

QA?



Communications Allowance Member's reimbursement form

Comms1
page 1 of 2

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

GREG KNIGHT

Constituency

EAST YORKSHIRE

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 01/01/08 to 31/01/08

Allowance year

07/08

Office use only

Description of service or goods

Amount

Postage for new elections letters

£ 27.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 27.00 p

Authorisation and declaration

signed wholly, exclusively and necessarily

Signature

MP

Date

01-05-08

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

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£

£

Comments

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Communications Allowance
Member's reimbursement form

8002 14/11/08

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Your details

Name in CAPITAL LETTERS

GREG KNIGHT

Constituency

EAST YORKSHIRE

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 25/02/08 Allowance year 08/07

Table with 2 columns: Description of service or goods, Amount. Row 1: Postage for contact cards, £55.80

Total

£55.80

Authorisation and declaration

wholly, exclusively and necessarily

Signature

MP

Date

23-1-08

Data protection

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£

£

Comments

07-88



Post Office Ltd.
Your Receipt



2nd class stamp		
200 @ 0.24		48.00
TOTAL DUE TO POST OFFICE		48.00
Cheque	FROM CUSTOMER	48.00
BALANCE		0.00



Post Office Ltd.
Your Receipt



Postage stamp		
10 @ 0.76		7.60
TOTAL DUE TO POST OFFICE		7.60
Cash	FROM CUSTOMER	7.60
BALANCE		0.00





Member's reimbursement form

11 MAR 2008

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Your details

Name in CAPITAL LETTERS

GREG KNIGHT

Constituency

EAST YORKSHIRE

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.

from 01/12/07 to 31/12/07 Allowance year 07/08

Office use only

Description of service or goods

Amount

J. Lee. Advice Advertising £ 120 p

£	:	p
£	:	p
£	:	p
£	:	p
£	:	p
£	:	p
£	:	p

Total

£ 120 p

Authorisation and declaration

red wholly, exclusively and necessarily

Signature

MP

Date

20-11-08

Data protection

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£ 120.00

£

Comments

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Communications Allowance

Member's reimbursement form

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Your details

Name in CAPITAL LETTERS

GREG KNIGHT

Constituency

EAST YORKSHIRE

Office use of

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 ab

Period of claim

from 01/11/07 to 30/11/07

Allowance year 07/08

Description of service or goods

Amount

Contact and Survey Adventure £ 75.00 p
Postage for North Electoral Letters 48.00 p

Total

£ 123.00 p

Authorisation and declaration

Signature

d wholly, exclusively and necessarily

MP

Date

18-1-08

Data protection

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Your details

Name
in CAPITAL LETTERS

GREG KNIGHT

Constituency

EAST YORKSHIRE

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 01/10/07 to 31/10/07

Allowance year

07/08

Description of service or goods

Amount

Postage for new elections letter £ 48.00 p

Contact and Surgery Advert £ 214.92 p

J. Langham - Website maintenance £ 156.38 p

£ : p

£ : p

£ : p

£ : p

Total

£ 419.30 p

Authorisation and declaration

I have incurred wholly, exclusively and necessarily

Signature

MP

Date

30-11-07

Data protection

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Communications Allowance

Comms1

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Member's reimbursement form

02 NOV 2007

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Your details

Name in CAPITAL LETTERS

GREG KNIGHT

Constituency

EAST YORKSHIRE

216207

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 01/09/07 to 30/09/07

Allowance year

01/08

Description of service or goods

Amount

Information for new residents letter £150 p

Contact and Surgery Advert £346.63 p

£ p
£ p
£ p
£ p
£ p

Total

£ 496.63 p

Authorisation and declaration

I declare that the costs claimed are wholly, exclusively and necessarily incurred wholly, exclusively and necessarily

Signature

MP

Date

26-11-07

Data protection

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£

£

Comments

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Invoice

JOHNSTON PUBLISHING (NORTH)

Order Reference			DUE DATE: 24/10/2007		Account Number			
Booked By	Mr Knight MP					Invoice Number		
Advert ID						Invoice Date	20-09-2007	
Classification	ROP		Style		URN Number			
Size	15x3	Source Code					Customer Tel No	0845 0900203

Title	First Insert Date	No. Inserts	Charge	Amount
Bridlington Free Press	20/09/2007	1	GROSS AMOUNT	363.00
			DISCOUNT	68.00
			SUB-TOTAL	295.00
			VAT AT 17.50%	51.63
			Total Amount Due	£ 346.63

our payment hotline 0845 3007001





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29 JUN 2007

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Your details

Name in CAPITAL LETTERS

GREG KNIGHT ✓

Constituency

EAST YORKSHIRE

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.

29 JUN 2007

Period of claim

from 1/5/07 to 31/05/07

Allowance year

07/08

Description of service or goods

Amount

Contact Cards

£ 150 - p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 150 - p

Authorisation and declaration

- incurred wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

21-6-07

Data protection

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£ 150.00

£

Comments

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01 OCT 2007

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Constituency

EAST YORKSHIRE

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Cost

Claim details

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you attach all receipts or invoices for

Period of claim

from 01/08/07 to 31/08/07

Allowance year

Description of service or goods

Amount

Surgery details circulation

£ 150 p

£ p

£ p

£ p

£ p

£ p

£ p

Total

£ 150 p

Authorisation and declaration

I incurred wholly, exclusively and necessarily

Signature

MP

Date

28-12-07

Data protection

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Comments