



# Member's claim form

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

PETER ROBINSON

Constituency

EAST BELFAST

## Claim details

### Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 / 4 / 04

to 31 / 5 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1988 : 43 p

Food

£ 800 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 867 : 24 p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3,655 : 67 p

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
[Redacted] or main home for the purpose of performing

Signature

[Redacted]

MP

Date

31 May 2004

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

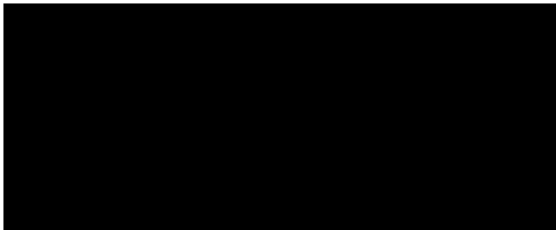
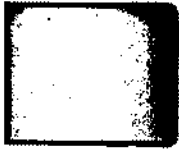
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

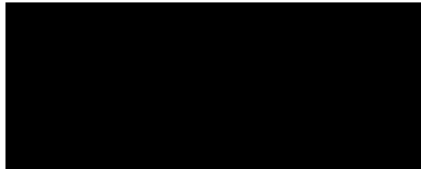
Members' Allowances Section, Operations Directorate  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



**APPLICATION FOR PAYMENT**

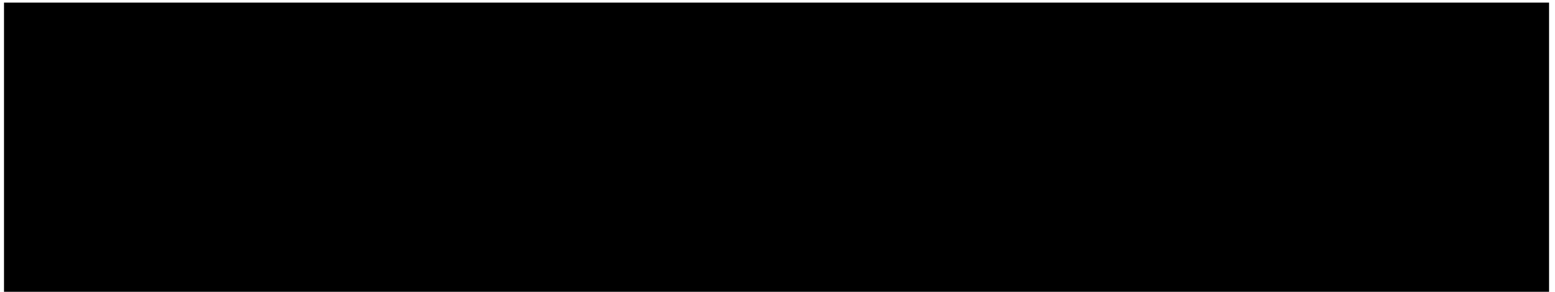


To: **Mr P D & Mrs I Robinson**



Invoice No: [redacted]  
Date: 10 May 2004  
Account No: [redacted]

Description	Period	Amount
Ground Rent	1 Jun 2004 to 30 Nov 2004	75.00
Service Charge	1 Jun 2004 to 30 Nov 2004	792.24
<b>Total:</b>		<b>£867.24</b>
<b>b/fwd balance:</b>		<b>£0.00</b>
<b>Total Due:</b>		<b>£867.24</b>





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in CAPITAL LETTERS

PETER ROBINSON

Constituency

EAST BELFAST

## Claim details

Notes

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- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 6 / 04 to 30 / 6 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1988 : 43 p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

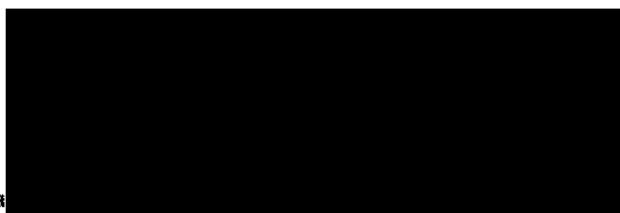
£ 2388 : 43 p

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature



...sively and necessarily to enable  
... home for the purpose of performing

MP

Date

30 June 2004**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



# Member's claim form

## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

PETER ROBINSON

Constituency

EAST BELFRY

## Claim details

### Notes

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- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from: 1 / 7 / 04

to: 31 / 12 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 5668 : 97 p

Food

£ 2400 : 00 p

Utilities

£ 32 : 84  
77 : 53 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 54 : 32 p

Cleaning

£ 240 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 404 : 25 p

Other

£ : p

▶ please specify

Other

£ 209 : 98 p

▶ please specify

Other

£ : p

▶ please specify

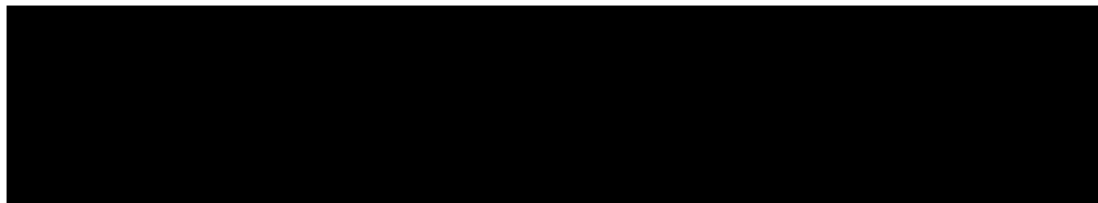
Total

~~£ 9877~~ 91 p

£ 9087 : 89

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature



MP

Date

13 December 2004

**Data protection**

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# Your electricity bill

MR & MRS P ROBINSON

Bill date & tax point **1 September 2004**  
For electricity used by **MR & MRS P ROBINSON**

Balance brought forward **2 June 2004** £13.35

Present reading **9277** taken on 20 July 2004  
Previous reading **9079 (E)** estimated on 1 June 2004  
Electricity used **198 Units** - 1 unit is 1 kilowatt hour (kWh)

Present reading **9449 (E)** estimated on 31 August 2004  
Previous reading **9277** taken on 20 July 2004  
Electricity used **172 Units (kWh)**

Total electricity used **370 Units (kWh)**  
for first **121 kWh at 11.866 pence per kWh**  
for last **77 kWh at 5.615 pence per kWh**  
for first **104 kWh at 11.866 pence per kWh**  
for last **68 kWh at 5.615 pence per kWh**

Cost of electricity used **£34.84**

Dual Fuel Discount **1 June 2004 to 31 August 2004**  
**49 days at 3.9140 pence per day** or **£1.92**  
**42 days at 3.9140 pence per day** or **£1.64**

Total Dual Fuel Discount **or £3.56**

Total Standing Charges **£0.00**

Sub total excluding VAT **£31.28**

VAT at 5.0% **£1.56**

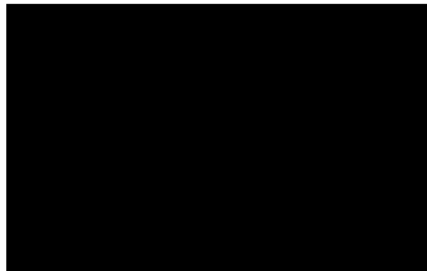
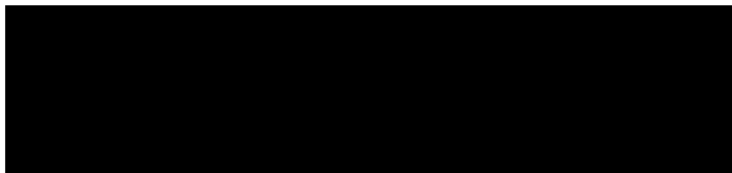
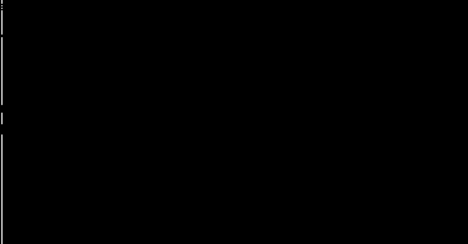
Total charges **£32.84**

Add balance b/fwd (see above) **£13.35**

Less your payments **18 JUN 04 to 18 JUN 04** or **£13.35**

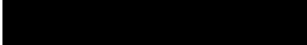
**Please pay** **£32.84**

Payment is now due. Thank you.  
See next page for payment slip.

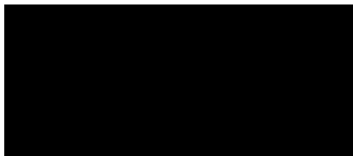


==

Your account and bill number



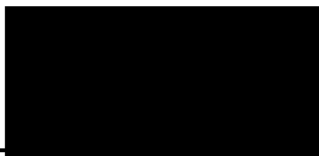
MR P ROBINSON



—

Date

16 September 2004



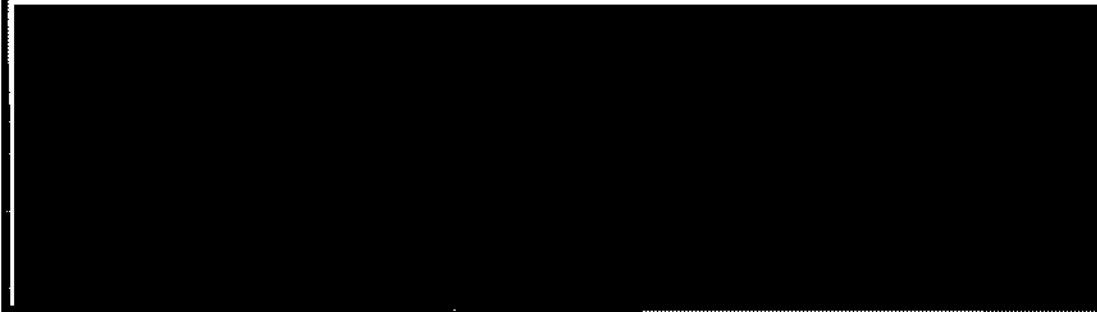
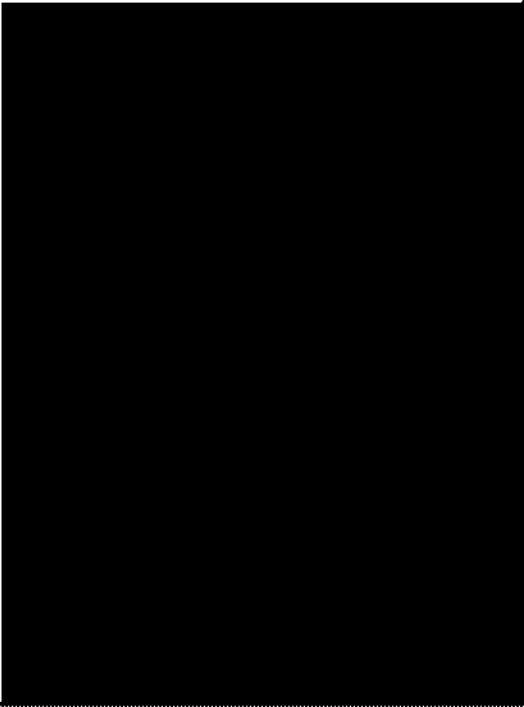
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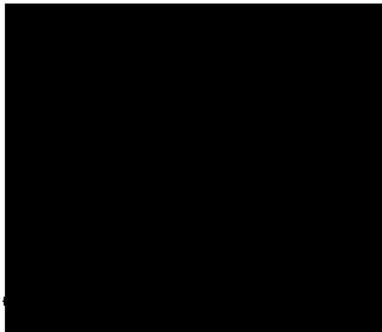
Bill for



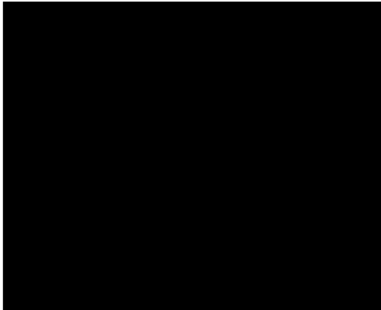
**Total now due**

**£ 54.52**





Mr Peter Robinson

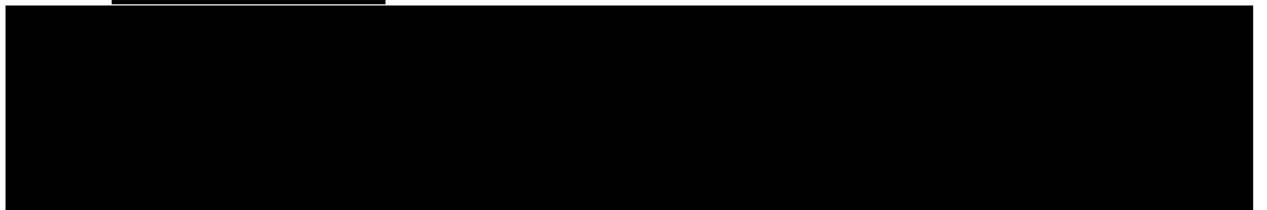


Date: 29/10/04

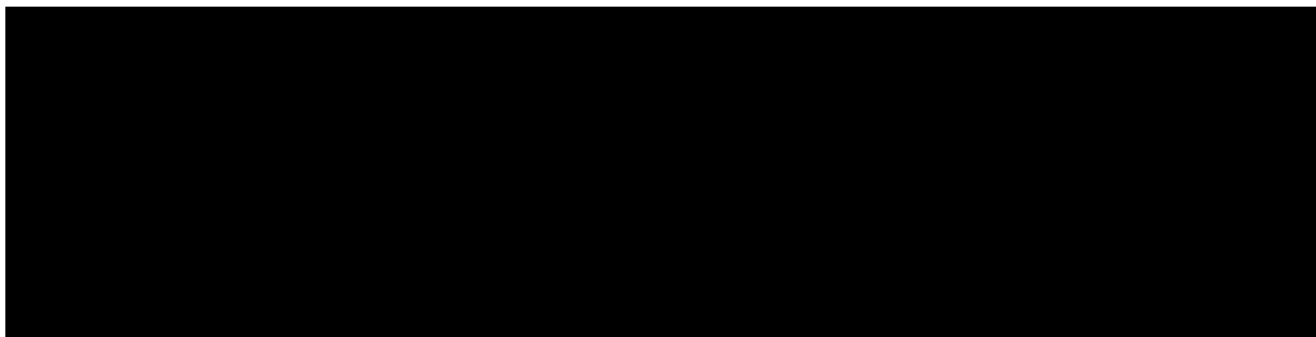
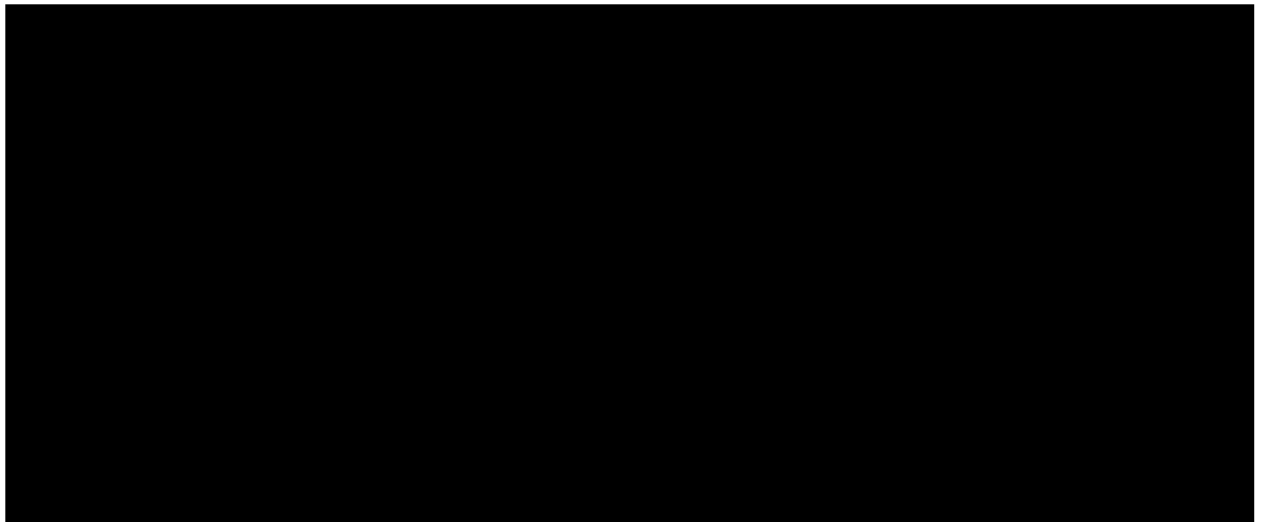
### Payment Request

Dear Sirs,

Policy 



The amount required of £404.25 to continue cover was shown on the schedule as 'amount payable'.



5025155000618	169.99
RPC Band 11 (A)	
2267	39.99

TOTAL	----- £209.98 -----
-------	---------------------------

	33.99
--	-------

TOTAL	----- £175.99 -----
-------	---------------------------

Financial Processing }

Transaction No. . . . .

Registration No. . . . .

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedicated

**Text** JAN - MAR 05

**Invoice No.**

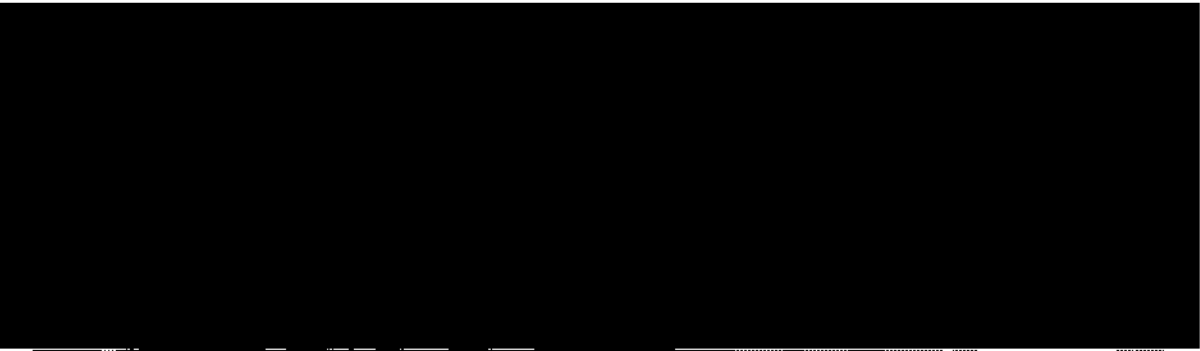
**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

**Expenditure type (Cat5) :**

04\_05 / 05\_06



\* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)

22/4

25/05



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11 APR 2005

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Constituency

EAST BELFAST

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#### Notes

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Please list

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Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 / 1 / 05 to 31 / 3 / 05

Total cost of hotel stays  
*attach all receipts*

£ 3,401 : 38 p

Mortgage payments  
*(interest only)* or rent

£ 1,445 : 48 p

Food

£ 1,200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 6,046 : 86 p

£4,601.38

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance



Postcode

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
[Redacted] home for the purpose of performing

Signature



MP

Date

7<sup>th</sup> April 2005

**Data protection**

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