



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

MEG MUNN

Constituency

SHEFFIELD HARBURY

Office use only

Costs

checkmark

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

/ /

Suppliers

Amount

SHEAF GRAPHICS 6167

£ 1035.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

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

Signature

[Redacted signature area]

MP

Date

5.2.08

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

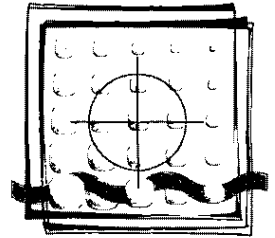
Comments

INVOICE

Number: [REDACTED] ✓

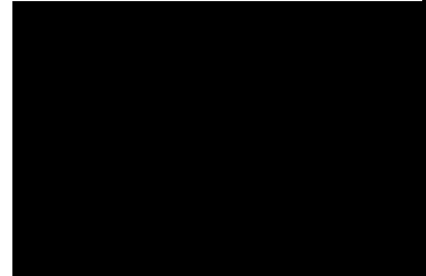
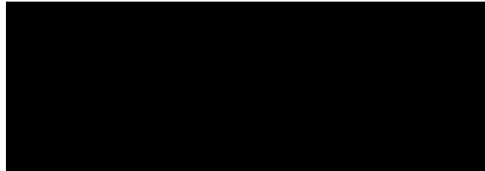
Date: 21/01/2008 ✓

Your Ref:



Sheaf Graphics

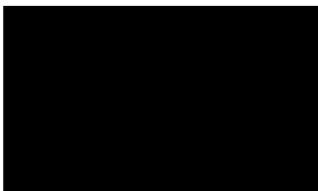
Meg Munn MP ✓



For the supply of	Cost		VAT	
	£	p	£	p
890; 2250 Christmas Leaflets	1,035.00		0.00	
[REDACTED]				
Account number/job number				
VAT number [REDACTED]				
Sub totals	1,035.00		0.00	
Add VAT at 17.5%		0.00		
Total Due: £	1,035.00			

Stamp: PAID 21 FEB 2008

Terms: Settlement within one month, please





Communications Allowance
Direct payment of suppliers

28 NOV 2007

Comms2
page 1 of 2

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Your details

Name
in CAPITAL LETTERS

MEG MANN

Constituency

SHEFFIELD HEBBLEY

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 ___/___/___ to ___/___/___ Allowance year 07/08

Suppliers	Amount
PUBLIC IMPACT ^{INV} (2942)	£ 894.63 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

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

Authorisation and declaration

Signature

[REDACTED SIGNATURE]

costs incurred wholly,
Parliamentary duties.

MP

Date

23/11/07

Data protection

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

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Initials / Date

Validation completed

Comments

Invoice

Page 1

Meg Munn MP

Invoice No. [REDACTED]**Invoice/Tax Date**

31/10/2007

Cust. Order No.**Account Ref.** [REDACTED]**Quantity Details**

1.00 Printing of 2008 Surgery Leaflets - 25K off DL

Disc%	Disc Amount	Net	VAT Rate	VAT
0.00	0.00	830.00	0.00	0.00
0.00	0.00	55.00	17.50	9.63

1.00 Delivery

Total Net Amount 885.00**Total VAT Amount** 9.63**Invoice Terms: 30 Days****Invoice Total** 894.63



Communications Allowance

Comms1

page 1 of 2

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

MUEB MUNN

Constituency

SHEFFIELD HALLELLOY

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 5/10/07

Allowance year

07/08

Description of service or goods

Amount

SHEAF GRAPHICS (6111)

£ 4060 : — P

£ _____ : _____ P

£ _____ : _____ P

£ _____ : _____ P

£ _____ : _____ P

£ _____ : _____ P

£ _____ : _____ P

Total

£ 4060 : — P

Office use only

Allow. / Exp. Type (cat5)

Signature

MP

Date

8-10-2007

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

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Initials / Date

Input subtotals per Cat 5

Validation completed

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514500

£

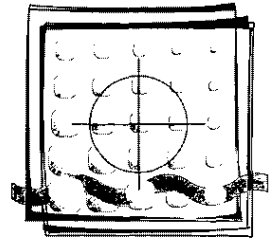
514525

£

Comments

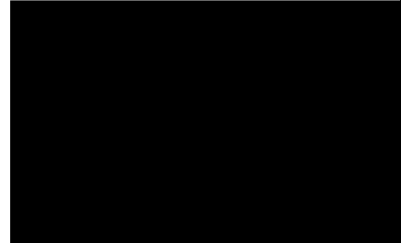
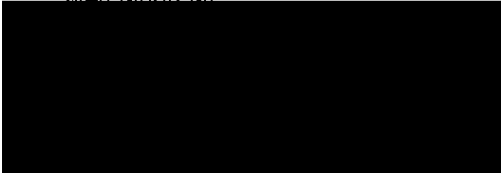
INVOICE

Number: [REDACTED]
Date: 24/09/2007
Your Ref:



Sheaf Graphics

Meg Munn MP



For the supply of	Cost		VAT	
	£	p	£	p
Meg Munn - Annual Reports 2007	4,060.00		0.00	
Account number /job number				
VAT number				
Terms: Settlement within one month, please				
	Sub totals		4,060.00	0.00
	Add VAT at 17.5%		0.00	
	Total Due: £		4,060.00	

