



HOUSE OF COMMONS

COMMS 1

Member's Reimbursement Form

MEMBERS' ADMINISTRATION EXECUTIVE (COMMS)

Office use only

Costc/Cat2

Supp/Res ID

M | | | | |

7 | 1 | | | |

Allowance 514670

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

A DISMARS Havant

Claim details

Month/period claimed

From

| | | | 2 | 0 | |

To

| | | | 2 | 0 | |

Regular reports & constituency newsletters

(production & design, distribution, stationery, delivery & postage)

See attached amounts

3 STAMPS

Less refund on previous items

£

£ 201.60

£ (189.94)

£

Exp type/
Cat5

514

514

514

514

Advertising

| | | | |

| | | | |

| | | | |

£

£

£

514

514

514

Websites

(design, set up & maintenance costs)

| | | | |

| | | | |

| | | | |

£

£

£

514

514

514

Equipment

(purchase and lease of IT equipment/software only used in design & production of constituency publications)

| | | | |

| | | | |

| | | | |

| | | | |

| | | | |

£

£

£

£

£

514

514

514

514

514

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents, rental agreements etc. have previously been lodged.

Total

£

11.66

Authorisation and declaration

✓ I confirm the amounts claimed comply with the principles and rules contained in the Green Book.

Member's
Signature

[Redacted Signature]

Date

21/12/09

Data Protection

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About filling in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA

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