harrogate & Knaresborough Liberal Democrats

Member of Parliament - Phil Willis MP



28 August 2007

Phil Willis MP

INVOICE

To providing 1250 second class stamps from stock

£300.00

Harrogate & Knaresborough Liberal Democrats

Member of Parliament - Phil Willis MP



24 September 2007

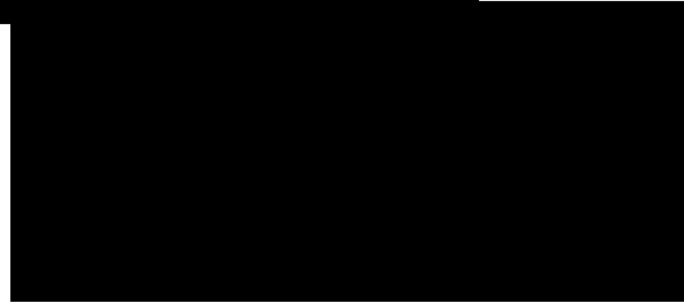
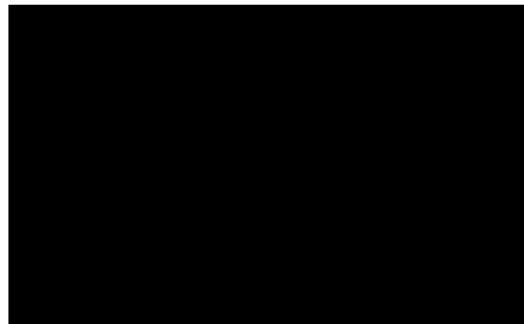
Phil Willis MP



INVOICE

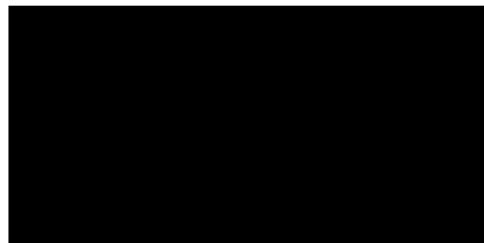
To providing 1000 second class stamps from stock

£240.00



Harrogate & Knaresborough Liberal Democrats

Member of Parliament - Phil Willis



23 November 2007

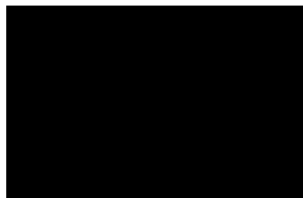
Invoice



To: Phil Willis MP



To supply 400 second class stamps £96.00



PROMPT PAYMENT WOULD BE APPRECIATED

Please send your cheque together with one copy of this invoice to the address at the top of this letterhead. Your cheques should be made payable to



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

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 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

PHIL WICKHAM

Constituency

WARRINGHAM AND KNARESBOROUGH

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

Period of claim

from 01/04/07 to 30/06/07

Description of service or goods

Amount

(STAMPS)	£ 260.00 p
(PRINTER)	£ 134.99 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 374.99 p

Office use only

Allow / Exp. Type (cat5)

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

Signature

Expenses Claim Form

Phil Willis MP

Name of claimant: [Redacted]

Department: [Redacted]

Period from:

Mar-07 To:

Apr-07

Claimant's Reference

[Redacted] 1

Date	Voucher No.	Details (inc. mileage @ rate claimed)	Total	A/c code
20.04.07	1	Post Office - postage stamps	240.00	
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			

Mileage Record

Paid at 36p for first 4,000 miles
in the tax year, 25p thereafter.

Total previous mileage
in tax year :

Total new mileage
claimed this month :

New total mileage
carried forward :

Total expenditure

240.00

Less any advance received

Total due

240.00

Total due

240.00

Claimants signature

Date

Line Manager

Date

30.04.07

For Finance Office use

Payment reference

Payment date

Authorised by

Date

30.04.07

Expenses Claim Form

Phil Willis MP

Name of claimant:



Department:

Claimant's Reference

Period from:

Mar-07 To:

Apr-07

Date	Voucher No.	Details <small>(inc. mileage @ rate claimed)</small>	Total	A/c code
20.04.07	1	Pc City - Printer	99.99	
	2	Pc City - Delivery	35.00	
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			

Mileage Record

Paid at 36p for first 4,000 miles
in the tax year. 25p thereafter.

Total previous mileage
in tax year :

Total new mileage
claimed this month :

New total mileage
carried forward :

Total expenditure

134.99

Less any advance received

Total due

134.99

Total due

134.99

Claimants signature

Date

Line Managers signature

Date

For Finance Office use

Payment reference

Payment date

Authorised by

Date



Communications Allowance
Member's reimbursement form

12 OCT 2007

When to use this form Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

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Your details

Name in CAPITAL LETTERS PHIL WILLIS
Constituency HARROGATE AND KNARESBOROUGH

Office use only

Costs M

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 a

Period of claim from 01 / 09 / 07 to 31 / 09 / 07 Allowance year 07 / 08

Office use only

Allow. / Exp. Type (cont)

Table with 2 columns: Description of service or goods, Amount. Row 1: STAMPS FOR MAILING, £ 158.40 p. Total: £ 158.40 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

Data protection

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Send your completed
form to

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	<input type="text" value="£"/>
	<input type="text"/>	514525	<input type="text" value="£"/>

Comments

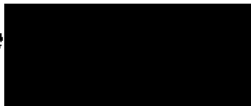
Harrogate & Knaresborough Liberal Democrats

Member of Parliament - Phil Willis

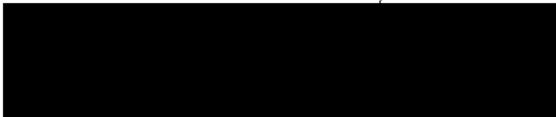


4 September 2007

Invoice



To: Phil Willis MP



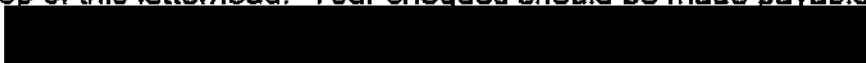
Postage for Mailing

£158.40



PROMPT PAYMENT WOULD BE APPRECIATED

Please send your cheque together with one copy of this invoice to the address at the top of this letterhead. Your cheques should be made payable to





FINANCE & ADMINISTRATION
HOUSE OF COMMONS

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

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

PHIL WILKINS

Constituency

NA

PARLIAMENTARY MEMBERS

Office

20 SEP 2007

Supp/Res/D 71

BUDGETS

Claim details

You can only claim for

- costs

Please ensure

- you

Period of claim from

08/07

Allowance year

07/08

Description of service or goods

Amount

MEETING WITH VIDEO DESIGNERS (TRAVEL)

£

£

£

£

£

£

£

£ 18.00 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

Expenses Claim Form

Phil Willis MP

Name of claimant: [REDACTED]

Department: [REDACTED]

Claimant's Reference

Period from: 01.06.07

To:

30.06.07

3

Date	Voucher No.	Details <small>(inc. mileage @ rate claimed)</small>	Total	A/c code
08.06.07	1	Mileage - Hgte [REDACTED] Net 50 miles	18.00	
	2	Website design		
	3			
	4			
	5			
	6			
	7	PAY TO		
	8	[REDACTED]		
	9			
	10			
	11			
	12			
	13			
	14			
	15			

Mileage Record

Paid at 36p for first 4,000 miles
in the tax year. 25p thereafter

Total previous mileage
in tax year :

Total new mileage
claimed this month :

New total mileage
carried forward :

Total expenditure

18.00

Less any advance received

Total due

18.00

Total due

18.00

Cl [REDACTED] Date 1. July 07

Lir [REDACTED] Date 1. July 07

For Finance Office use

Payment reference

--	--

Payment date

--	--

Authorised by Date



Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

16 MAY 2007

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

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Your details

Name in CAPITAL LETTERS

PHIL WILKINS

Constituency

HARROGATE AND WHARFSDOROUGH

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 01/05/07 to 31/05/07

Allowance year

07/08

Description of service or goods

STAMPS. H&K. WB DEM.

Amount

£ 442.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 442.00 p

Office use only

Allow. / Exp. Type (cat5)

Authorisation and declaration

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Signature

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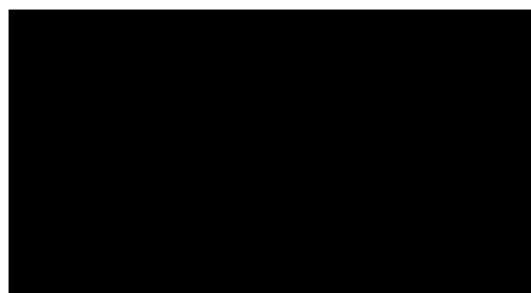
Office use only

	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	£ <input type="text"/>
	<input type="text"/>	514525	£ <input type="text"/>

Comments

Harrogate & Knaresborough Liberal Democrats

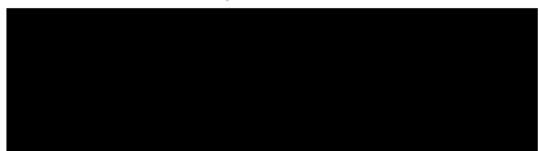
Member of Parliament - Phil Willis



11 May 2007

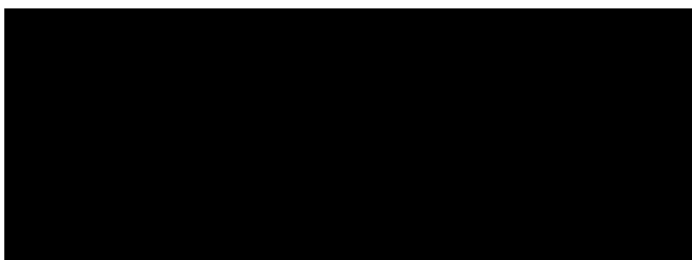
Invoice 0003

To: Phil Willis MP



1300 1st class stamps at 34p each

£442.00 ✓



PROMPT PAYMENT WOULD BE APPRECIATED

Please send your cheque together with one copy of this invoice to the address at the top of this letterhead. Your cheques should be made payable to





Communications Allowance
Member's reimbursement form

Comms1

page 1 of 2

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

PHIL WILKINSON

Constituency

KNARROATH AND KNARROSBOROUGH

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.

13 IIII 2007

Period of claim

from 01/04/07 to 30/04/07

Allowance year

07/08

Service or goods

Amount

(STAMPS) £ 260.00 p

(PRINTER) £ 134.99 p

£ : p

stamps £ : p

are for mass communication £ : p

but the printer will £ : p

be used for reactive comms, £ : p

too, so should be EP.

Total

£ 374.99 p

Office use only

Allow. / Exp. Type (cat5)

(26500)

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

Signature

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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514500

£ 374.99

514525

£

Comments

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Expenses Claim Form

Phil Willis MP

Name of claimant: J. [REDACTED]

Claimant's Reference

Department:

Period from:

Mar-07 To:

Apr-07

Date	Voucher No.	Details <small>(inc. mileage @ rate claimed)</small>	Total	A/c code
20.04.07	1	Post Office - postage stamps	240.00	
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			

Mileage Record

Paid at 30p for first 4,000 miles in the tax year, 25p thereafter.

Total previous mileage in tax year :

Total new mileage claimed this month :

New total mileage carried forward :

Total expenditure

240.00

Less any advance received

Total due

240.00

Total due

240.00

Claimants signature

Date

Line Manager

Date

30.04.07

For Finance Office use

Payment reference

--	--

Payment date

--	--

Authorised

Date

30.04.07

Expenses Claim Form

Phil Willis MP

Name of claimant:



Claimant's Reference



Department:

Period from:

Mar-07 To:

Apr-07

Date	Voucher No.	Details	(inc. mileage @ rate claimed)	Total	A/c code
20.04.07	1	Pc City - Printer		99.99	
	2	Pc City - Delivery		35.00	
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				

Mileage Record

Paid at 38p for first 4,000 miles
in the tax year. 25p thereafter.

Total previous mileage
in tax year :

Total new mileage
claimed this month :

New total mileage
carried forward :

Total expenditure 134.99
Less any advance received
Total due 134.99

Total due

Claimants signature Date

Line Managers signature Date

Authorised by Date

For Finance Office use

Payment reference

Payment date



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

02 MAY 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

PHIL WINDS

Constituency

WARRINGTON AND KNARLES BOROUGH

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 01 / 03 / 08 to 31 / 03 / 08

Allowance year 07 / 08

Suppliers

Amount

POST OFFICE (ROYAL MAIL)

£ 495.43 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

Data protection

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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	<input type="text"/>
Comments	

Royal Mail

Invoice number

Invoice date
31 Mar 2008

Page
1 of 1

Invoice

To
PHIL WILLIS MP

Account held at
PHIL WILLIS MP

Customer account number

Terms
10 days

Legal entity number

Please pay by
10 Apr 2008

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
				DOOR TO DOOR 10.111			495.43	E
							Total Net	495.43
							Total VAT	0.00
							Total	495.43

10111 ITEMS AT 3.50G PENCE

E = exempt