



Additional Costs Allowance

ACA2

Member's claim form

09 MAY 2008 x 08/09 07/08

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 1340.



Your details

Name in CAPITAL LETTERS

BARBARA POLLETT

Constituency

STRATFORD



Claim details

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 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 01 / 01 / 2008

to 31 / 03 / 2008

(X3)

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 290 : 34 p

Utilities

£ 502 : 48 p

£ ~~1121~~ : ~~75~~ p

£ 619 : 27 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 752 : 54 p

Cleaning

£ 487 : 65 p

Service/maintenance

£ 95 : 00 p

Repairs/insurance/security

£ 2606 : 2397.01 p

£ ~~2027~~ : 78 p

£ 209 : 74 p

Other

£ : p

Other

£ : p

> please specify

Other

£ : p

> please specify

£ 4,525.05

07/08



21 JAN 2008

ACA2

Member's claim form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

INV



Your details

Name in CAPITAL LETTERS

BARBARA FOLLOTT

Constituency

STEVENAGE



Claim details

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 01 / 11 / 2007 to 31 / 12 / 2007 x 2

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 500 : 00 p

Utilities

£ 492 : 26 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 67 : 56 p

Cleaning

£ 97 : 53 p

Service/maintenance

£ 214 : 80 p

Repairs/insurance/security

£ 1148 : 70 p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 2520 : 85 p

continued on page 2

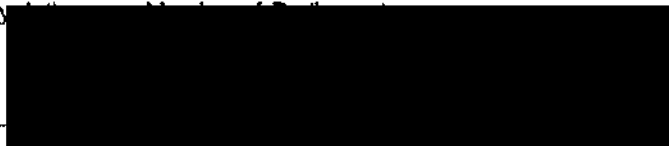
Details of second home *if applicable*

7
X

Address of second home _____
for Additional Costs Allowance _____ **Postcode** _____

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 my



✓

Signature

Date

17 . i . 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 Inland Revenue. 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).

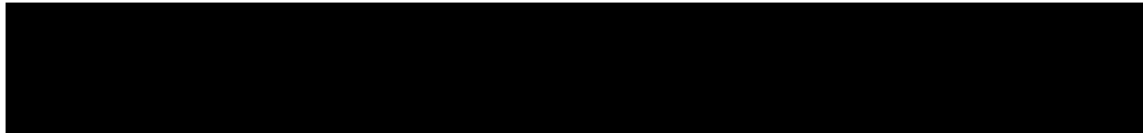
Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

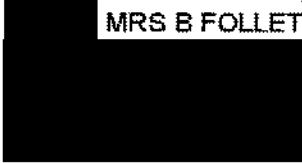
bill date 28 Dec 07

Page 2 of 3

electricity bill: **£492.26**



MRS B FOLLET



Date
23 December 2007

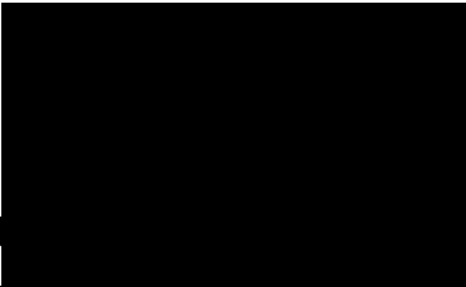
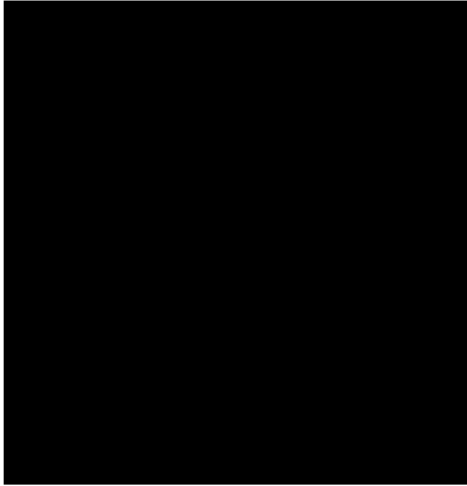


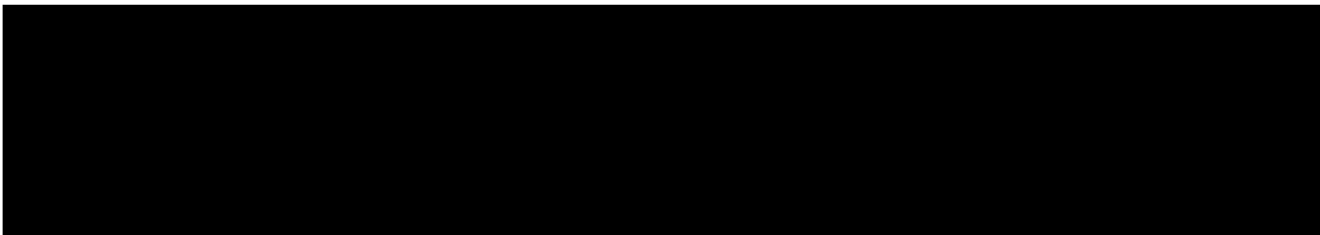
Rental charges £ 53.67

Payment charges £ 4.50

VAT £ 9.39

Total now due £ 67.56



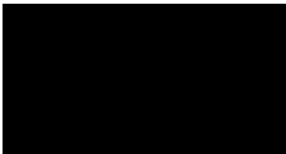




10/Dec/07



VAT is charged at the rate of 17.50%

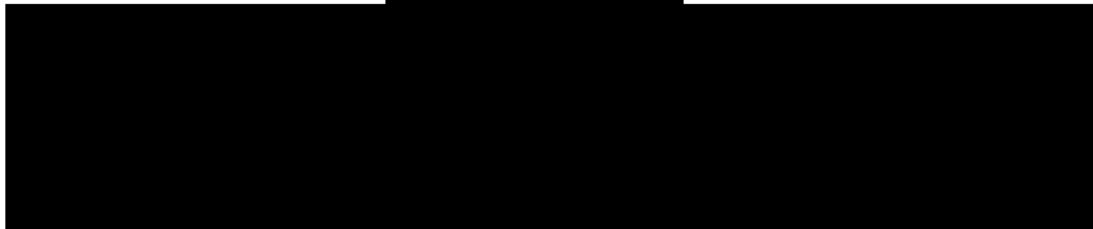
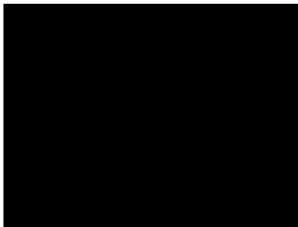
TO



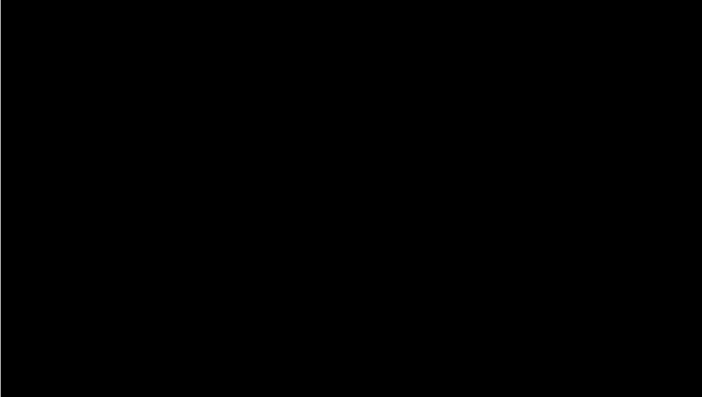
<u>Date</u>	<u>Description</u>	<u>Amount</u>
7/Dec/07	 Folett, 	£ 83.00
	For the cleaning of the windows at the above address	


Sub Total	<u>£ 83.00</u>
VAT	£ 14.53
TOTAL	<u>£ 97.53</u>

TERMS: Payment now due
Tax Point 10/12/2007



Invoice



02275691 L
The Follett Office


Tax Point Date 29/11/07
Account Number 

Service description for period 19/12/07 - 18/03/08

Service description	Tax Rate	Tax Value	Nett
Premises: 	17.50	£31.99	£182.81

Pests (8 visits p.a.) Insect Detectors, Mice, Rats

Payment is due on 19/12/07



Total Excl.	£182.81
VAT	£31.99
Total Due	£214.80





Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

BARBARA FOLLETT

Constituency

STEVENAGE

Office use only

Costs/Cat 2

Claim details

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 01/10/2007 to 31/10/2007 ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ : p

(interest only) or rent

Food

£ 250 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 817 : 23 p

Cleaning

£ 97 : 53 p

Service/maintenance

£ 259 : 68 p

Repairs/insurance/security

£ 1258 : 44 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

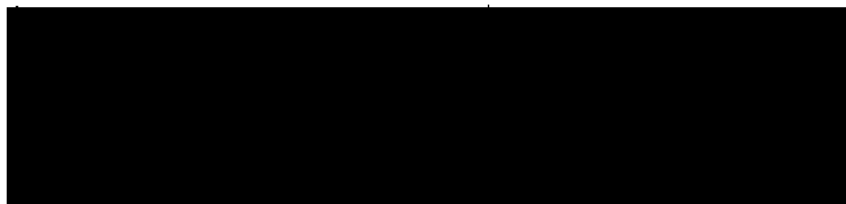
▶ please specify

Total

£ 2682 : 88 p ✓✓

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



Date

14.11.07 ✓

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 Inland Revenue. 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 SW1A 0AA

MRS B FOLLET

Date
1 November 2007

Cost of calls	£ 0.84
Service charges	£ 53.01
Payment charges	£ 4.50
VAT	£ 9.42
Total now due	£ 67.77

MRS B FOLLET

Date
1 August 2007

RECEIVED

Cost of calls	£ 1.41
Service charges	£ 51.05
Payment charges	£ 4.50
VAT	£ 9.18
Total now due	£ 66.14

MRS B FOLLET

Date
1 November 2007

Cost of calls	£ 59.03
Service charges	£ 147.91
Payment charges	£ 4.50
VAT	£ 36.21
Total now due	£ 247.65

MRS B FOLLET

Date
1 August 2007

PAID BY DEBIT 16 AUG 2007

Cost of calls	£ 26.87
Service charges	£ 145.95
Payment charges	£ 4.50
VAT	£ 30.24

Total now due **£ 207.56**

01/05/07

[REDACTED]

[REDACTED] MRS B FOLLET

[REDACTED]

[REDACTED]

[REDACTED]

Date
2 May 2007

[REDACTED]

[REDACTED]

Cost of calls	£ 48.93
Service charges	£ 145.21
VAT	£ 33.97

Total now due £ 228.11

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

29/Oct/07

TO

<u>Date</u>	<u>Description</u>	<u>Amount</u>
26/Oct/07	 Follett 	£ 83.00
	For the cleaning of the windows at the above address	

Sub Total	<u>£ 83.00</u>
VAT	£ 14.53
TOTAL	<u>£ 97.53</u>

TERMS: Payment now due
Tax Point 29/10/2007



Member's claim form

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Your details

Name in CAPITAL LETTERS

BARBARA COLLETT

Constituency

STEVENAGE

Office use only

Costs/Cat 2



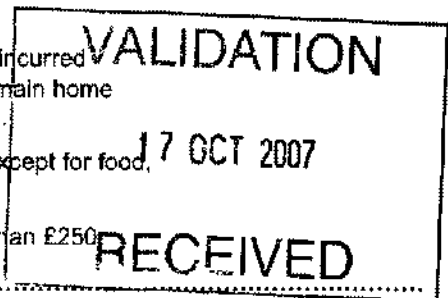
Claim details

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.
- 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 01/07/2007 to 30/09/2007 x 2

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments

(interest only) or rent

£ : p

Food

£ 750 : 00 p

Utilities

£ 502 : 33 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 487 : 65 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 3651 : 66 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 5391 : 64 p

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 my duties as a Member of Parliament.

Signature

 MP

Date

10 . X . 07

Data protection

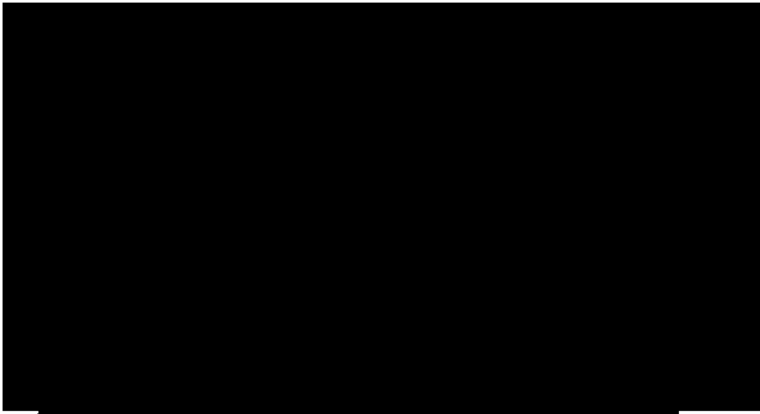
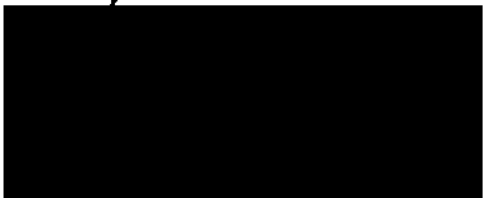
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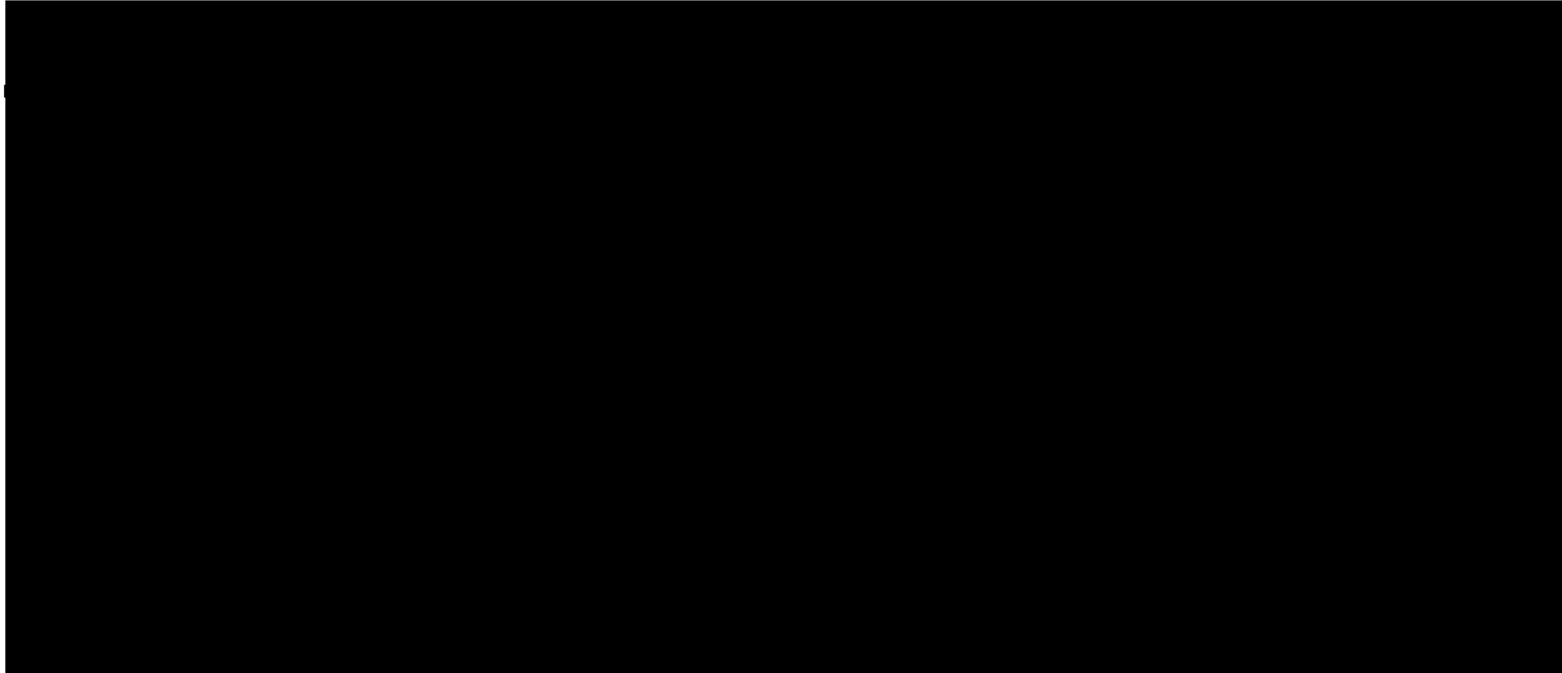
Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



Your gas bill

Please pay £105.14 now.

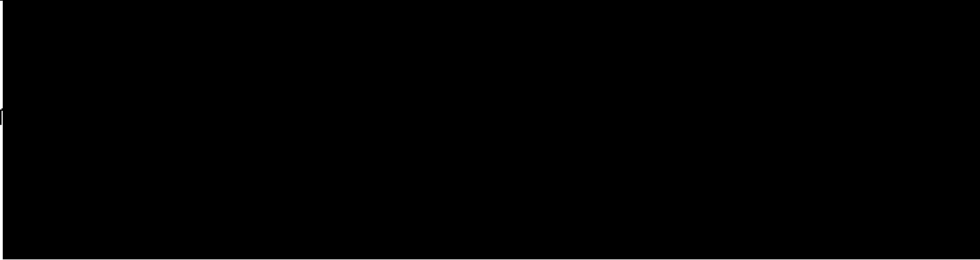
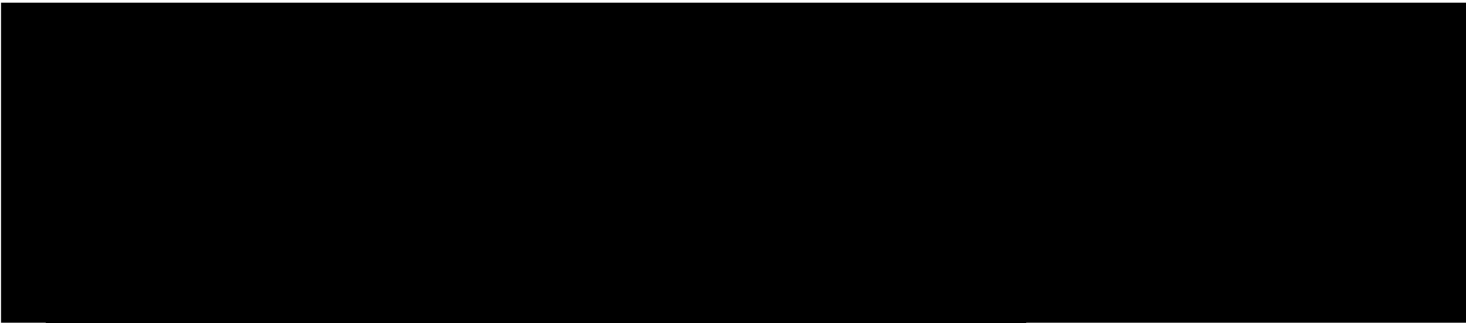




bill date 2 Jul 07

Page 2 of 3

electricity bill: **£397.19**

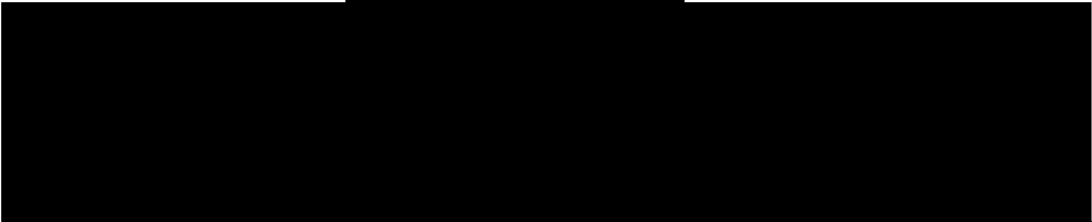
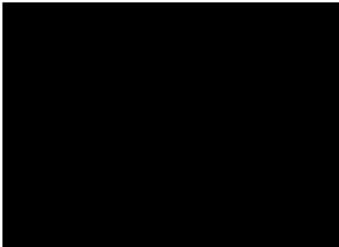
FOLLETT





<u>Date</u>	<u>Description</u>	<u>Amount</u>
	 Folett. 	
24/Aug/07	For the cleaning of the windows at the above address	£ 83.00

Sub Total	<u>£ 83.00</u>
VAT	<u>£ 14.53</u>
TOTAL	<u>£ 97.53</u>

TERMS: Payment now due
Tax Point 28/08/2007



19/Mar/07

<u>Date</u>	<u>Description</u>	<u>Amount</u>
16/Mar/07	 Follett  For the cleaning of the windows at the above address	£ 83.00

Sub Total	£ 83.00
VAT	£ 14.53
TOTAL	£ 97.53

TERMS: Payment now due
Tax Point 19/03/2007

The Follett Office

Page 1 of 1

Service description for period 19/09/07 - 18/12/07

Tax Rate

Tax Value

Nett

17.50

£30.50

£174.27

Pests (8 visits p.a.) Insect Detectors, Mice, Rats

Payment is due on 19/09/07

Total Excl.

£174.27

VAT

£30.50

Total Due

£204.77



Member's claim form

10 JUL 2007

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Your details

Name in CAPITAL LETTERS

BARBARA FOLETT

Constituency

STEVENAGE

Claim details

You can only claim for

- costs you have actually paid
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- all items costing £250 or more and include receipts – except for those 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 01/04/07 to 30/06/07 (x3)

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 750 : 00 p

Utilities

£ 1472 : 91 p

Council Tax/Rates

£ 1363 : 36 p

Telephone and telecommunications

£ : p

Cleaning

£ 390 : 12 p

Service/maintenance

£ 978 : 41 p

Repairs/insurance/security

£ 2178 : 77 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 7133 : 57 p

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 me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

6. VII. 07

Data protection

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Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

[REDACTED]

[REDACTED]

FOLLETT

[REDACTED]

[REDACTED]

Bill date 25 May 2007

Your gas bill

Please pay £299.34 now.

[REDACTED]

**THIS IS AN
ESTIMATED
BILL**

Powered by **LONDON ENERGY**

Page 2 of 2
24 April 2007

Electricity bill

Please pay

£664.44

FOLLETT

Your water services bill for the year 1 April 2007 to 31 March 2008

Current
charges

Please pay the total shown by
1st April 07.

£509.13

See below

25/Jun/07



To

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	██████████ Follett, ██████████ ✓	
22/Jun/07	For the cleaning of the windows at the above address	£ 83.00

Sub Total	£ 83.00
VAT	£ 14.53
TOTAL	£ 97.53

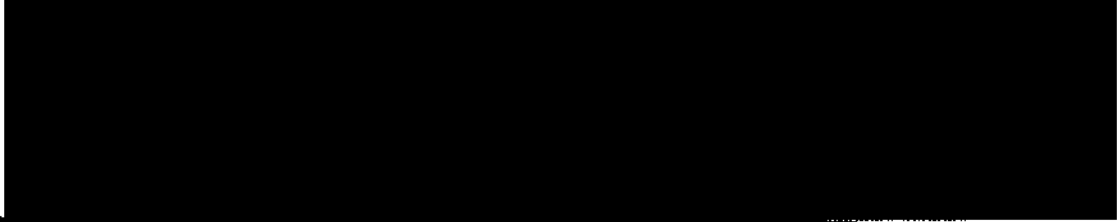
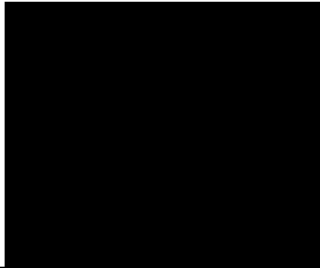
TERMS: Payment now due
Tax Point 25/06/2007

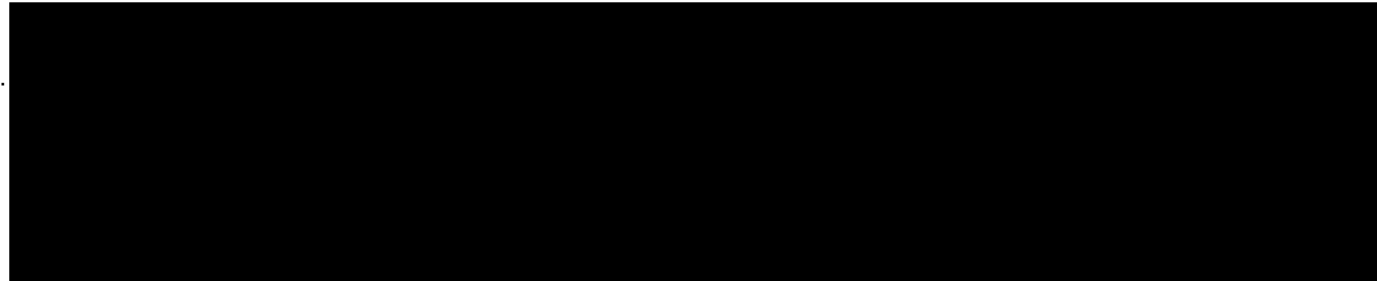
23/Apr/07

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	 Follett, 	
20/Apr/07	For the cleaning of the windows at the above address	£ 83.00

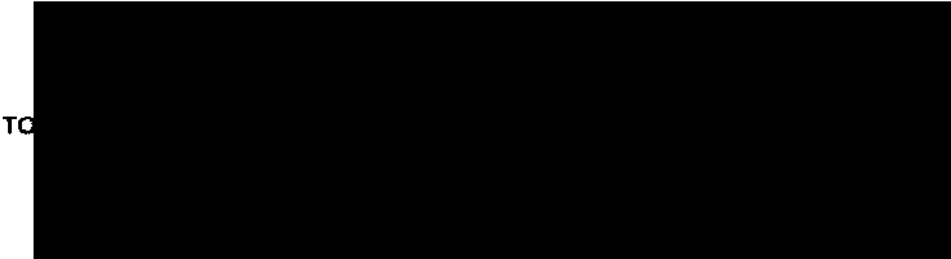
Sub Total	£ 83.00
VAT	£ 14.53
TOTAL	£ 97.53



TERMS: Payment now due
Tax Point 23/04/2007





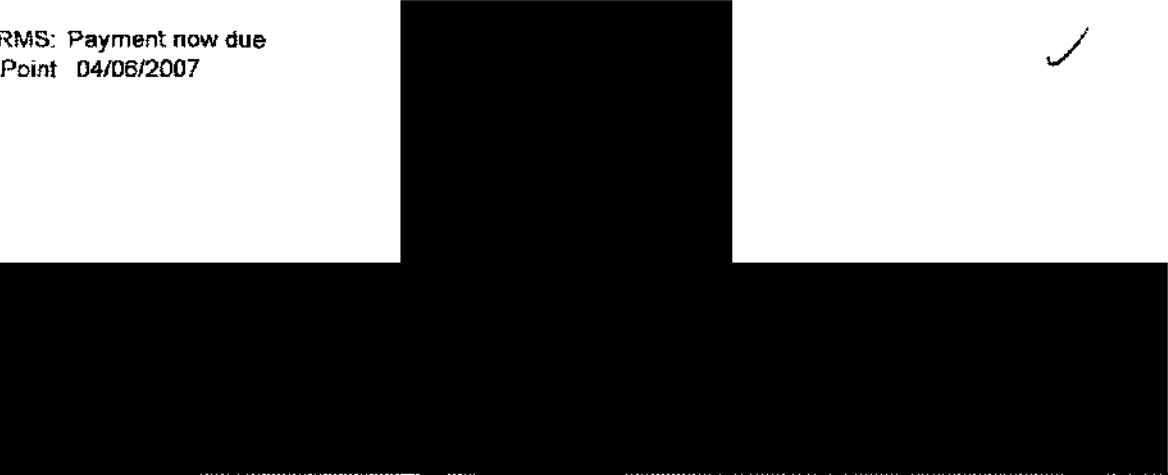
4/Jun/07



<u>Date</u>	<u>Description</u>	<u>Amount</u>
	 Follett,  ✓	
1/Jun/07	For the cleaning of the windows at the above address	£ 83.00

Sub Total	<u>£ 83.00</u>
VAT	<u>£ 14.53</u>
TOTAL	<u>£ 97.53</u>

TERMS: Payment now due
Tax Point 04/06/2007



The Follett Office

Page 1 of 1

Service description for period 19/06/07 - 18/09/07

Tax Rate

Tax Value

Nett

17.50

£30.50

£174.27

Pests (8 visits p.a.) Insect Detectors, Mice, Flats

Payment is due on 19/06/07

Total Excl.

£174.27

VAT

£30.50

Total Due

£204.77