



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

Hugo Swire, MP

Constituency

East Devon

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 31/03/08

Allowance year

07/08

Suppliers

Amount

Royal Mail
Royal Mail

£ 152.18 p

£ 123.93 p

£ : p

£ : p

£ : p

£ : p

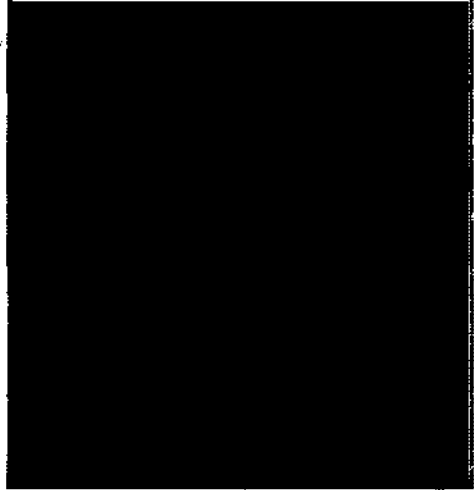
£ : p

£ : p

£ 276.11

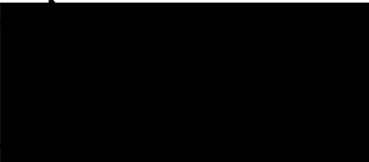
Office use only

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



Authorisation and declaration

I confirm that



exclusively for the purpose of costs incurred wholly, of my Parliamentary duties.

Signature

MP

Date

3/4/08

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 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



Invoice number

 Invoice date
31 Mar 2008
 Page
1 of 1

Invoice

To
HUGO SWIRE MP



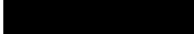
Account held at
HUGO SWIRE MP



Customer account number



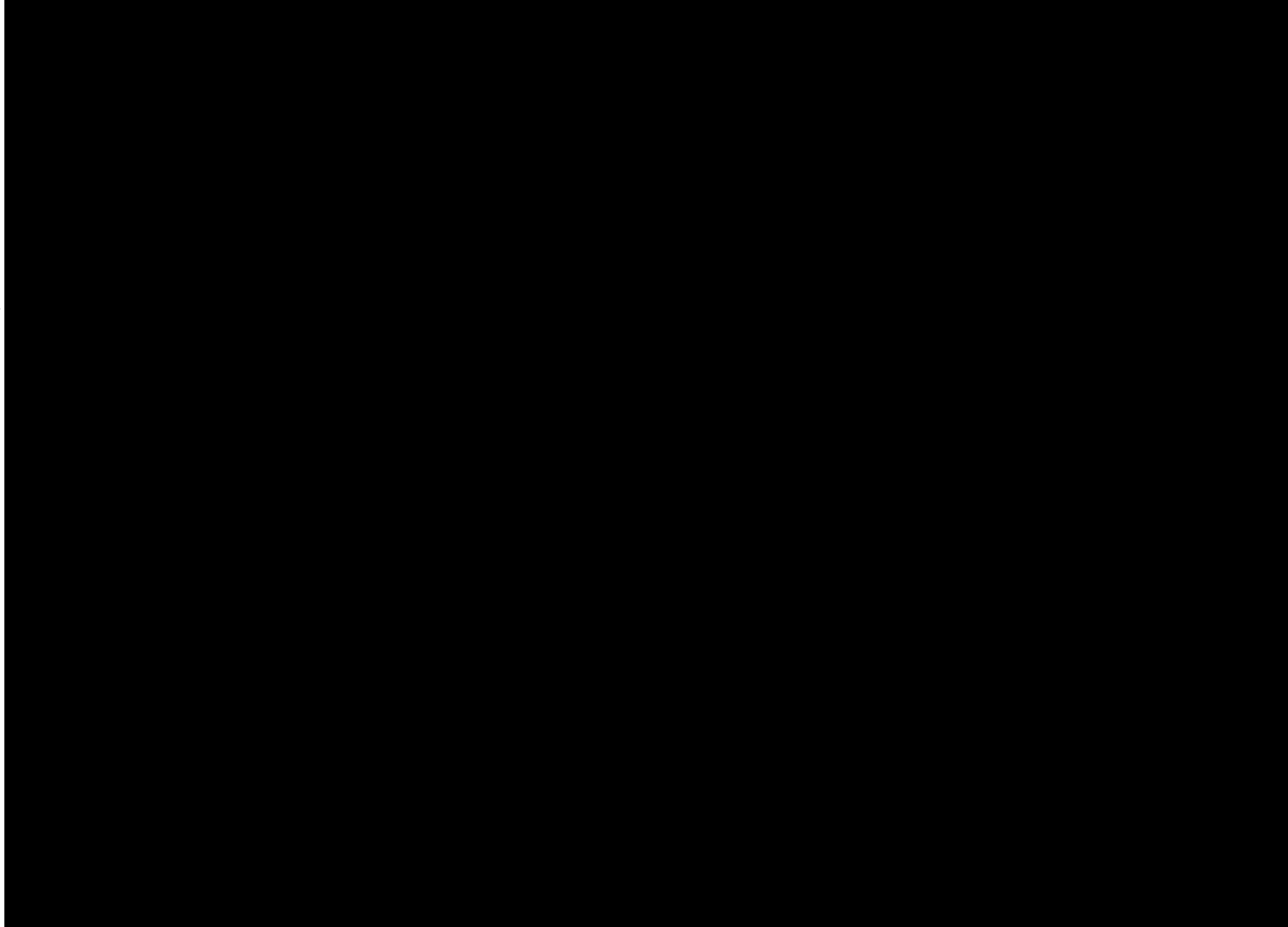
Legal entity number

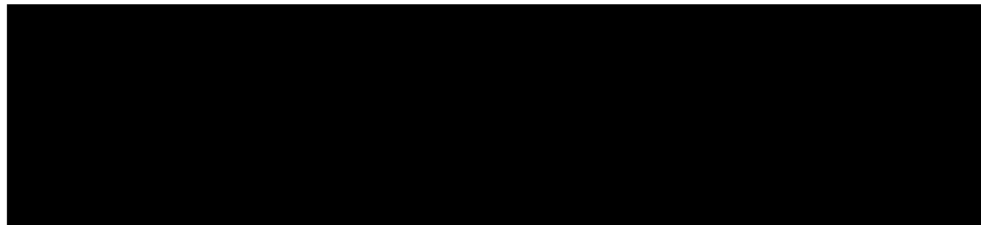


Terms
10 days
 Please pay by
10 Apr 2008

Docket no.	Posting date Postar	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	28 Mar 2008	[Redacted]		DOOR TO DOOR 4,348 4346 ITEMS AT 3.500 PENCE			152.18	E

Total Net	152.18
Total VAT	E = exempt 0.00
Total	152.18





Invoice number
 [Redacted]
 Invoice date
10 Mar 2008
 Page
1 of 1

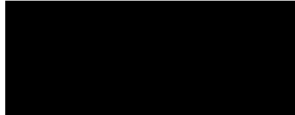


To
HUGO SWIRE MP



Invoice

Account held at
HUGO SWIRE MP



Customer account number



Legal entity number



Terms
10 days

Please pay by
20 Mar 2008

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	07 Mar 2008	[Redacted]		DOOR TO DOOR 3,541 3541 ITEMS AT 3.500 PENCE			123.93	E

Total Net		123.93
Total VAT	E = exempt	0.00
Total		123.93





Communications Allowance

Comms2

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Name in CAPITAL LETTERS

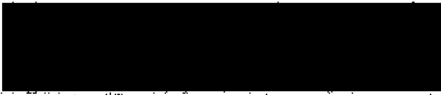
Hugo Swire

Constituency

East Devon

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 01/04/07 to 31/03/08

Allowance year

07/08

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Row 1: MP Services, £1908.00 p. Subsequent rows are empty.

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

22/4/08

Data protection

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**Send your completed
form to**

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

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Initials / Date

Validation
completed

Comments

invoice

Mr Hugo Swire MP

Number: [REDACTED]

Account: [REDACTED]

Date: 28 March 2008

Orders

Order	Quantity	Product		VAT	Price
[REDACTED]	25000	- MP Newspapers	Apr08	£0.00	£1,708.00

Additional Costs

Order	Cost Description	VAT	Price
[REDACTED]	Dispatch from printer	£0.00	£100.00
[REDACTED]	Endorse Folding	£0.00	£100.00

Total (excl): £1,908.00

VAT: £0.00

TOTAL £1,908.00