



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

R. Marshall-Andrews QC MP

Constituency

MEOWAY

Office use only

Costs M

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 / 08 to 31 / 03 / 08

Allowance year

07 / 08

Description of service or goods

Amount

Allow. / Exp. Type (cat5)

Royal Mail Group

£ 6,469.34 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 6,469.34 p

Authorisation and declaration

red wholly, exclusively and necessarily

Signature

MP

Date

31.03.08

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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514500

514525

Comments

(COPY)

(T)



Royal Mail

Invoice No.
Invoice Date

Bill to No.

Your Order No. Robert M
Sales Order/Contract No
Sales Order Date

Vat Reg ID:

Page 1 of 1

Telephone Enquiries to

For payment enquiries quote your Payer Acct
No. as shown on the remittance advice

Robert Marshall Andrews MP

FAO:

from

Terms of payment Payment Due Within 28 Days
Due for payment by 27.04.2008

Item Ref No.	Description Product	Quantity	Price	Price Unit	Value	VAT Code
000010	Misc Charges (Including VAT) Print & Fu					
201698	3000055	1	2,137.75	EA	2,137.75	AS
000020	Miscellaneous charges Print & Fulfilment					
201698	3000182	1	3,957.48	EA	3,957.48	AO
Medway PC Mailings						

Code	VAT %	Total Sales	Total VAT	Total net	Value
AO	0.00	3,957.48		VAT	6,095.23
AS	17.50	2,137.75	374.11	VAT	374.11
				Final amount	6,469.34



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance
Member's reimbursement form

Comms 1
page 1 of 2

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Constituency

MEDWAY

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Costs

Claim details

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costs you have actually paid.

Please ensure

you attach all receipts or invoices for items of £250 and above.

Period of claim

from 01/02/08 to 29/02/08

Allowance year

07/08

Description of service or goods

Amount

Royal Mail Door to Door del.

£ 460.26 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 460.26 p

Authorisation and declaration

red wholly, exclusively and necessarily

Signature

MP

Date

01.02.08

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form to

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completed

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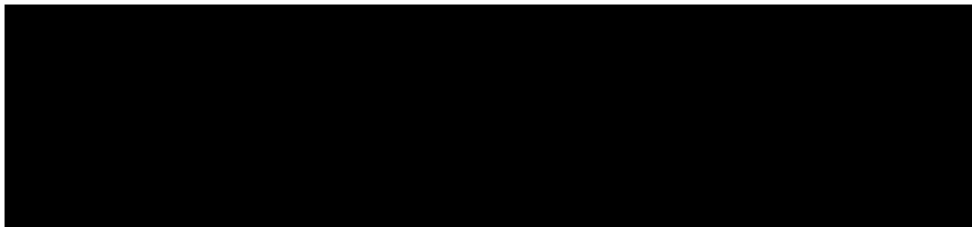
514500

£

514525

£

Comments



Invoice number
 [Redacted]
 Invoice date
28 Jan 2008
 Page
 1 of 1

Invoice

To
ROBERT MARSHALL ANDREWS MP



Account held at
ROBERT MARSHALL ANDREWS MP



Customer account number



Terms
10 days

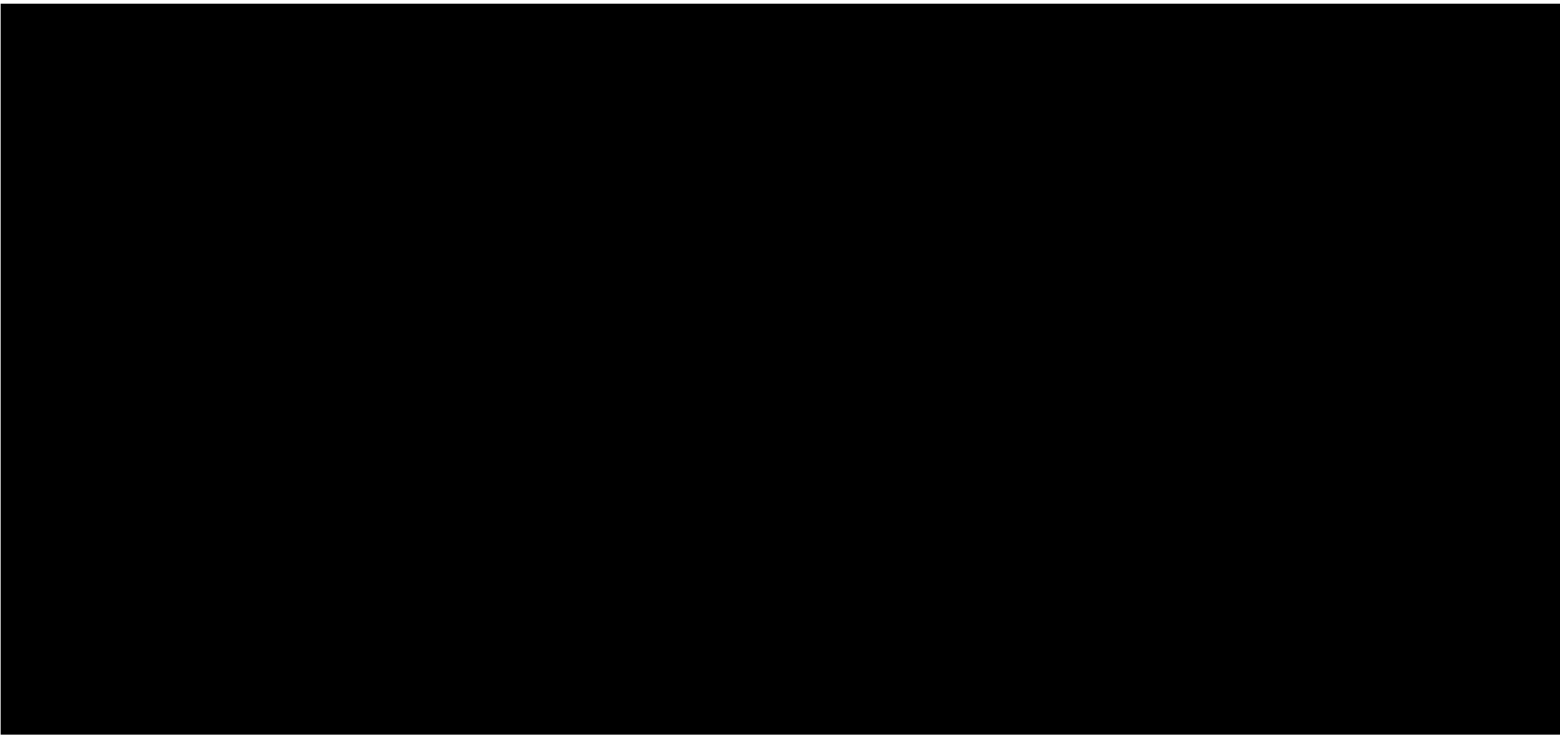
Legal entity number



Please pay by
07 Feb 2008

Docket no.	Pasting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	25 Jan 2008	[Redacted]		DOOR TO DOOR 8,256 8256 ITEMS AT 5.575 PENCE			460.26	E

Total Net	460.26
Total VAT	E = exempt 0.00
Total	460.26





Communications Allowance

0002 01 0 2



page 1 of 2

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Your details

Name in CAPITAL LETTERS

R. Marshall-Andrews QC MP

Constituency

MEOWAY

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 01/02/08 to 29/02/08

Allowance year

02/08

Description of service or goods

Royal Mail

Amount

£ 255.94 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 255.94 p

Authorisation and declaration

incurred wholly, exclusively and necessarily

Signature

MP

Date

21.02.08

Data protection

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Office use only

Initials / Date

input subtotals per Cat 5

Validation completed

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514500

£255.94

514525

£

Comments

--



Royal Mail

Invoice number

Invoice date

18 Feb 2008

Page

1 of 1

Invoice

To
ROBERT MARSHALL ANDREWS MP

Account held at
ROBERT MARSHALL ANDREWS MP

Customer account number

Terms

10 days

Legal entity number

Please pay by

28 Feb 2008

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service	Quantity	Weight(kg)	Unit cost (€)	Net value	VAT
	15 Feb 2008			DOOR TO DOOR	4,591			255.94	E
				4591 ITEMS AT 5.575 PENCE					

Total Net **255.94**

Total VAT E = exempt **0.00**

Total 255.94



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18 MAR 2008

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Name in CAPITAL LETTERS

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Constituency

MEDWAY

Office use only

Cost

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, 02, 08 to 28, 02, 08

Allowance year

07, 08

Description of service or goods

Public Impact

Amount

£ 1,656.63 p

(See credit note)

Allow. / Exp. Type (cat5)

Total

£ 1,656.63 p

Authorisation and declaration

incurred wholly, exclusively and necessarily

Signature

MP

Date

21 / 02 / 08

Credit Note

Page 1

Bob Marshall-Andrews MP

Invoice No. [REDACTED]

Invoice/Tax Date

28/02/2008

Cust. Order No.

Account Ref. [REDACTED]

Quantity Details1.00 10% credit re printing of Parliamentary Report -
invoice # [REDACTED]**Unit Price****Net****VAT Rate****VAT**

156.00

156.00

0.00

0.00

Total Net Amount**156.00****Total VAT Amount****0.00****Invoice Terms: 30 Days****Invoice Total****156.00**

Invoice

Page 1

Bob Marshall-Andrews MP

Invoice No.**Invoice/Tax Date**

31/01/2008

Cust. Order No.**Account Ref.****Quantity Details**1.00 Printing of Parliamentary Report Leaflets - 41k 2pp
A4 colour**Unit Price****Net****VAT Rate****VAT**

1,560.00

1,560.00

0.00

0.00

1.00 Delivery

215.00

215.00

17.50

37.63

Total Net Amount**1,775.00****Total VAT Amount****37.63****Invoice Terms: 30 Days****Invoice Total****1,812.63**