



# Member's claim form

09 MAR 2005

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

DAVID CAIRNS

Constituency

Greenock and Inverclyde

## 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.
- 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 1 1 2 1 0 5

to 1 1 3 1 0 5

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1405 : 20 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 133 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 112 : 00 p

Service/maintenance

£ 1256 : 44 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2906 . 64 p

2556 . 00

BALANCE £2556.00

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted area]

**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]

Date

8/3/05



**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

# INVOICE & STATEMENT

Invoice Date: 08/02/2005

Invoice No: [REDACTED]

John Cairns  
[REDACTED]

From	To	Description	Amount	Vat	Total
01/01/2005	30/06/2005	Bi-Annual Service Charges	£1,131.01	£0.00	£1,131.01
			Balance brought forward:		£0.00
			Sub Total		£1,131.01
			Balance brought forward Total		£0.00
			<b>TOTAL AMOUNT DUE</b>		<b>£1,131.01</b>

# INVOICE & STATEMENT

Invoice Date: 08/02/2005

Invoice No: [REDACTED]

John Cairns [REDACTED]  
[REDACTED]

[REDACTED]

<u>From</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>	<u>Vat</u>	<u>Total</u>
01/01/2005	30/06/2005	Bi-Annual Service Charges	£75.43	£0.00	£75.43
Balance brought forward:					£0.00
Sub Total					£75.43
Balance brought forward Total					£0.00
TOTAL AMOUNT DUE					£75.43

# INVOICE & STATEMENT

Invoice Date: 09/02/2005

Invoice No: [REDACTED]

John Cairns [REDACTED]

<u>From</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>	<u>Vat</u>	<u>Total</u>
01/01/2005	30/06/2005	Bi-Annual Ground Rent	£50.00	£0.00	£50.00
Balance brought forward:					£0.00
Sub Total					£50.00
Balance brought forward Total					£0.00
TOTAL AMOUNT DUE					£50.00

**first direct** 

Member HSBC Group

Mr J D Cairns

29 January 2005 to 27 February 2005

### Your offset Mortgage interest

This summary details debit interest incurred for the period 29 January 2005 to 27 February 2005 which will be deducted from your account on 21 March 2005.

<i>Description</i>	<i>Amount(GBP)</i>
Debit interest	1,405.20



# Member's claim form

Members' Allowances

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

DAVID CAIRNS

Constituency

Greenock & Inverclyde

## 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.
- 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 1 / 1 / 05 to 31 / 1 / 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1448 : 16 p ✓

Food

£ 50 : 00 p

Utilities

£ 45 : 00 p

Council Tax/Rates

£ 133 : 00 p

Telephone and telecommunications

£ 35 : 00 p

Cleaning

£ 112 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

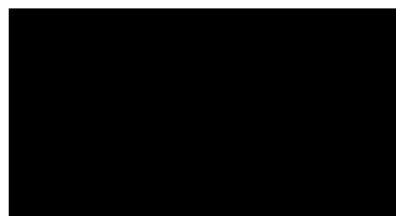
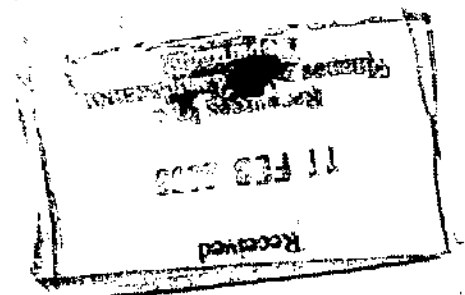
Other

£ : p

▶ please specify

Total

£ 1823 : 16 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

Date

10/2/05

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



# Member's claim form

Members' Allowances

08 DEC 2004

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

DAVID CAIRNS

Constituency

GREENOCK & INVERCLYDE

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

Please list

Please attach

Period of claim

from 1 / 11 / 04 to 31 / 11 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1451 : 19 p

Food

£ 80 : 00 p

Utilities

£ 55 : 00 p

Council Tax/Rates

£ 133 : 00 p

Telephone and telecommunications

£ 48 : 00 p

Cleaning

£ 112 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1879 : 19 p

continued on page 2

**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



Date

4/12/04

**Data protection**

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Mr J D Cairns

29 October 2004 to 28 November 2004

**Your offset Mortgage interest**

This summary details debit interest incurred for the period 29 October 2004 to 28 November 2004 which will be deducted from your account on 20 December 2004.

*Description*  
Debit interest

*Amount(GBP)*  
1,451.19



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10 NOV 2004

Member's claim form

Members' Allowances

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this form

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Your details

Name  
in CAPITAL LETTERS

DAVID CAIRNS

Constituency

Greenock & Inverclyde

Claim details

Notes

You can only claim for

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

Please list

Please attach

Period of claim

from 1 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1405 : 89 p ✓

Food

£ 120 : 00 p

Utilities

£ 225 : 00 p

Council Tax/Rates

£ 133 : 00 p

Telephone and  
telecommunications

£ 55 : 50 p

Cleaning

£ 112 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2051 : 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



Date

4/11/04

**Data protection**

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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

Mr. J.D. Cairns

29 September 2004 to 28 October 2004

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**Your offset Mortgage interest**

This summary details debit interest incurred for the period 29 September 2004 to 28 October 2004 which will be deducted from your account on 19 November 2004.

*Description*  
Debit interest

*Amount (GBP)*  
1,405.89



Member's claim form

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29 OCT 2004

Members' Allowances

About filling in this form

- For details of costs you can claim for see *Green Book* section 3.
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10/37A

Your details

Name in CAPITAL LETTERS

DAVID CAIRNS

Constituency

Greenock and Inverclyde

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.
- 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 1 / 9 / 04 to 30 / 9 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1364 : 49 p ✓

Food

£ 125 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 133 : 00 p

Telephone and telecommunications

£ 50 : 00 p

Cleaning

£ 112 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1874 : 49 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

Date

27/10/04

**Data protection**

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**first direct** 

Member HSBC Group

Mr J D Cairns

29 August 2004 to 28 September 2004

### Your offset Mortgage interest

This summary details debit interest incurred for the period 29 August 2004 to 28 September 2004 which will be deducted from your account on 20 October 2004.

<i>Description</i>	<i>Amount(GBP)</i>
Debit interest	1,364.49



# Member's claim form



## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS  
Constituency

DAVID AIRNS  
Greenock & Inverclyde ✓

## 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 1 6 1 04 to 1 1 7 1 04 ✓

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 1257 : 92 p

Food

£ 170 : 00 p

Utilities

£ 120 : 50 p

Council Tax/Rates

£ 133 : 00 p

Telephone and  
telecommunications

£ 55 : 00 p

Cleaning

£ 112 : 00 p

Service/maintenance

£ 1808 : 78 p

Repairs/insurance/  
security

£ \_\_\_\_\_ p

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£3657 : 20 p ✓

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

**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]

Date

18/7/04

**Data protection**

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form to

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Mr J D Cairns

29 May 2004 to 28 June 2004

**Your offset Mortgage interest**

This summary details debit interest incurred for the period 29 May 2004 to 28 June 2004 which will be deducted from your account on 20 July 2004.

*Description*  
Debit interest

*Amount (GBP)*  
- 1,257.92

# INVOICE & STATEMENT

Invoice Date: 14/07/2004

Invoice No: [REDACTED]

John Cairns [REDACTED]

<u>Due date</u>	<u>Description</u>	<u>Amount</u>	<u>Vat</u>	<u>Total</u>
14/07/2004	S/C deficit y/e 31/12/2003	£182.42	£0.00	£182.42
		Balance brought forward:		£0.00
			Sub Total	£182.42
		Balance brought forward Total		£0.00
		<b>TOTAL AMOUNT DUE</b>		<b>£182.42</b>

# INVOICE & STATEMENT

Invoice Date: 21/06/2004

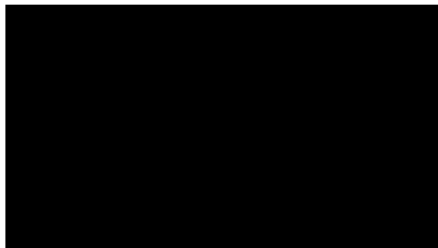
Invoice No: [REDACTED]

John Cairns [REDACTED]  
[REDACTED]

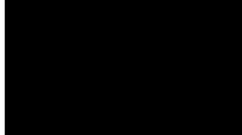
[REDACTED]


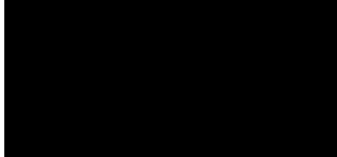
From	To	Description	Amount	Vat	Total
01/07/2004	31/12/2004	Bi-Annual Ground Rent	£50.00	£0.00	£50.00
			Balance brought forward:		£0.00
			Sub Total		£50.00
			Balance brought forward Total		£0.00
			<b>TOTAL AMOUNT DUE</b>		<b>£50.00</b>

# INVOICE & STATEMENT



Invoice Date: 14/07/2004

Invoice No: 

John Cairns	
	



<u>From</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>	<u>Vat</u>	<u>Total</u>
01/07/2004	31/12/2004	Bi-Annual Service Charges	£56.17	£0.00	£56.17
Balance brought forward:					£7.69
Sub Total					£56.17
Balance brought forward Total					£7.69
TOTAL AMOUNT DUE					£63.86

# INVOICE & STATEMENT

Invoice Date: 14/07/2004

Invoice No: [REDACTED]

John Cairns [REDACTED]

<u>From</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>	<u>Vat</u>	<u>Total</u>
01/07/2004	31/12/2004	Bi-Annual Reserve Fund	£238.61	£0.00	£238.61
Balance brought forward:					£0.00
01/07/2004	31/12/2004	Bi-Annual Service Charges	£1,091.47	£0.00	£1,091.47
Balance brought forward:					£182.42
Sub Total					£1,330.08
Balance brought forward Total					£182.42
TOTAL AMOUNT DUE					£1,512.50



Member's claim form

NOV 2004

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Members' Allowances

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Your details

Name in CAPITAL LETTERS

DAVID CAIRNS

Constituency

GREENOCK & INNERCLYDE

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.
- 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 1 15 04 to 31 15 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1,186 : 84 p

Food

£ 160 : 00 p

Utilities

£ 120 : 00 p

Council Tax/Rates

£ 133 : 00 p

Telephone and telecommunications

£ 110 : 00 p

Cleaning

£ 118 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

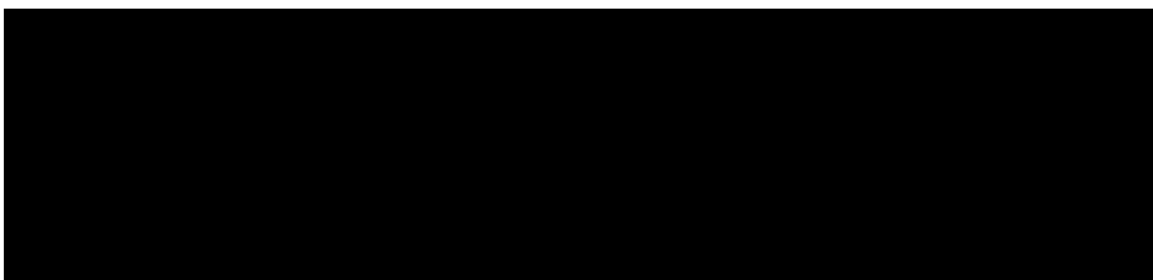
▶ please specify

Total

£ 1827 : 84 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



Date

8/6/04

**Data protection**

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**first direct** 

Member HSBC Group

Mr J D Cairns

**29 April 2004 to 28 May 2004**

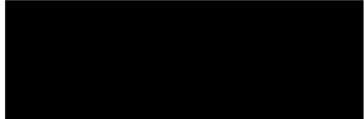
**Your offset Mortgage interest**

This summary details debit interest incurred for the period 29 April 2004 to 28 May 2004 which will be deducted from your account on 19 June 2004.

<i>Description</i>	<i>Amount(GBP)</i>
Debit interest	1,186.84



# Member's claim form

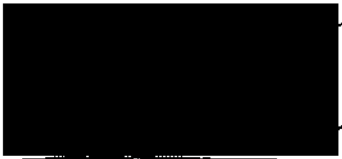


DEA

## Members' Allowances

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.



## Your details

Name  
in CAPITAL LETTERS

DAVID CAIRNS

Constituency

Greenock & Inverclyde

## 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 1 / 5 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1232 : 93 p ✓

Food

£ 170 : 00 p ✓

Utilities

£ 90 : 00 p ✓

Council Tax/Rates

£ 133 : 00 p ✓

Telephone and  
telecommunications

£ 110 : 00 p ✓

Cleaning

£ 112 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1847 : 93 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

Date

10/5/04

**Data protection**

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- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

**first direct** 

Member HSBC Group

Mr J D Cairns

29 March 2004 to 28 April 2004

**Your offset Mortgage interest**

This summary details debit interest incurred for the period 29 March 2004 to 28 April 2004 which will be deducted from your account on 20 May 2004.

<i>Description</i>	<i>Amount(GBP)</i>
Debit interest	1,232.93



# 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

DAVID AIRNS

Constituency

Greenock & Inverclyde

## 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.
- 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 1 / 7 / 04

to 31 / 8 / 04

Total cost of hotel stays  
*attach all receipts*

£ \_\_\_\_\_ p

Mortgage payments  
*(interest only) or rent*

£ 2500 : 80 p

- statements (x2) enclosed

Food

£ 175 : 00 p

Utilities

£ 150 : 00 p

Council Tax/Rates

£ 245 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 224 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 3384 : 80 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



Date

6/9/04

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Mr J D Cairns

**29 July 2004 to 28 August 2004**

MR J D CAIRNS

Sortcode Account Number Sheet Number

**Your offset Mortgage interest**

This summary details debit interest incurred for the period 29 July 2004 to 28 August 2004 which will be deducted from your account on 19 September 2004.

<i>Description</i>	<i>Amount(GBP)</i>
Debit interest	1,265.42

The debit interest quoted includes the interest accrued on your offset Mortgage

Charges which have already been deducted from your account during this charging period will not appear on this statement.

Please note this is an advice only and not a VAT invoice.

**Key to abbreviations used.**  
GBP Pounds Sterling C Credit