



**Communications Allowance**  
**Member's reimbursement form**

**VALIDATION Comms1**  
18 OCT 2007  
**RECEIVED**

**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

VIRENDRA SHARMA

Constituency

EALING SOUTHALL

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 23/07/07 to 17/10/07

Allowance year

07/08

Description of service or goods

Amount

GOLD CRESTED GREETING CARDS

£ 199 : 75 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 199 : 75 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

[Redacted Signature]

MP

Date

17/10/07

**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

Validation completed

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Input subtotals per Cat 5

£

£


**Comments**



# LANGFORD PRINTERS

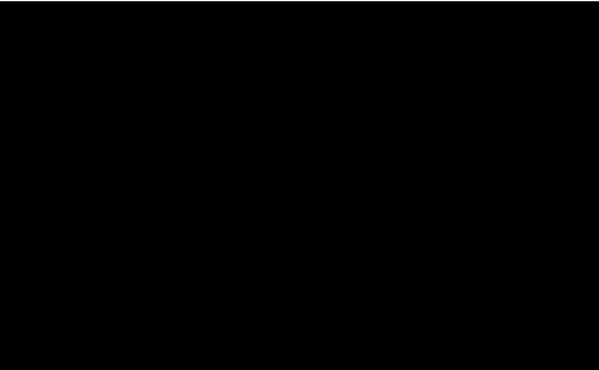


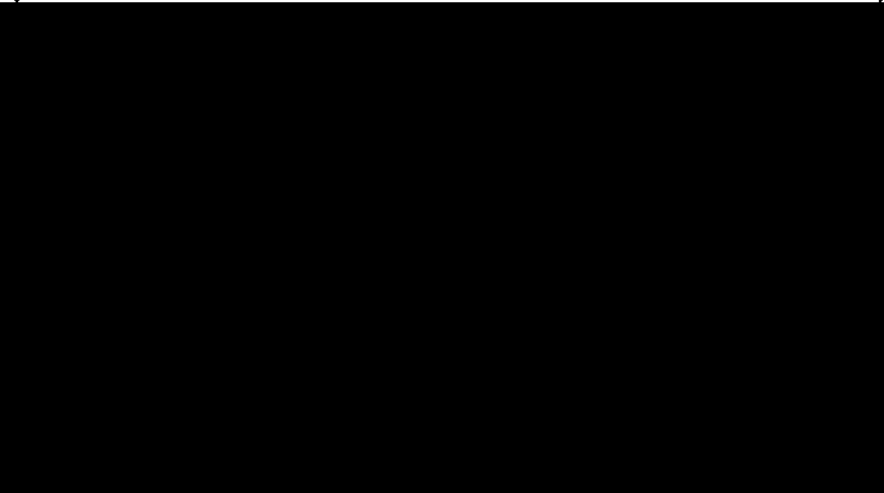
Invoice

Virendra Sharma MP  


Invoice Number	
Date / Tax Point	30/07/2007

Account Number	
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Details	Net Price	VAT
500 x A6 4page Gold Crested Greeting Cards		
overprinted Green on inside	150.00	26.25
New Plate and Artwork Charge	20.00	3.50
		



Total Net	170.00
Total VAT	29.75
<b>INVOICE TOTAL</b> £	<b>199.75</b>



**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

VIRENDRA SHARMA

Constituency

EALING SOUTHALL

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 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Allowance year

07 / 08 ✓

Suppliers

Amount

KARIAN + Box

£ 5957.73 pL ✓

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ 5957.73 ✓

**Authorisation and declaration**

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

Signature

MP

Date

29.5.08

**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

Comments

# Karian and Box

## INVOICE

Virendra Sharma MP

DATE:  
28 March, 2008

INVOICE #

For:  
Virendra Sharma campaign materials

DESCRIPTION	AMOUNT
Printing of 100,000 x A4 headed notepaper	£1,787.00
Design and print of 50,000 A4 8 page (A2 folded down to A4) newsletters	£3,858.00
<b>Subtotal</b>	<b>£5,645.00</b>
VAT @ 17.5%	£312.73
<b>TOTAL</b>	<b>£5,957.73</b>