



Communications Allowance

Member's reimbursement form

01 APR 2009

FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

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

STEPHEN TIMMS MP

Constituency

EAST HAM

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 / /

Allowance year

08 / 09

Description of service or goods

Amount

Royal Mail -> pre-paid envelopes

£ 985.82 p

£ . p

£ . p

£ . p

£ . p

£ . p

£ . p

Total

£ 985.82 p

Authorisation and declaration

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

Data protection

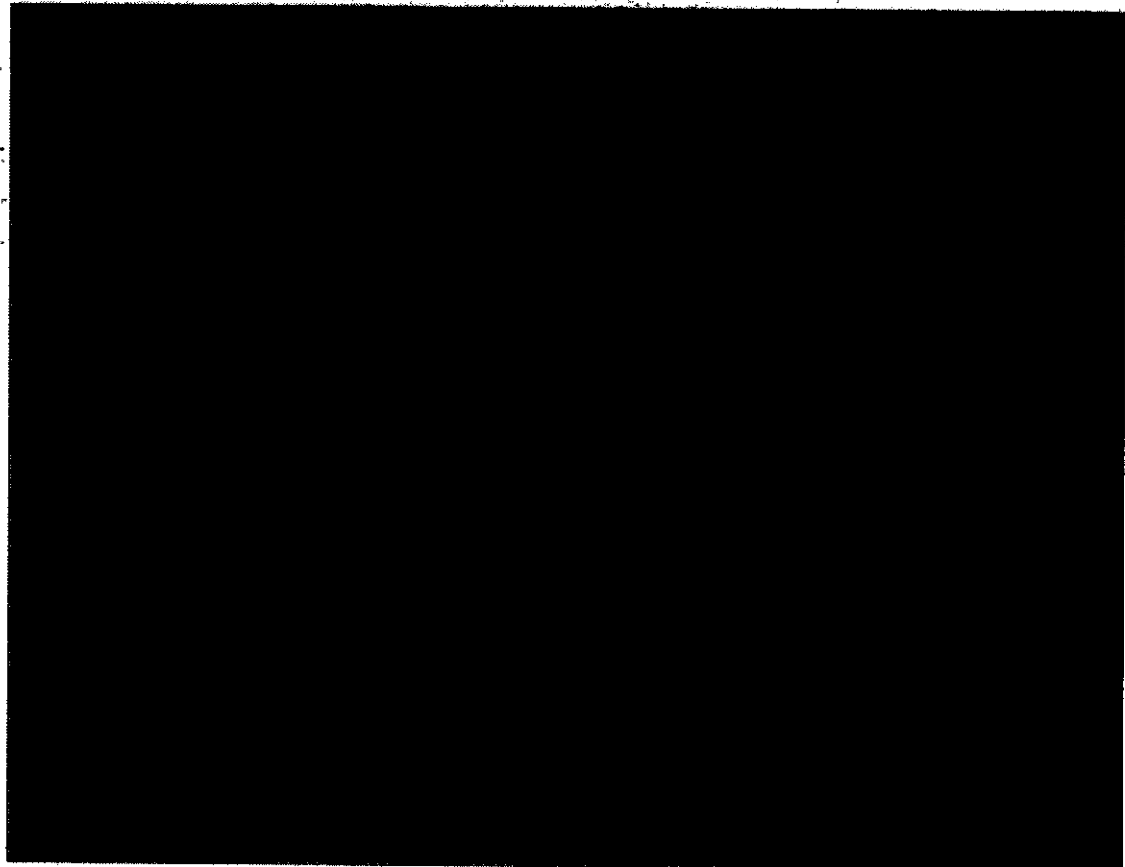
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information 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 SW1A 0AA



From:
Sent:
To:
Subject:

Thank you for placing your order with us.

Please find your order details below:

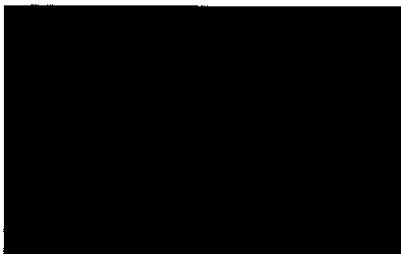
Order Number [REDACTED] 30-March-2009

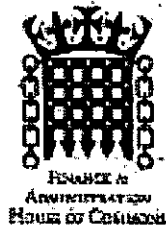
Item	Code	Qty	Unit cost	Sub-total
100 x 1st Class DL Window Envelope - Max 100g	V3	22	GBP 44.81	GBP 985.82

Sub total:
GBP 985.82

Delivery Total:
GBP 0.0

Total:





Communications Allowance

Direct payment of suppliers

30 APR 2009

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

STEPHEN JAMES MP

Constituency

EAST HAM

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

08/09 ✓

Suppliers	Amount
① Public Impact	£ 20.13 P ✓
_____	£ _____ P
_____	£ _____ P
_____	£ _____ P
_____	£ _____ P
_____	£ _____ P
_____	£ _____ P
_____	£ _____ P

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.

Data protection

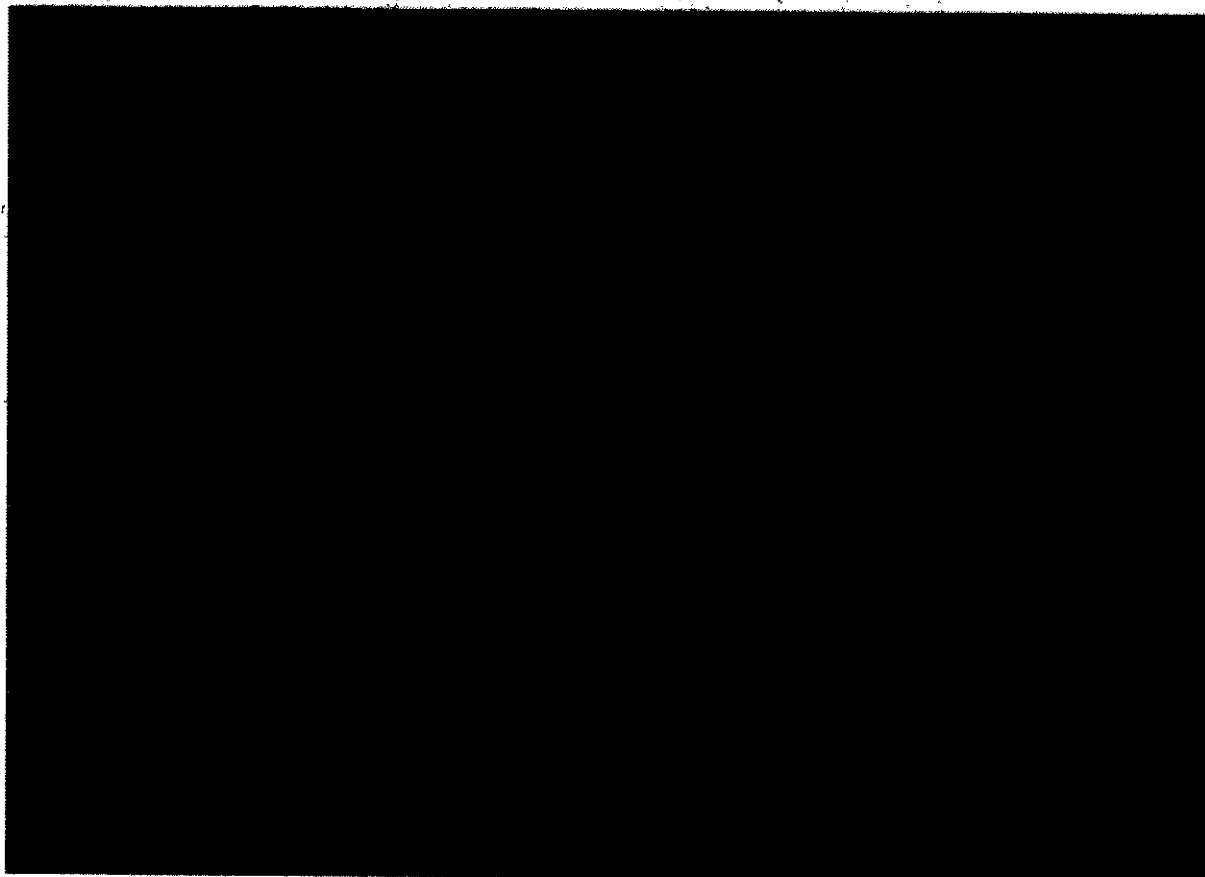
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Send your completed form to

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



Stephen Timms MP

Invoice

Invoice No.

Invoice/Tax Date

Cust. Order No.

Account Ref.

Quantity Details

	Unit Price	Net	VAT Rate	VAT
1.00 Delivery - wallet cards	17.50	17.50	15.00	2.63

Total Net Amount 17.50

Total VAT Amount 2.63



Communications Allowance
Direct payment of suppliers

02 APR 2009

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

STEPHEN TIMMS

Constituency

EAST HAM

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 08/09

Suppliers	Amount
2 Public Impact	£ 1941.13 p
Public Impact	£ 299.00 p
	£ _____ p
	£ _____ p
	£ _____ p
	£ _____ p
	£ _____ p
	£ _____ p

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.

Data protection

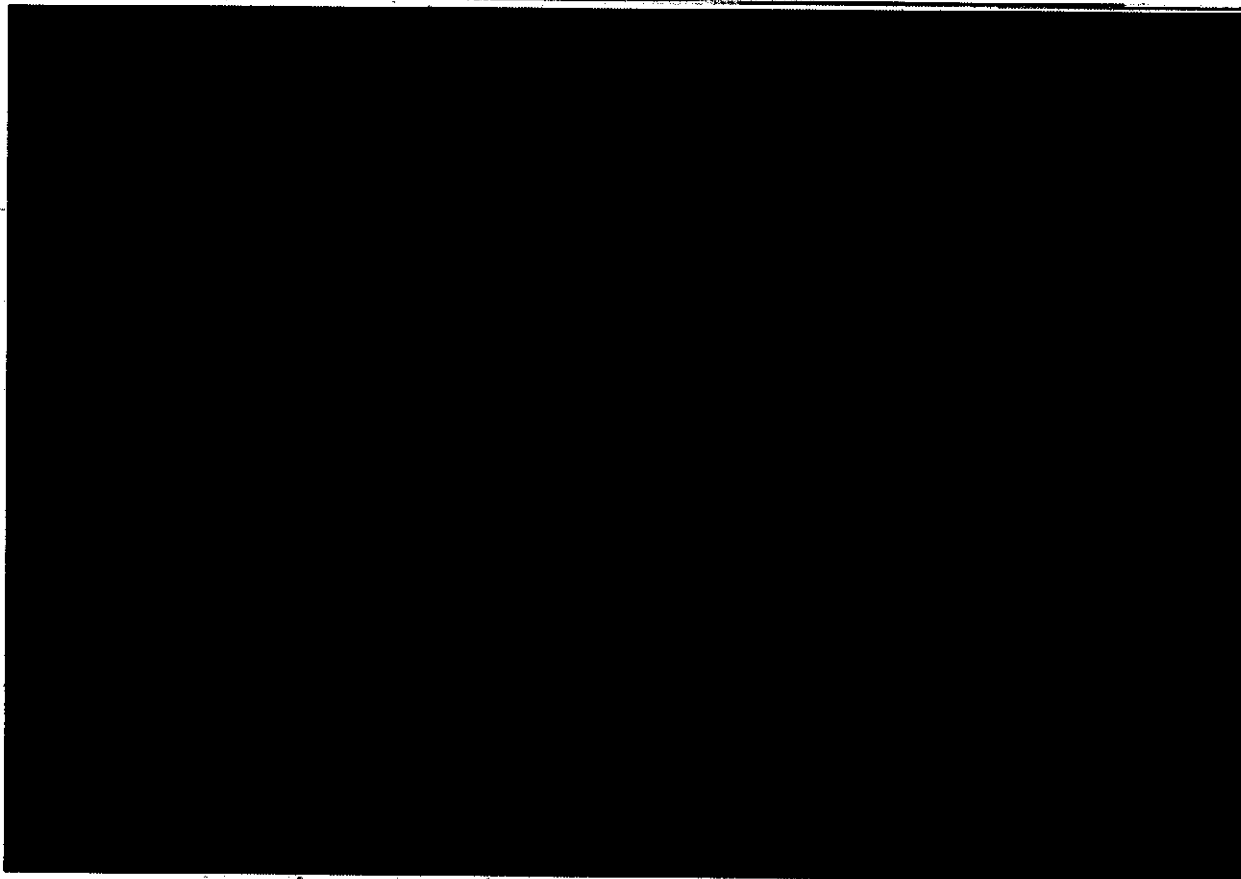
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Send your completed
form to

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



Invoice

Stephen Timms MP

Invoice No.

Invoice/Tax Date

Cust. Order No.

Account Ref.

Quantity Details

	Unit Price	Net	VAT Rate	VAT
1.00 45K off A4 4pp Parliamentary Report Leaflets	1,760.00	1,760.00	0.00	0.00
1.00 Delivery	157.50	157.50	15.00	23.63

Total Net Amount

1,917.50

Total VAT Amount

23.63

Invoice

Stephen Timms MP

Invoice No.

Invoice/Tax Date

Cust. Order No.

Account Ref.

Quantity Details

	Unit Price	Net	VAT Rate	VAT
1.00 5K off Wallet cards	260.00	260.00	15.00	39.00

Total Net Amount 260.00
Total VAT Amount 39.00



FOUNDED IN
AN UNCHANGING FORM
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

COMMS2

page 1 of 2

30 MAR 2009

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

STEPHEN THOMS

Constituency

EAST HAM

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 _____

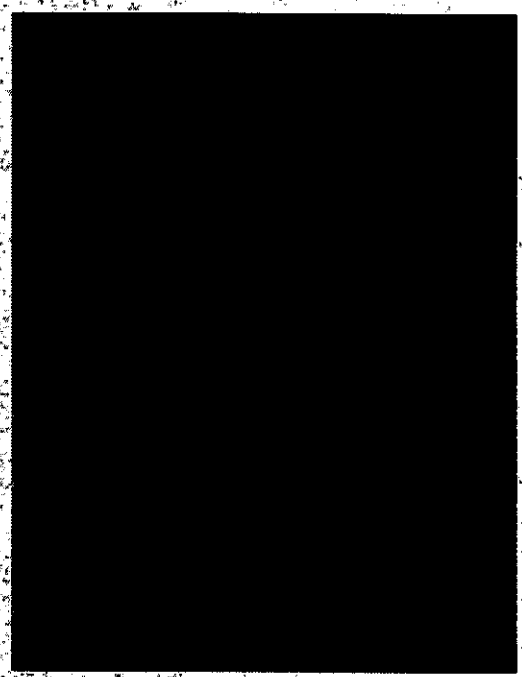
Allowance year

08 / 09

Suppliers

Amount

Suppliers	Amount
X1 Greenbatch Ltd	£ 2587.50 p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p



...spect of costs incurred wholly
of my Parliamentary duties.

Data protection

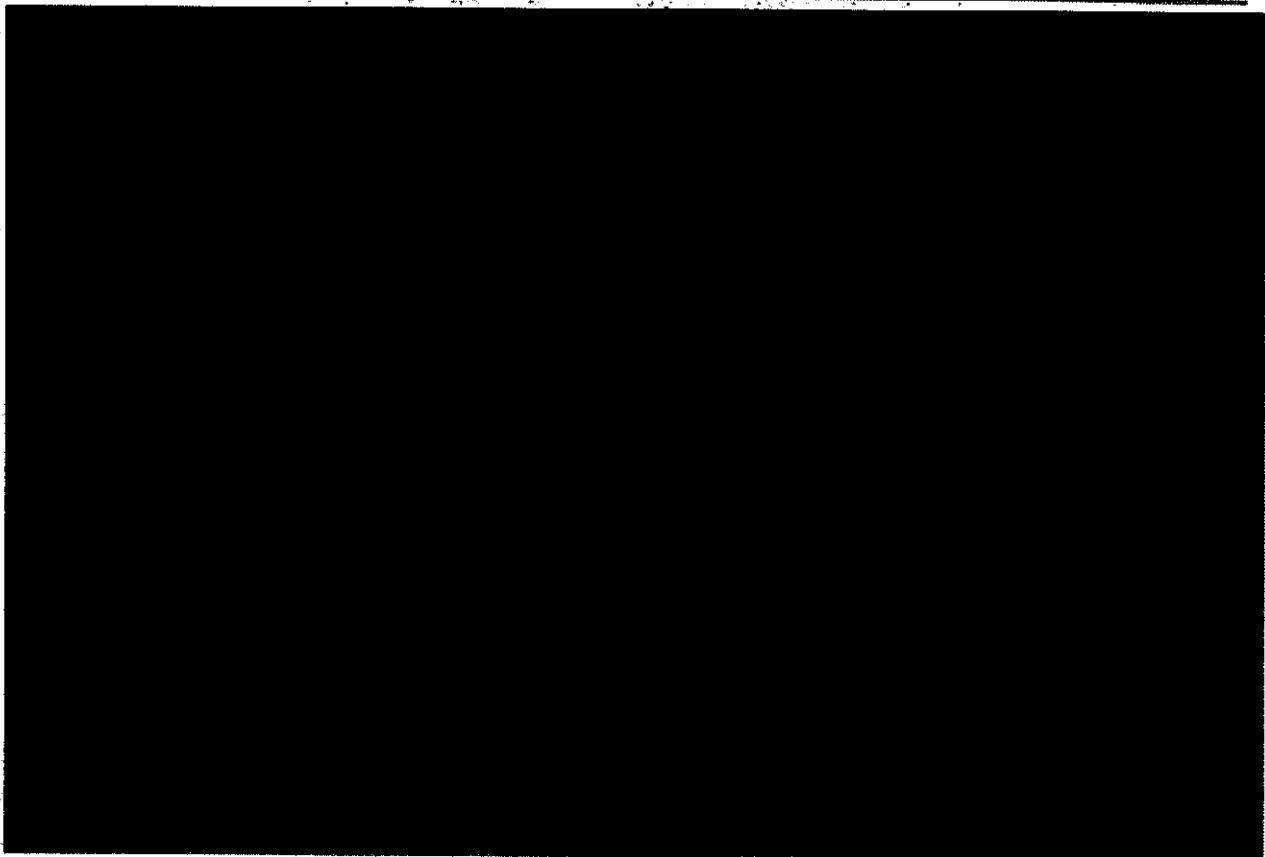
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Send your completed form to

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



Greatbatch Limited

Rt Hon Stephen Timmins MP

Description

Qty. Amount (£)

Distribution of 45,000 leaflets at £504 unit per thousand to the East Ham area as requested

45000 2250.00

w/c 20/04/09

Subtotal (£) 2250.00
VAT (£) 337.50
Total (£) 2587.50



FOUNDED IN
1534
ADMINISTRATED BY
HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

04 FEB 2009

Comms 2
page 1 of 2

FEB 2009

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

STEPHEN TIMMS

Constituency

EAST HAM



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

08/09

Suppliers

Amount

BANNER

£ 96.60 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

Authorisation

111

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

Data protection

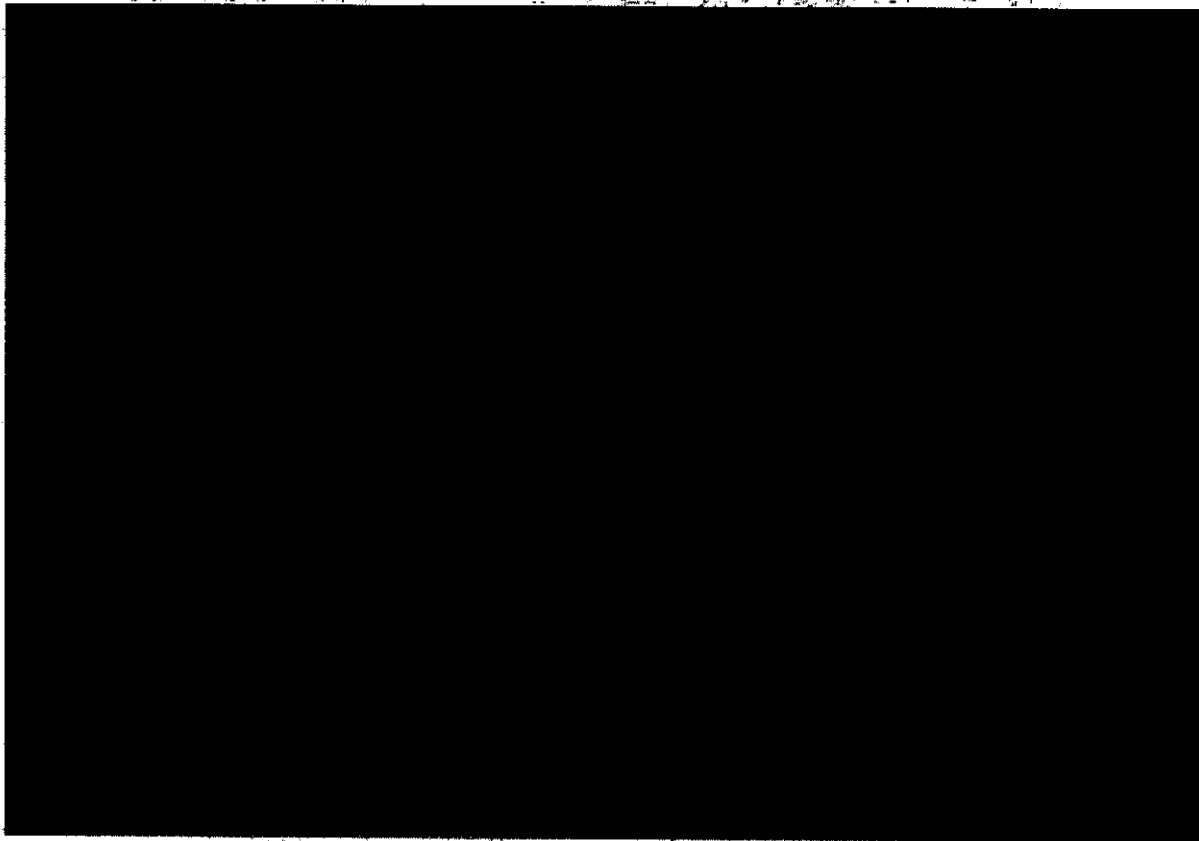
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Send your completed form to

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



voice

INVOICE NO. [redacted]

Invoice To [redacted]

Stephen Tinnis NP

Please see reverse for New Bank Details for Payments

Charge To :

Stephen Tinnis NP

[redacted]

[redacted]

[redacted]

Stephen Tinnis NP

[redacted]

Banner Business Supplies Ltd

[redacted]



office@office

PAYMENT SLIP

Please see reverse for terms of business and how to pay

[redacted]

Acc. No. :

Inv. No. :

Inv. Date :

Art. Due :

Product Description Quantity Unit Price Tax Incl. Vat Excl. Vat

HC19-1385 PAPER - A4 GREEN CREST NO ADDRESS 10 80x250 8.4000 16/01/09 84.00 15.0 12.60

[redacted]

84.00 INVOICE GOODS
12.60 INVOICE V.A.T.
96.60 INVOICE TOTAL

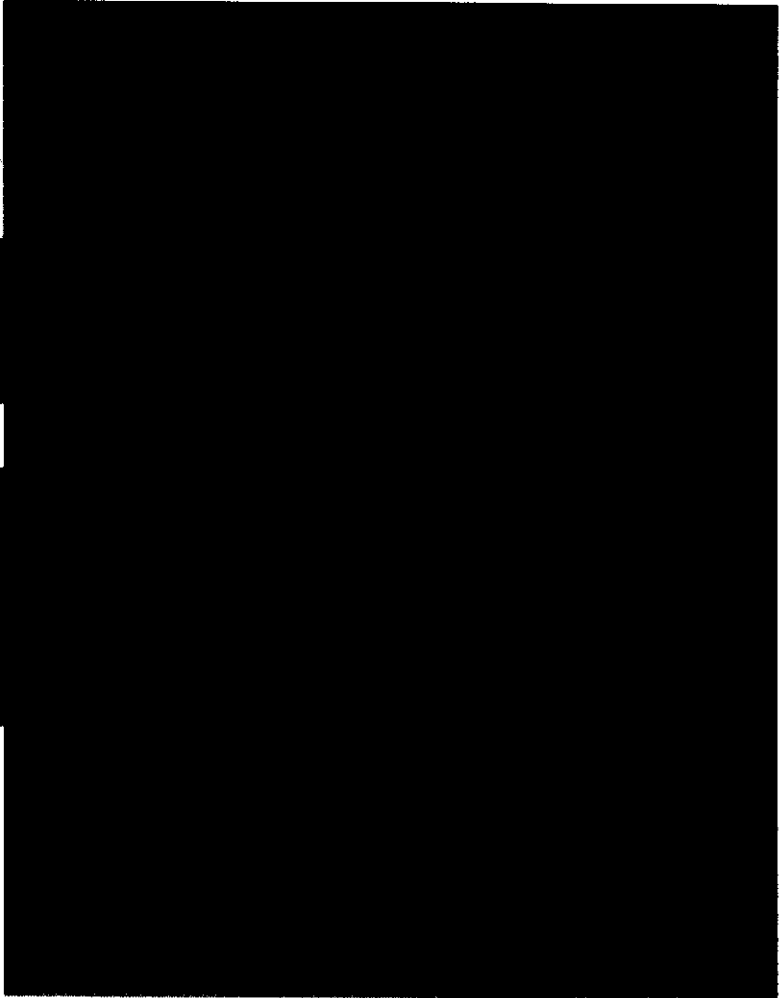
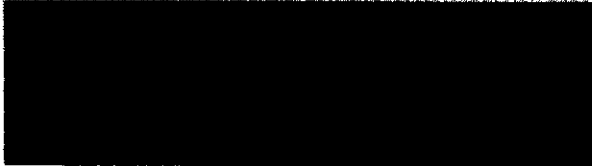
Please return the slip

from final page of invoice with your payment by

13/02/2009

BESTR0010703

Financial Processing }



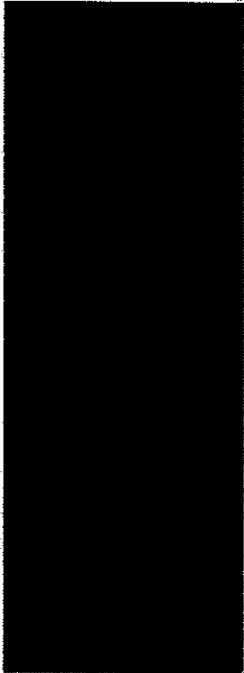
Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



£ 421-²00
£
£
£
£
£
£
£
£
£
£ 421-20

Comments:





A COMMS ALLOWANCE

Staffing Allowances/Incidental Expenses Provision

SAB
63

Authority for the payment of one-off salary and/or expenses to staff

Page 1 of 2

When to use this form

- Use this form to request a one-off payment of salary to a temporary or casual employee.
- Use this form to reimburse out-of-pocket expenses to an employee or contractor.

About filling in this form

- Please note that payments can be made through the payroll only if we hold a valid National Insurance number for the employee.
- If you have any questions about this form, please call 020 7219 1340.

Your details

Name: STEPHEN TIMMS

in CAPITAL LETTERS

Constituency: EAST HAM

Details of staff member

First name: [REDACTED]

Surname: [REDACTED]

in CAPITAL LETTERS

Employee status: [REDACTED]

Date of birth: [REDACTED]

National Insurance number: [REDACTED]

Payment details

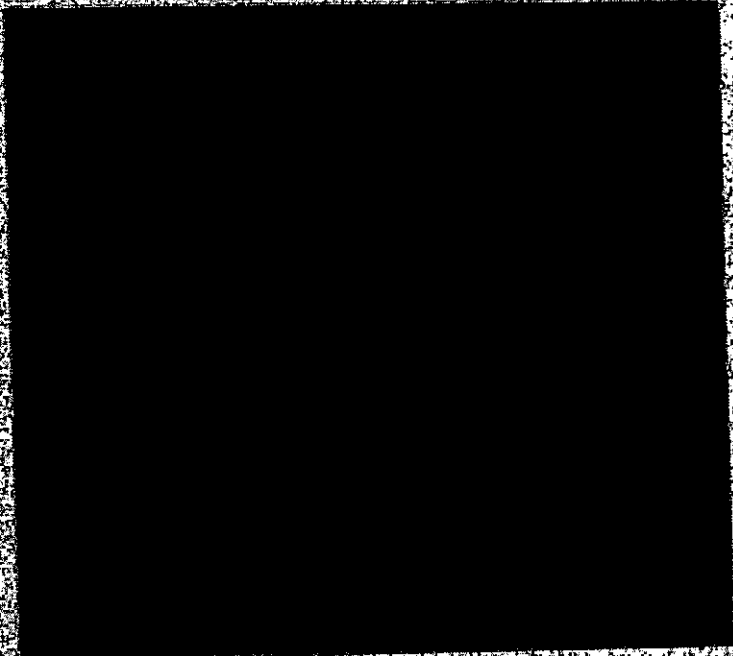
Payslip address: [REDACTED]

Bank details: [REDACTED]

Claim details

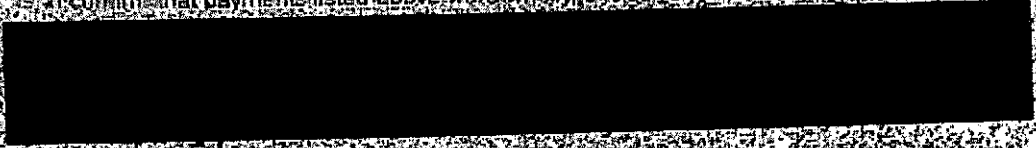
- Please claim actual amounts incurred, not (round) sums.
- Please attach receipts or invoices.

	£	p
One-off salary		
Season ticket/loan		
Travel - home to work		
Road travel		
Car travel		
Air travel		
Car hire/rental/taxi		
Meals and subsistence		
Healthcare		
Childcare		
Home office telephone		
Other expenses	421	20
Total	421	20 p



Authorisation and declaration

I confirm that payments listed above were wholly, exclusively and necessarily incurred.



Signature

Date

10/01/09

Data protection

Crucial to the Data Controller's employing Members of Parliament is the House of Commons Administration will process the information you provide on this form for the House of Commons Administration to ensure that it is available to the Members of Parliament making payments for all sitting records in accordance with the rules governing the employment of the House of Commons and the Inland Revenue. The information may also be used in the National Audit of the Government.

Your information will be processed in accordance with the provisions of the Data Protection Act 1998. You may wish to enquire about the contents of this information and the way it is processed under the Data Protection Act 1998, including the name, title and address of any person who has the right to access the information. Administrative details of your request should be sent to the Data Protection Officer, House of Commons Administration, 11th Floor, Parliament Building, 11th Floor, Parliament Building, London SW1A 0AA.

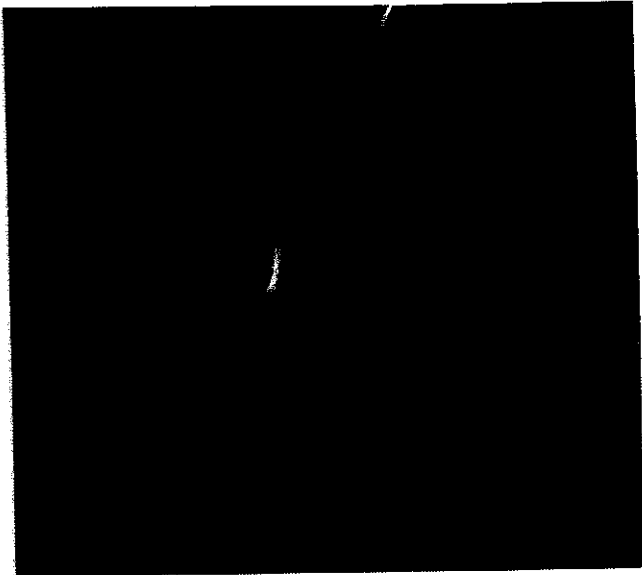
Send your completed form to

Validation Team, Operations Directorate
 Department of Finance & Administration, House of Commons, London SW1A 0AA





S/o Zndk100		
15	0	17.00
145	bk 2nd	12
0	0	3.24
TOTAL DUE TO POST OFFICE		32.24
Maestro	FROM POSTMAN	421.20
BALANCE		6.28





Communications Allowance
Direct payment of suppliers

13 JAN 2009

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

STEPHEN TIMMS

Constituency

EAST HAM

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

08/09 ✓

Suppliers

Amount

LANSFORD PRINTERS

£ 80.00 ✓

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

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.

Data protection

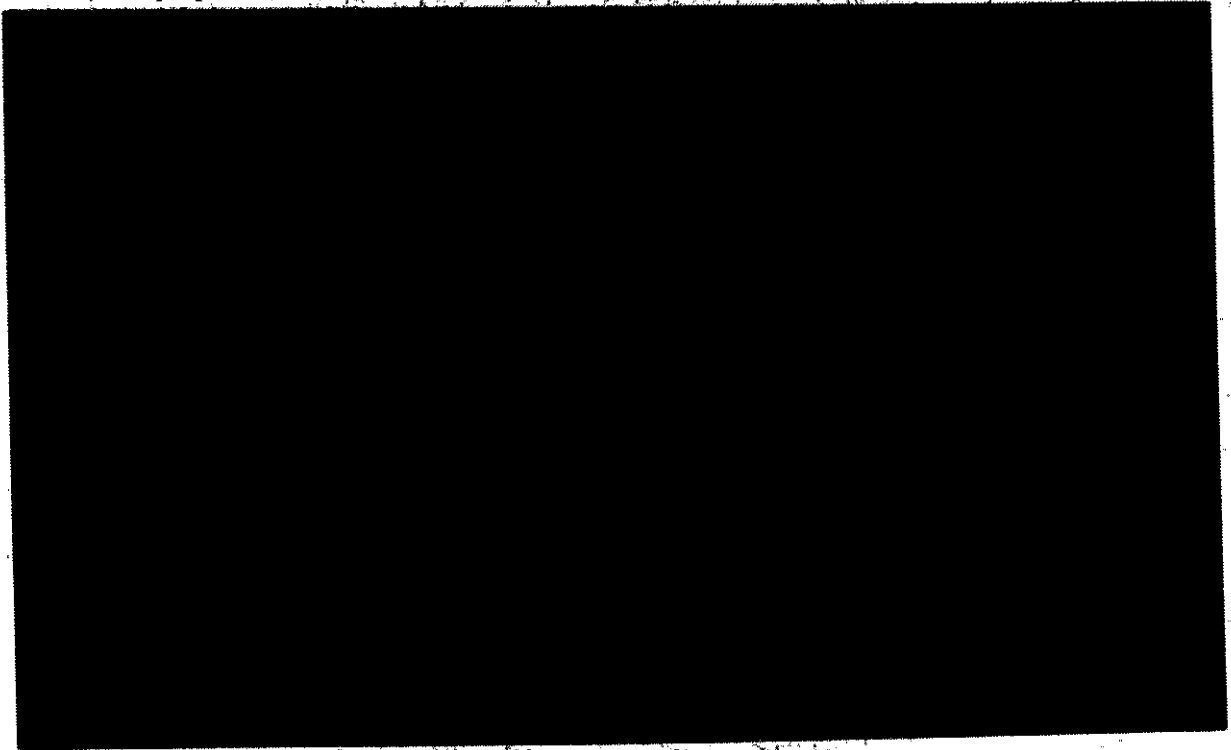
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**Send your completed
form to**

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






LANGFORD PRINTERS



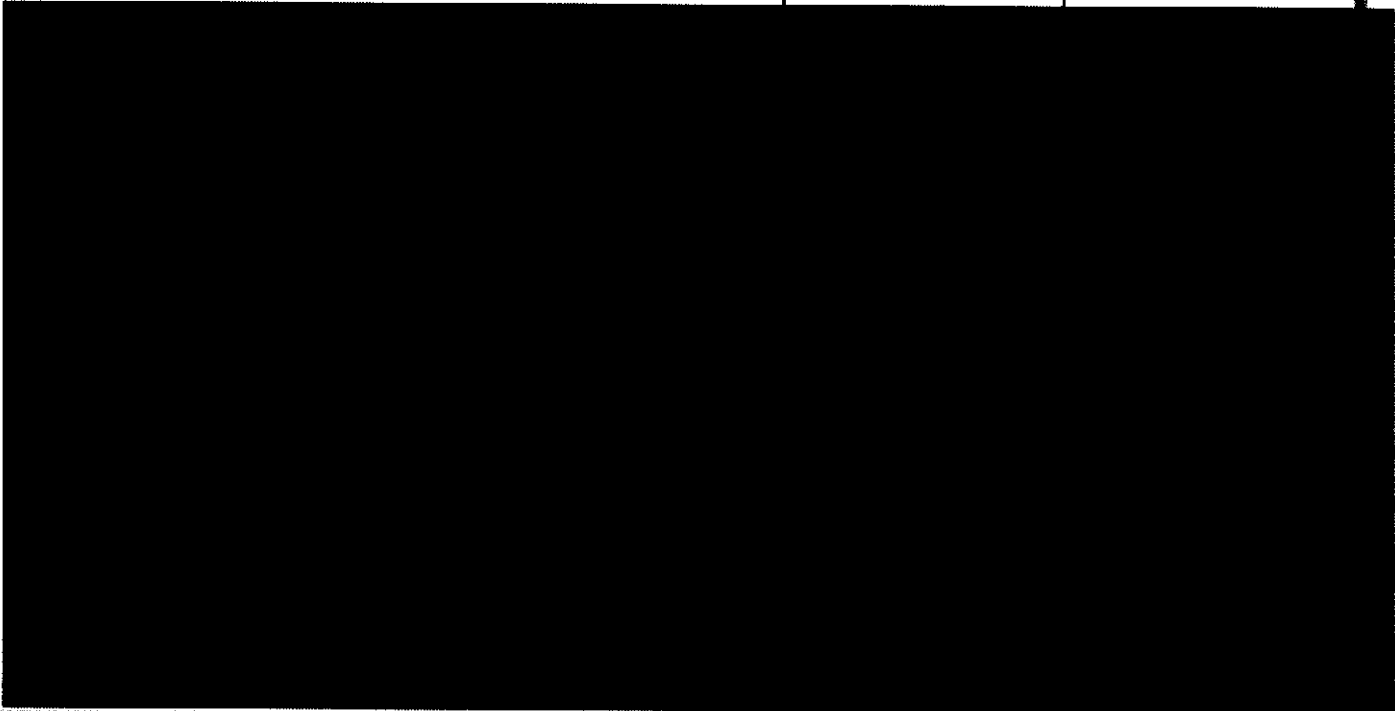
Invoice

The Rt Hon Stephen Timms MP


Invoice Number 
 Date / Tax Point 

Account Number 

Details	Net Price	VAT
2500 x A4 Green House of Commons Letterheads	70.00	10.50



Delivery address:



	
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Total Net	70.00
Total VAT	10.50



Communications Allowance
Direct payment of suppliers

26 JAN 2009

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

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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

STEPHEN TIMMS

Constituency

EAST HAM

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 08/09

Suppliers

Amount

Suppliers	Amount
BANQUE	£ 17.16 p
	£ _____ p
	£ _____ p
	£ _____ p
	£ _____ p
	£ _____ p
	£ _____ p

Authoris

I confirm that the payments requested are in full exclusively and necessarily in the performance

Data protection

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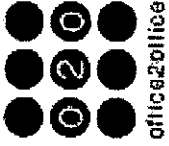
voice

VOICE HD

Invoice To :

Stephen Tinnis MP

see reverse for New Bank Details for Payments**



Banner Business Supplies Ltd

Charge To :

Stephen Tinnis MP

Stephen Tinnis MP

Acc. No. :
Inv. No. :
Inv. Date :
Amt. Due :



Product Description Quantity Unit Price Tax Line Total VAT
Banner ENV 110x220 NEW 80g 5/SL WH 2 0X1000 7.4500 06/01/09 14.92 15.0 2.24

9090022

BANNER ENV 110x220 NEW 80g 5/SL WH

2 0X1000

7.4500 06/01/09

14.92 15.0

2.24

Please return the slip

from final page of invoice with your payment by

14.92
INVOICE GOODS
INVOICE V.A.T.
17.16
INVOICE TOTAL

04/02/2009

BSSINVOICE0703

Financial Processing)

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

Volunteer Yes/No

Please check / amend relation

Text

Invoice No.

Account code / Allowance

Members cost centre (C)

Financial Year/PIRO (C)

Expenditure type (Cat5) :



£ 63.00

£

£

£

£

£

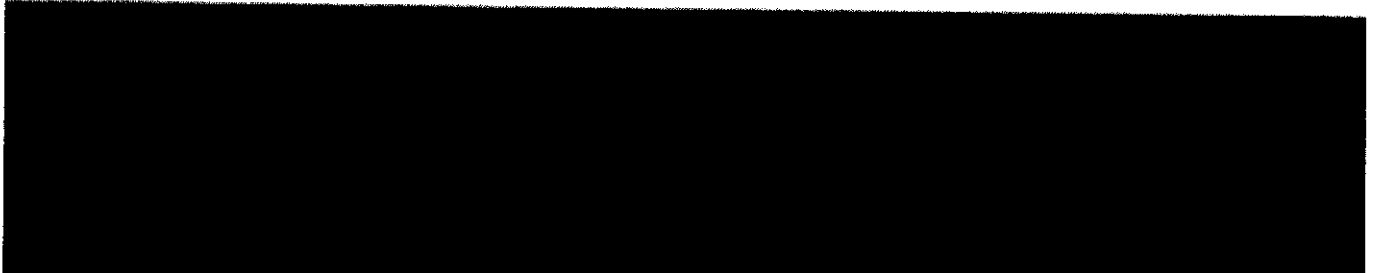
£

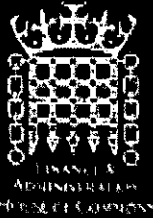
£

£

£ 63.00 ✓

Comments:





Authority for the payment of one-off salary and/or expenses to staff

When to use this form

- Use this form to request a one-off payment of salary to a temporary or casual employee.
- Use this form to reimburse out-of-pocket expenses to an employee or a volunteer.

About filling in this form

- Please note that payments can be made through the payroll only if we hold a valid National Insurance number for the employee.
- If you have any questions about this form, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

STEPHEN TIMMS MP

Constituency

EAST HAM

Details of staff member

First name

Surname
in CAPITAL LETTERS

Employee status

Date of birth

National Insurance number

Payment details

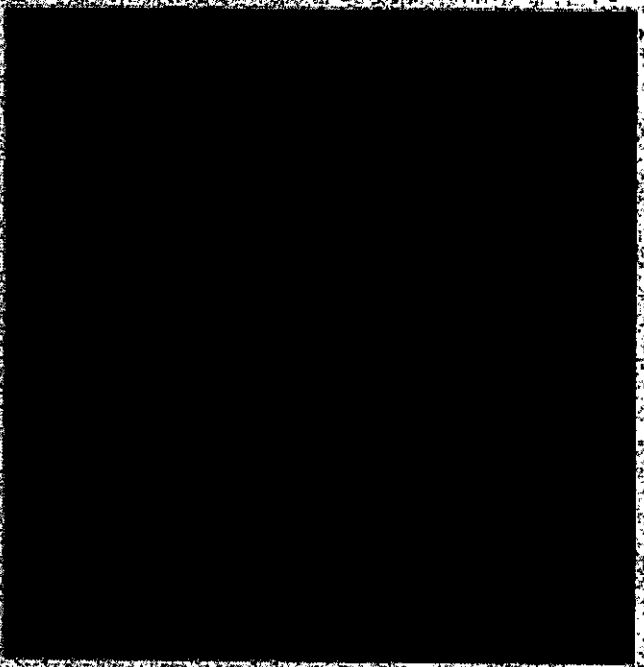
Payslip address

Bank details

Claim details

- Please claim actual amounts incurred, not round sums.
- Please attach receipts or invoices.

	Amount	
One-off salary	£	p
Season ticket loan	£	p
Travel - home to work	£	p
Rail travel	£	p
Car travel	£	p
Air travel	£	p
Taxi	£	p
Meals and subsistence	£	p
Housing	£	p
Childcare	£	p
Home as office/telephone	£	p
Office requisites	£ 63	00 p
Total	£ 63	00 p



Authorisation and declaration

I confirm that payments listed above were wholly, exclusively and necessarily incurred by my staff for the purpose of supporting any Parliamentary duties.

Signature: [Redacted]

Date: 19/10/08

Data protection

On behalf of the Data Controller, the employing Member of Parliament, the House of Commons Administration will process the information you provide on this form for the purpose of staff administration, administration and access to the Members' Estates. It will also be used for keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information will be processed in accordance with the provisions of the Data Protection Act 1998. If you have queries about the collection, use or disclosure of your information, please contact the Data Protection Officer, House of Commons Administration, London SW1A 0AA. You will receive a copy of any material held in the custody of Commons Administration held about you on behalf of your employer, please contact your employer.

Send your completed form to

Validation Team, Operations Directorate
 Department for Finance & Administration, House of Commons, London SW1A 0AA





Post Office Ltd.

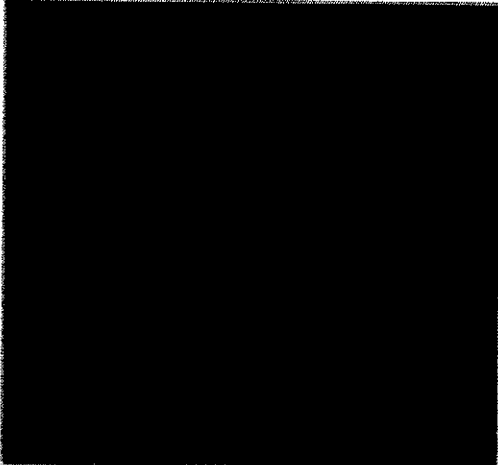


COMMS
ALLOWANCE

VAT REG No. 243 1700 02
14/10/2003 11:25
SERVSTCK ? T-2853850-1



50 x 2nd Large		
3	@ 21.00	63.00
TOTAL DUE TO POST OFFICE		63.00
Monetary	FROM CUSTOMER	63.00
BALANCE		0.00



Thank You



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

23 OCT 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

STEPHEN TIMMS

Constituency

EAST HAM

Claim details

You can only request

payment to suppliers for goods and services directly relating to Communications Allowance.

Please ensure

you attach all supplier invoices.

Period of claim

from 1/1/ to 1/1/

Allowance year

08 / 09

Suppliers

Amount

Bauer

£ 32 91 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

Authorisation and declaration

I confirm that the payments requested are in respect exclusively and necessarily in the performance of

Data protection

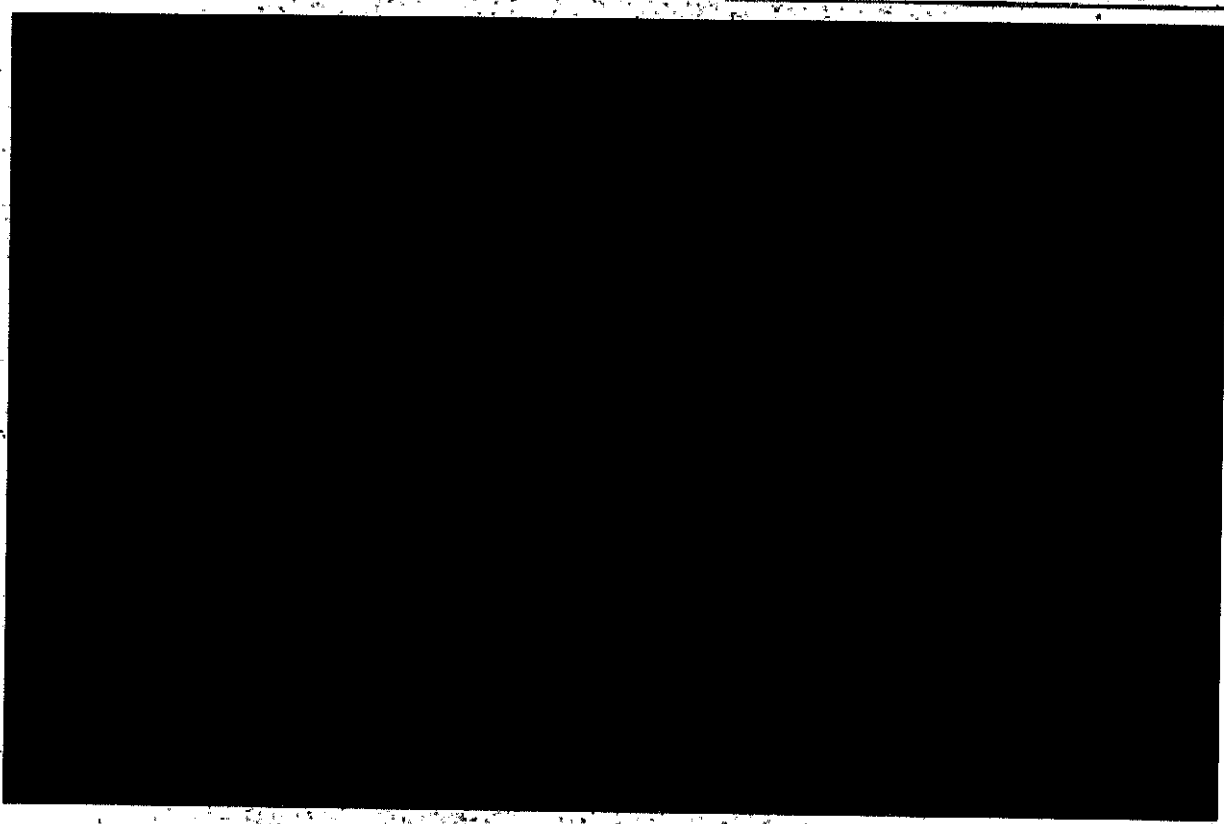
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimates, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information 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 SW1AA



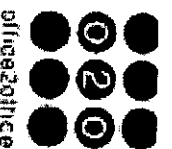
Invoice

**** Please see reverse for New Bank Details for Payments ****

*** INVOICE NO: [REDACTED] ***
*** INVOICE TO: [REDACTED] ***

Stephen T James RP

Charge To :
Stephen T James RP



[REDACTED]

[REDACTED]

[REDACTED]

Line No. | Qty | Price | Description | Unit | Price | Date

1 | 28.0100 | 13/10/08 | BASILDON BOND ENV 324x229 100g HDN | BOX250 | 28.01 | 17.5 | 4.90
plain envelopes

28.01
INVOICE GOODS
INVOICE V.A.T.
INVOICE TOTAL

28.01
4.90
32.91

PAYME

Please see
for terms
and ho

Acc. No.

Inv. No.

Inv. Date

Amc. Due

ple
ret
the

from fin
of invoi
your pa
bt

18/11/2



Communications Allowance
Direct payment of suppliers

1
14 OCT 2009

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

STEPHEN TIMMS MP

Constituency

EAST HAM



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 08/09 ✓

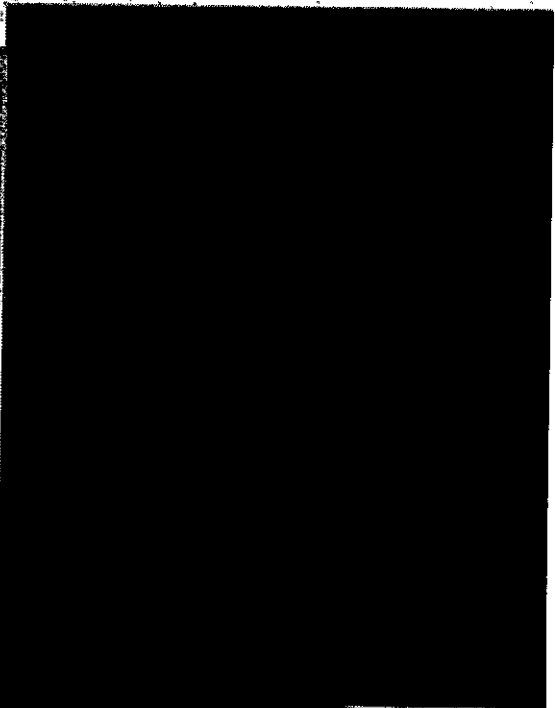
Suppliers

Amount

LAUFORD

£ 11 75 p

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



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.

Data protection

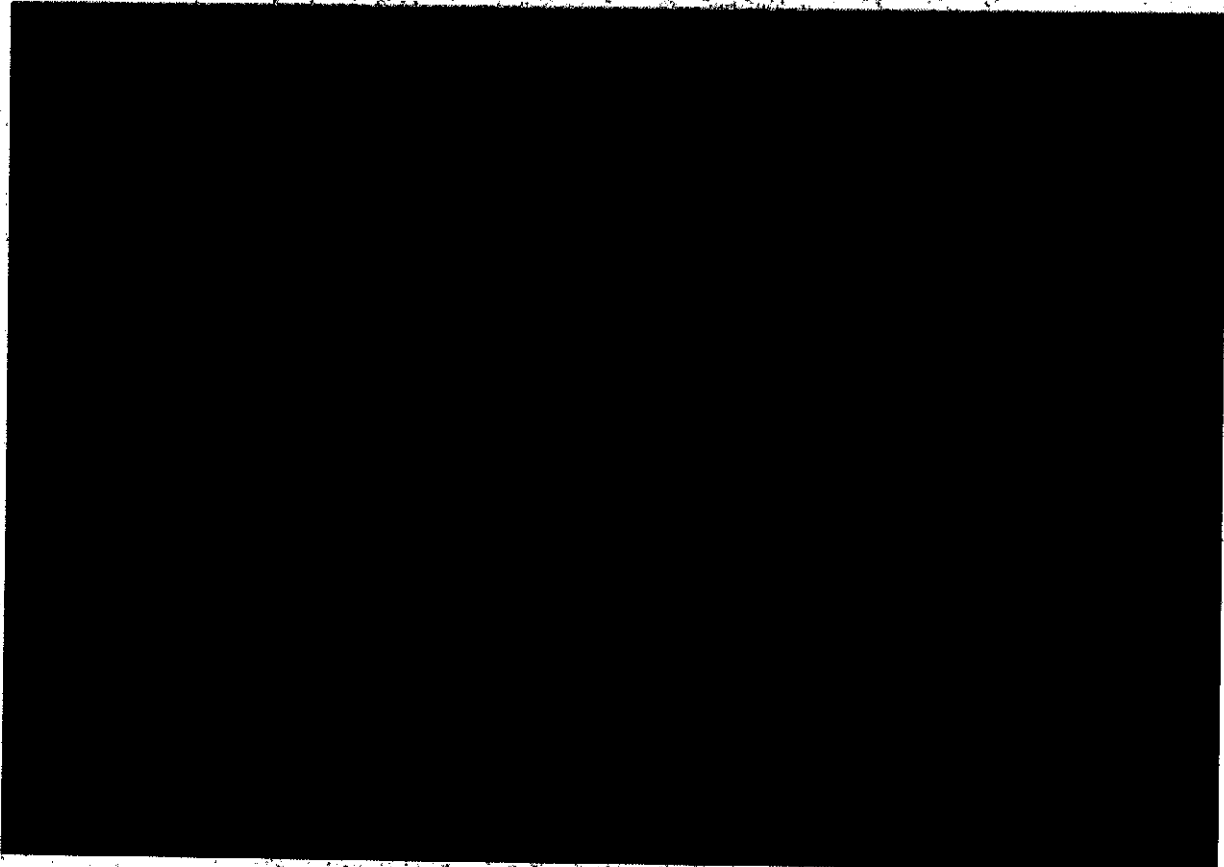
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Department of Finance & Administration, House of Commons, London SW1AA

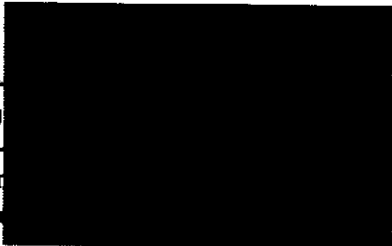




LANGFORD PRINTERS



Invoice



The Rt Hon Stephen Tiramis MP

Invoice Number

Date / Tax Point

Account Number



Details	Net Price	VAT
250 x A4 Green House of Commons Letterheads 	10.00	1.75



Delivery Address:

Total Net	10.00
Total VAT	1.75