



# 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

CHRISTINE RUSSELL

Constituency

CITY OF CHESTER

### 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 23, 5, 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1776 : 66 p

Food

£ 250 : 00 p

Utilities

£ 69 : 01 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 75 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 47 : 00 p

▶ please specify

cleaning materials  
light bulbs / ext. cand.

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2217 : 67 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

23/5/04

**Data protection**

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- 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



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Please list

Please attach

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Period of claim

from 24.5.04 to 4.7.04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2694.46 p

SEE OVERLEAF

Food

£ 300.00 p

Utilities

£ 8.04 p

Council Tax/Rates

£ 195.85 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 100.00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 305.22 p

Other

£ 250.00 p

▶ please specify

removal costs to new accom.

Other

£ 55.00 p

▶ please specify

keys/household sundries

Other

£ : p

▶ please specify

Total

£ 3908.57

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Costs Allowance

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MP

Date

4/7/04

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SEE attached receipt for

Rent : £1083.34

Deposit : £1500.00

Ref. fee : £23.00

Admin fee : £88.13

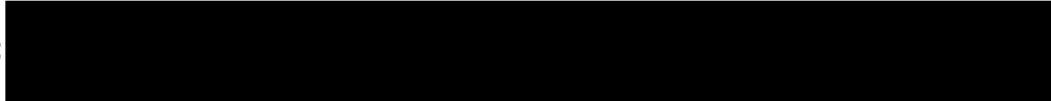
£2694.47

NB

I share the  
accoun. and costs  
of 7 Harrow  
news with  
H&K - Southwark

# HOLDING DEPOSIT RECEIPT

Property Address:



Fixed 12 mths  fixed 6 mths  fixed 12 mths with 6 mths break clause

21.6.04 ~~relative~~

Proposed Move In Date: 21.6.04 (please note this is not a confirmed date)

Tenant's Name(s):



Christine Russell

Contact Tel Nos:



**FUNDS RECEIVED:**

Amount

Holding Deposit:

£ 500.00

19.5.04  
Received

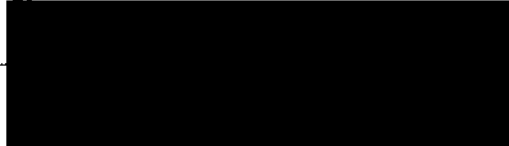
Referencing Fees @ £23.00 per applicant:

£ 46.00

£546.00

TOTAL RECEIVED WITH THANKS:

£ 546.00



**FUNDS DUE BEFORE MOVE IN:**

Amount

One calendar months rent in advance:

£ 2166.67

6 weeks deposit:

£ 3000.00

Tenants share of the  
Administration fee-£176.25incVAT:

£ 176.25

Less holding deposit: One Weeks Rent

- £ 500.00

BALANCE REMAINING TO BE PAID:

£ 4842.92



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Please attach

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

Period of claim

from 5, 7, 04 to 25, 8, 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2166 : 68 p

Food

£ 150 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 90 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 343 : 00 p

Other

£ : p

Other

£ : p

Total

£ 2749 : 68 p

Dry cleaning - curtains/coverings  
 ▶ please specify cleaning materials,  
 cupboard/bath room cabinet  
 small household items  
 ▶ please specify

**Details of second**

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

24/8/04

**Data protection**

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Please attach

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

Period of claim

from 26, 8, 04 to 10, 10, 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2166 : 68 p

Food

£ 100 : 00 p

Utilities

£ 10 : 96 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 52 : 14 p

Cleaning

£ 90 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 48 : 50 p

▶ please specify prop/budget/broker etc

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2468 : 28 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

10/10/24

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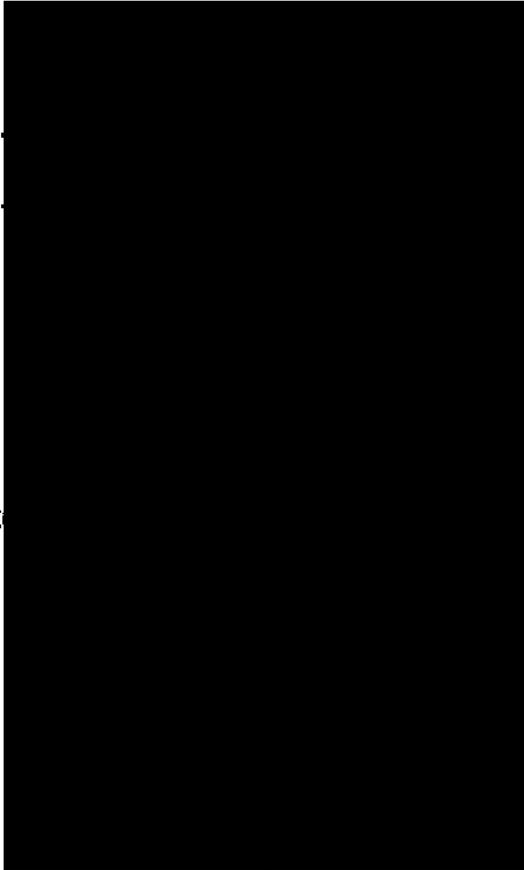
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Financial Processing }

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 dedicat

**Text**



**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**



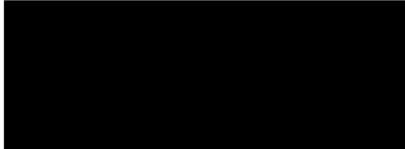
*\* Validation purposes only (please tick to indicate compliance)*

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 <sup>nd</sup> home address
Budget checked
Claim signed
Claim correctly dated

/
/
/
/
/
/

*\* Financial Processing purposes only*

Registered by (initials & date)



.....

Posted by (initials & date)

.....



04 APR 2005

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## Members' Allowances

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Please attach

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

Period of claim

from 4 13 05 to 31 13 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
(interest only) or rent

£ 1083 : 34 p ✓

Food

£ 100 : 00 p

Utilities

£ 39 : 29 p

Council Tax/Rates

£ 183 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

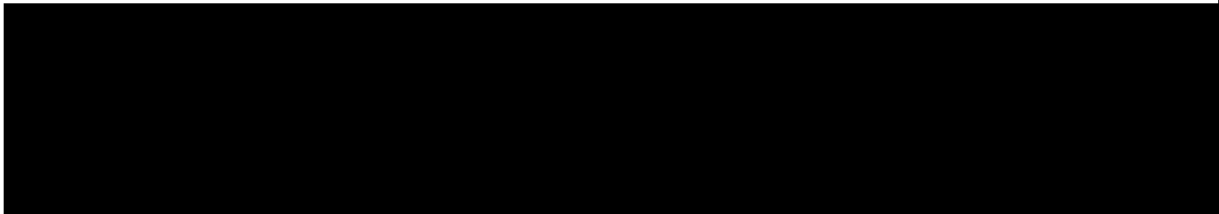
£ : p ▶ please specify \_\_\_\_\_

Total

£ 1465 : 63 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

2/3/05



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# Member's claim form

07 MAR 2005

Members' Allowances

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Please list

Please attach

Period of claim

from 24.1.05 to 3.3.05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1083 : 34 p ✓

Food

£ 250 : 00 p

Utilities

£ 81 : 51 p

Council Tax/Rates

£ 282 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 90 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 208 : 94 p

▶ please specify

vac. cleaner

Other

£ : p

▶ please specify

Other

£ : p

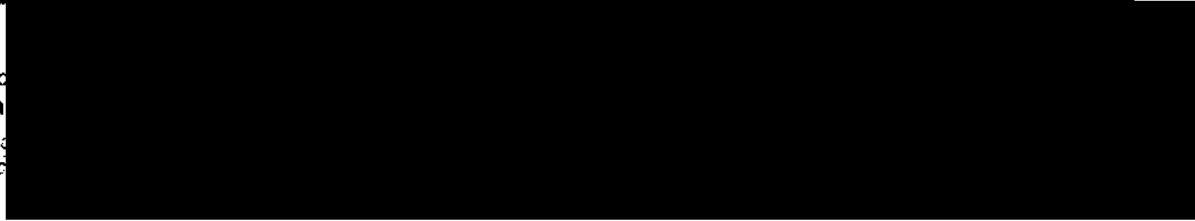
▶ please specify

Total

£ 1995 : 79 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

[Redacted Signature]

MP

Date

3/3/05

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Please list

Please attach

Period of claim

from 11 / 10 / 04 to 12 / 12 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 2166 : 68 p

Food

£ 350 : 00 p

Utilities

£ 81 : 47 p

Council Tax/Rates

£ 279 : 84 p

Telephone and telecommunications

£ : p

Cleaning

£ 135 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 52 : 00 p

▶ please specify cleaning materials

Other

£ 97 : 40 p

▶ please specify fuel

Other

£ : p

▶ please specify

Total

£ 3162 : 39 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

12/12/04

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Please list

Please attach

Period of claim

from 13, 12, 04 to 23, 1, 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 2166 : 68 p

Food

£ 200 : 00 p

Utilities

£ 56 : 53 p

Council Tax/Rates

£ 141 : 00 p

Telephone and telecommunications

£ 30 : 20 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 72 : 00 p

▶ please specify antlers/cleaning materials

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 2816 : 41 p

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

Address of  
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for Additional  
Costs Allowance

**Declaration**

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Signature

MP

Date

23/1/05

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