



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

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

GEORGEY ROBINSON, MP

Constituency

COVENTRY NORTHWEST

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 01/03/2008 to 31/03/08

Allowance year 2007/2008

Description of service or goods	Amount
<u>-100 stamp class stamps</u>	<u>24.00 p</u>
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
Total	£ 24.00 p

Office use only

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

1/4/08

Geoffrey Robinson MP
Expenses Form



Name of employee: 

Date	Items	Cost
14/03/08	100 2 nd Class Stamps Members Mailing	£ 24.00
19/03/08	Ink Cartridges for Printer	£ 431.54

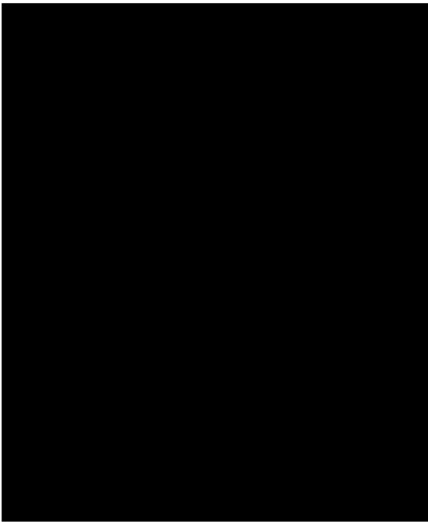
Subtotal: ~~£ 455.54~~

Please make cheque payable to 



Signed 

Date 19/3/08



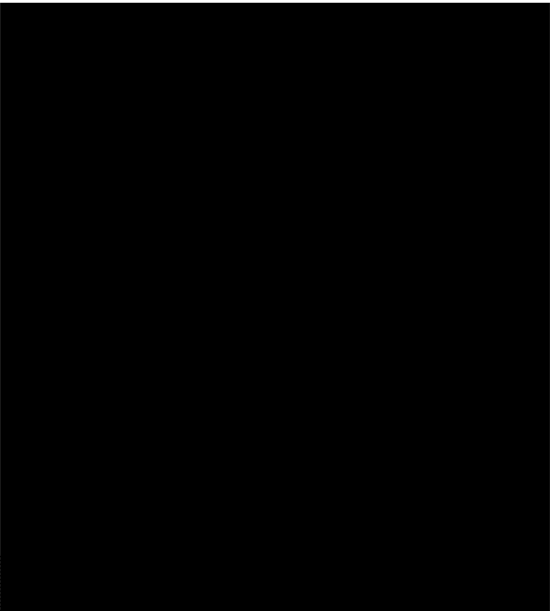
S/a 2ndx100

1 @ 24.00

24.00

TOTAL DUE TO POST OFFICE

24.00





Communications Allowance

Member's reimbursement form

VALIDATION, Comms1

page 1 of 2

25 FEB 2008

RECEIVED

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About filling in this form

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Your details

Name in CAPITAL LETTERS

ADEPERAY ROBINSON, MP

Constituency

COVENTRY NORTH WEST

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 Feb 08 to / /

Allowance year / /

Description of service or goods

Amount

300 2ND CLASS STAMPS FOR MEMBERS MAILING

£ 72.00 p

RESPONSE SERVICES LICENCE

£ 70.55 p

Total

£ 142.55 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

MP

Date

20/2/08

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 SW1A 0AA

Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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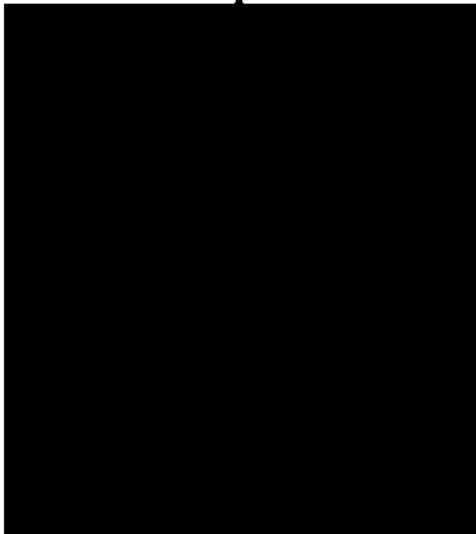


£142.55

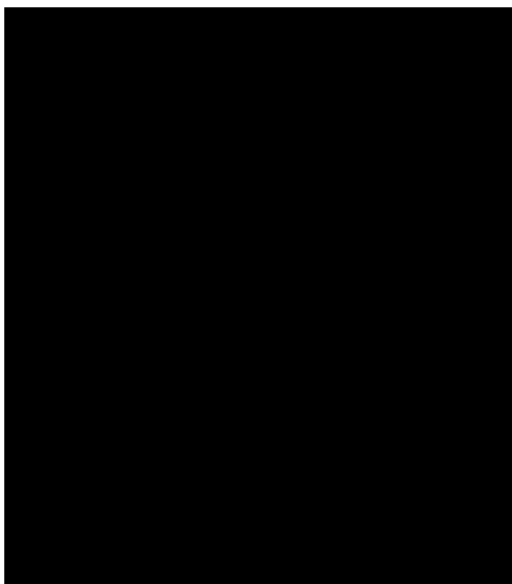
£

Comments

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S/a 2ndx100		
3 @	24.00	72.00
TOTAL DUE TO POST OFFICE		72.00



Geoffrey Robinson MP

Expenses Form

Name of employee: [REDACTED]

Date	Items	Cost
08/02/08	300 2 nd Class Stamps Members Mailing	£ 72.00

Subtotal: £ 72.00

[REDACTED]
Signed.....

Date.....

8/2/08



Communications Allowance

Comms2

page 1 of 2

Direct payment of suppliers

14 JUN 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

GEOFFREY ROBINSON

Constituency

COVENTRY NORTH WEST

Office use only

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 01/05/07 to 31/05/07

Allowance year 2007/2008

Suppliers

Amount

SIGN & PRINT

£ 3,310.00 p

STAMPED NEWSPAPERS

£ 626.05 p

(CARL NEWS LETTER ATTACHED)

Authorisation and declaration

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

Signature

MP

Date

31-05-07

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.

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**Send your completed
form to**

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

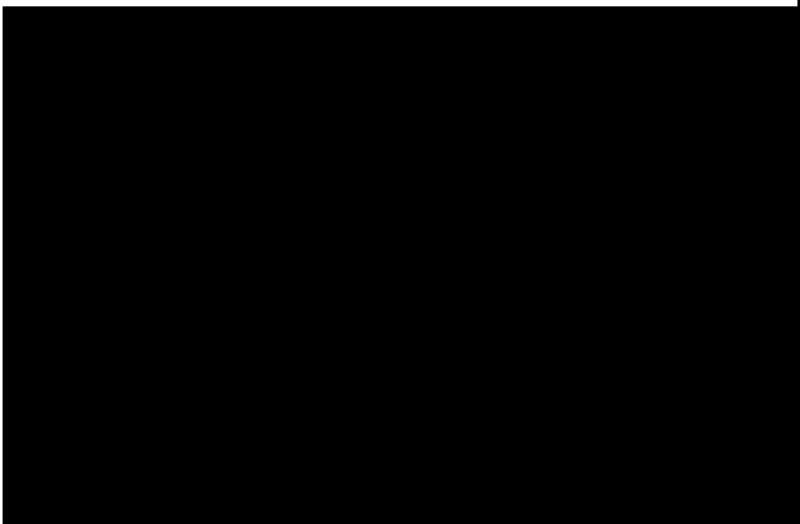
Office use only

Initials / Date

Validation
completed**Comments**

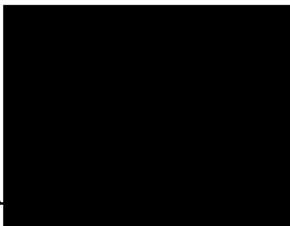
Invoice

Geoffrey Robinson MP



Deliver Address:

Geoffrey Robinson MP



Invoice No:
Date:
Order No:
Page:



18/5/07

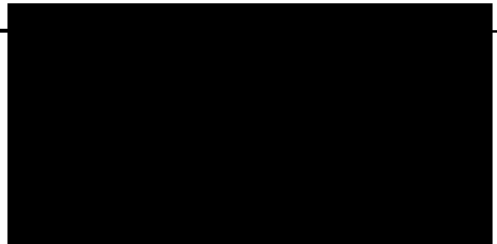
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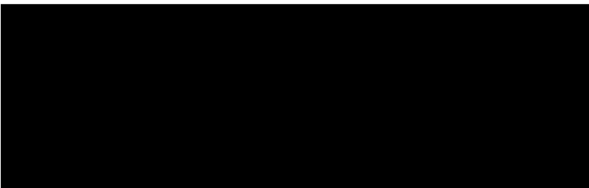
<u>Description</u>			<u>Amount</u>	<u>Vat</u>
Geoffrey Robinson Newsletter	Size 4pp A4	Qty 45,000	£3,360.00	Z



NET: £3,360.00 S
VAT: £0.00
Total Amount: £3,360.00
Paid Today: £0.00
Balance Due: £3,360.00

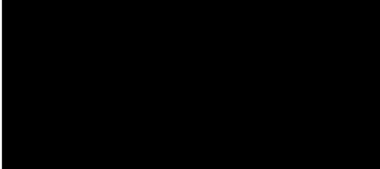
CODE RATE VAT SALE
 17.5% £0.00 £0.00



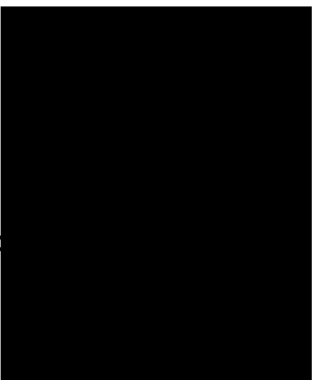


DATE 18/05/2007 ✓

ED RUAN
GEOFFREY ROBINSON OFFICE



Invoice No
Your Ref
Your Cont
Our Ref
Account no
VAT no.



Order Description GEOFFREY ROBINSON NEWSLETTER (A4)
On week ending 26/05/2007 @ 13.00 per thousand

No Pages
Client

Area/Town	Post Code	QUANTITY	AMOUNT
		Sub Total	40985 ✓ 532.81
		Discount	0.00 0.00
		Surcharge	0.00 0.00
		Extras	0.00
			0.00
			0.00
		Net Total	532.81
		VAT@ 17.50	93.24
		TOTAL	626.05 ✓

