



FINANCE & ADMINISTRATION  
HOUSE OF COMMONS

# 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

MRS FRIS ROBINSON

Constituency

STRANFORD



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 £25 and above

Period of claim from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Allowance year 07/08

Description of service or goods

Amount

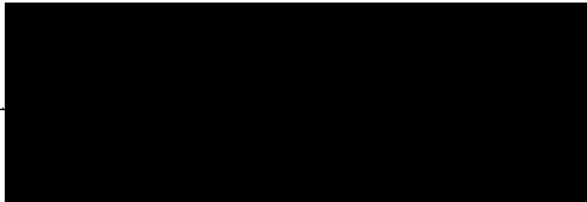
POSTER FOR OUTSIDE	£ 58 : 75 p ✓
SURGERY OFFICE	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total £ 58 : 75 p ✓

## Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature



MP

Date

2.4.08

**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 7218 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	<input type="text"/>	514500	<input type="text"/>
		514525	<input type="text"/>

**Comments**

peninsula

PENINSULA PRINT  
AND DESIGN LTD.

FRESH IDEAS... HELPING  
YOUR COMPANY GROW

Date 22/2 108

No. [REDACTED]

Job Docket No. [REDACTED]

# cash sale invoice

Description

£

p

Jup Iris Robinson  
①. Posteri  
H & c.

50

00

Goods received by

Goods

50

00

VAT

8

75

Total

58

75





# 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

MRS IRIS ROBINSON

**Constituency**

STRANSFORD

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**

2007/2008

**Suppliers**

**Amount**

XL YELL LIMITED

£1056.33 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**



**MP**

**Date**

4.3.08

**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.

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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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**Office use only**

Initials / Date

Validation  
completed**Comments**

# INVOICE

Thank you for advertising with Yell

[Redacted]

Iris Robinson M.P M.L.A

[Redacted]

By phone

Online  
or by email

By post

Page  
Tax point date

Invoice number

Yell reference  
Account number  
Customer's name



**THIS IS A VAT INVOICE**

Order number-line Purchase order	Product or service and publication date Advertisement details	Cost £ exc VAT	Promotional offer £ exc VAT	VAT £	Total £ inc VAT
[Redacted]	YP Your Town - Newtownards Mar 2008 Classification: Political Organisations & Representatives Ad Type: YT - Whole Page	899.00	0.00	157.33	1,056.33

**DATE PAYMENT DUE: 30-03-2008**

Total cost excluding VAT £	899.00
Total promotional offer excluding VAT £	0.00
Total excluding VAT £	899.00
VAT at 17.5% £	157.33
<b>Total payment due including VAT £</b>	<b>1,056.33</b>