



Additional Costs Allowance

ACA2

Member's claim form

About filing in this form

- For details of costs you can claim for, see *Green Book* section 3. ^{6NV}
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JES GLOWNIE

Constituency

KILMARNOCK + HOUJON

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 1.3.08 to 31.3.08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1596 : 36 p ✓

Food

£ : p

Utilities

£ 45 : 00 p Electricity

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

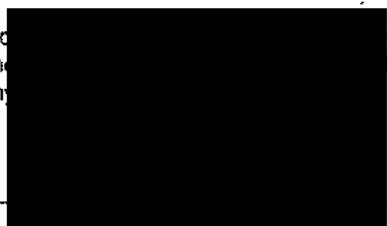
£ 1841 : 36 p ✓

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

Declaration

I declare that I am using this property wholly, exclusively and necessarily to enable me to carry out my duties as a Member of Parliament or main home for the purpose of performing my duties as a Member of Parliament.

Signature:  MP

Date: 03 April 2007

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



Member's claim form

05 FEB 2008

06 FEB 2008

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Your details

Name in CAPITAL LETTERS

JES KLOWJE

Constituency

KLMARWOU +

Office use only

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 1 02 08 to 28 02 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1595 : 36 p ✓

Food

£ : p

Utilities

£ 45 : 00 p Electricity 3 x 15 ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 75 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1715 : 36 p

Details of second home

Address of second home
for Additional Costs Allowance

[Redacted]

Declaration

Signature

[Redacted Signature]

and necessarily to enable
the purpose of performing

MP

Date

3 February 2005

Data protection

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Department of Finance & Administration, House of Commons, London SW1A 0AA



Member's claim form

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2

Your details

Name in CAPITAL LETTERS

JES BLOWE

Constituency

KILMARNOCK + HOWFORTH

Office use only

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 those for which receipts are not required.

Please attach

£250.

Period of claim

from 1/09/07 to 31/12/07

Total cost of hotel stays attach all receipts

£ 2,660.94 p

Mortgage payments (interest only) or rent

£ 5321.88 p

Rent

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 5321.88 p

£ 2,660.94

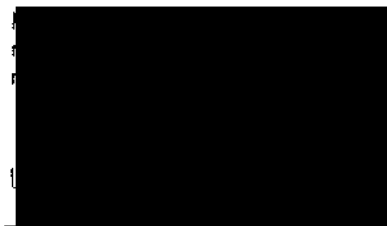
Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*

**Declaration**

wholly, exclusively and necessarily to enable
only or main home for the purpose of performing
nt.

Signature



MP

Date

14 January 2008

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



NOTIFICATION OF CHEQUE RECEIPT - MEMBERS VOTE

THIS FORM SHOULD ONLY BE USED TO NOTIFY THE FINANCE OFFICE OF CHEQUE RECEIPTS. CASH RECEIPTS SHOULD BE TAKEN IN AS PETTY CASH.

This form serves as the authority to bank and account for cheques as well as the Finance Office's computer input document. Please ensure that the form is completed as fully as possible before passing to the Finance Office. Incomplete or inaccurate details may result in the form being returned by the Finance Office.

This form may be used for multiple cheques which are coded to the same account and analysis codes. In this case, the total value of cheques should be given in the amount column and a note of the number of cheques included in the total should be made in the remarks box. A general description for the receipts may be given, but details of the invoice/reference for each payment should be written on the reverse of each cheque.

1. TO BE COMPLETED BY DEPARTMENTS

Date of Cheque: 02/01/08

Cheque Number: [Redacted]

Cheque Payee: _____

Account Code	Amount £ p	Cost C	Piro	Who	Exp_Type	Description
[Redacted]	195 -00	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Recovery of overpayment.
Total	195 -00					

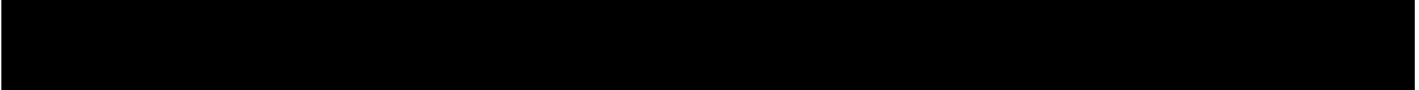
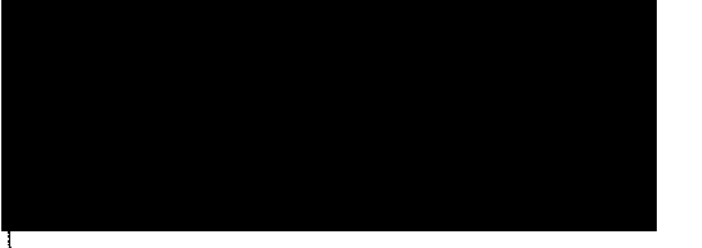
COMPLETED BY:

Signature: [Redacted]

Name: [Redacted]

Date: 7/1/08

REMARKS:





Additional Costs Allowance

13 NOV 2007

Member's claim form

About filling in this form

- 2 For details of costs you can claim for, see *Green Book* section 2.
- 3 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

2

Your details

Name in CAPITAL LETTERS
Constituency

JES BROWNIE
KILMARNOCK + HOWFORTH

Office use only

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 02/10/07 to 30/11/07

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1330 : 47 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 50 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

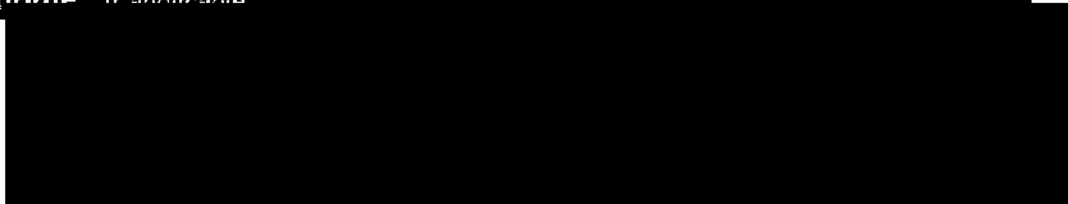
Total

£ 1380 : 47 p

continued on page 2

Details of second home *if applicable*

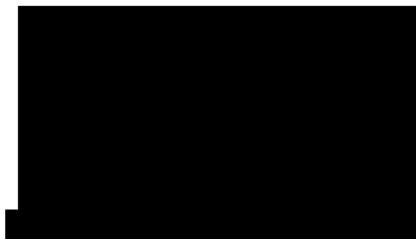
Address of second home
for Additional Costs Allowance



Declaration

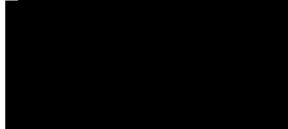
...olly, exclusively and necessarily to enable
...ly or main home for the purpose of performing

Signature



MP

Date



12 November 2007

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



Additional Costs Allowance

ACA2

Member's claim form

2007 OCT

11 OCT 2007

Page 1 of 2

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

JES FORWOOD

Constituency

KILMARRNOCK + LEITH

Office use only

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 1.10.07 to 31.10.07

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments

(interest only) or rent

£ 1330 : 47p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 85 : 00p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

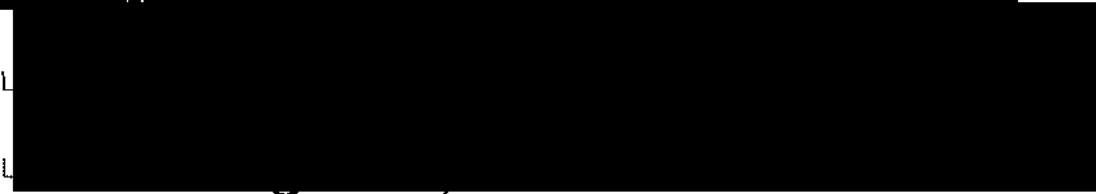
£ 1415 : 47p

18 OCT 2007

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 at my second home for the purpose of performing my duties



Signature

MP

Date

15/07/07

Data protection

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Member's claim form

About filling in this form

- For details of costs you can claim
- If you have any doubt about the form please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

Constituency

JES BROWN
KILMARNOCK & LOUGHBOROUGH

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 1 1 7 1 0 7 to 3 1 7 1 0 7

Total cost of hotel stays attach all receipts

£ Nil : p

Mortgage payments (interest only) or rent

£ 1330 : 47 p

Food

£ Nil : p

Utilities

£ 34 : 09 p

Council Tax/Rates

£ Nil : p

Telephone and telecommunications

£ Nil : p

Cleaning

£ 125 : 00 p

Service/maintenance

£ Nil : p

Repairs/insurance/security

£ Nil : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

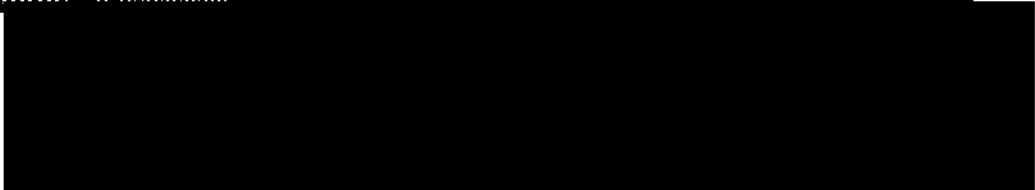
Total

£ 1460 : 46 p

carpet window cleaning

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance



Declaration

I confirm that I am using this allowance exclusively and necessarily to enable me to purchase a second home for the purpose of performing my duties as a Member of Parliament.

Signature

_____ MP

Date

_____ 4 August 2007

Data protection

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Send your completed form to

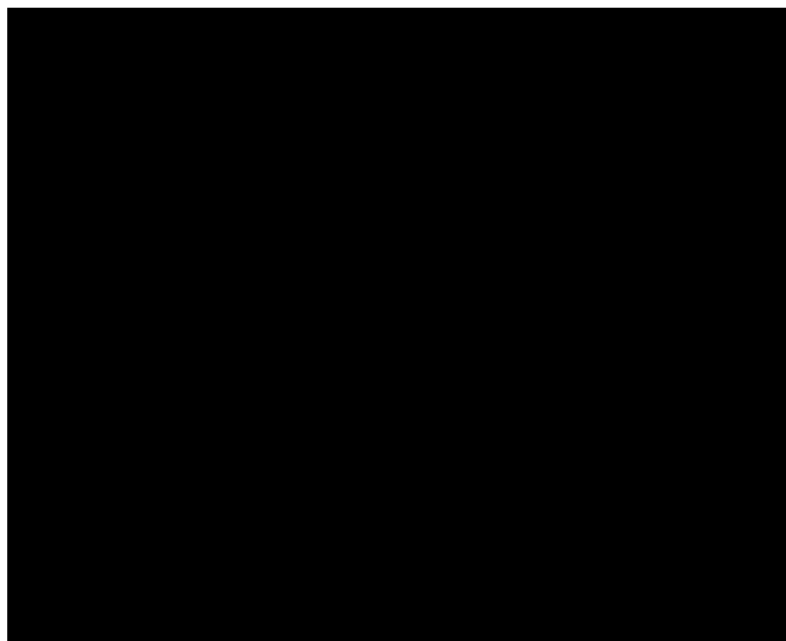
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Carpet + Window cleaning
as requested.

Unit 1 carpet £100

Unit 2 windows £25

TOTAL £125





18 SEP 2007

Member's claim form

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Your details

Name in CAPITAL LETTERS

JES KHANNA

Constituency

Kingston & Richmond

Office use Costs



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.

INV

Please list

Please attach

Period of claim

from 01/08/07 to 31/08/07 ✓

Total cost of hotel stays attach all receipts

£ 2 : p

Mortgage payments (interest only) or rent

£ 1330 : 47 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

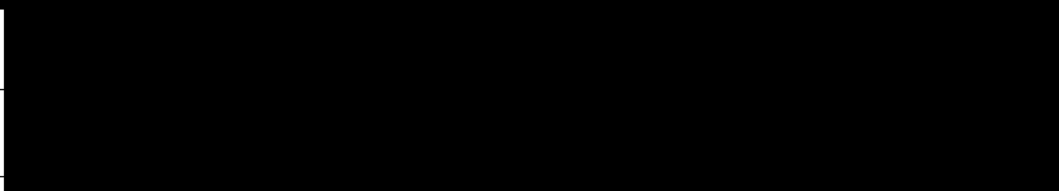
£ 1330 : 47 p ✓

continued on page 2

18 SEP 2007

Details of second home *if applicable*

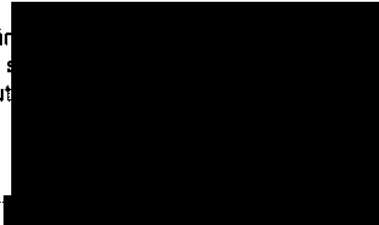
Address of second home
for Additional Costs Allowance



Declaration

I confirm that I am using this property, exclusively and necessarily to enable me to perform my duties as a Member of Parliament for my main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

17/9/07

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Member's claim form 1 0 JUL 2007

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Your details

Name in CAPITAL LETTERS

JES BROWNE

Constituency

KILMADNOCK + LONDON W.

Office use only

Costs

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 30.6.07 to 31.07.07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1329 : 47 p ✓

Food

£ : p

Utilities

£ 1 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 175 : 00 p (CARPETS + WINDOWS) ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1,555 : 47 p

Correct total £1,555-47

12 JUL 2007

ACA2

Page 2 of 2

Details of second home *if applicable*

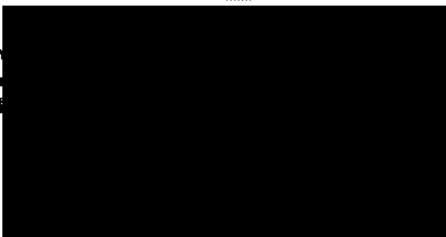
Address of second home
for Additional Costs Allowance



Declaration

I confirm that I have provided the information above exclusively and necessarily to enable me to claim the Additional Costs Allowance on my second home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

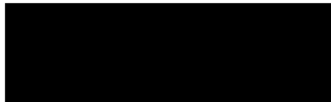
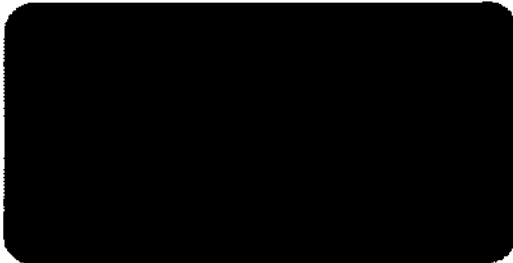
3/8/07

Data protection

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Validation Team, Operations Directorate,
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DATE	DESCRIPTION	RENT	OTHER CHARGES	PAYMENTS	BALANCE
					0.00
1Jun07	RENT	1329.47			1329.47
1Jun07	TELEPHONE	1.00			1330.47
1Jun07	DIRECT DEBIT			1330.47	0.00



Member's claim form

25 JUN 2007

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 1340.

Your details

Name in CAPITAL LETTERS

JES KROWCEV

Constituency

KILMARNOCK + HOUJOURN

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 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 / 04 / 07 to 30 / 06 / 07. ✓ (x3)

Total cost of hotel stays attach all receipts

£ NIL : - p ✓

Mortgage payments (interest only) or rent

£ 3988 : 41 p ✓

Food

£ NIL : - p

Utilities

£ : p

Council Tax/Rates

£ 511 : 26 p ✓

Telephone and telecommunications

£ 3 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 135 : 50 p ✓

▶ please specify TV licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 4638 : 17 p ✓

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

Declaration

Signature _____ MP

Date 25/6/07 ✓

ily, exclusively and necessarily to enable
or main home for the purpose of performing

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.

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Send your completed form to

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



Member's claim

About filling in this form

- For details of costs you can claim for, see *Green Book* section 13
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

Jos Howse

Constituency

Kilmarnock & Loudoun

Office
Cost

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.

07/08

Period of claim

from 1/3/2008 to 30/3/2008

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 88:13 p

▶ please specify

Other

£ : p

▶ please specify

(see enclosed)

Other

£ : p

▶ please specify

Total

£ 88:13 p

Details of second home

Address of second home
for Additional Costs Allowance

[Redacted]

Declaration

I declare that the above information is true and correct and is provided exclusively and necessarily to enable
main home for the purpose of performing

Signature [Redacted] MP

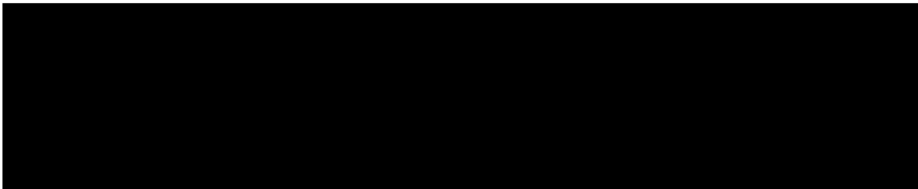
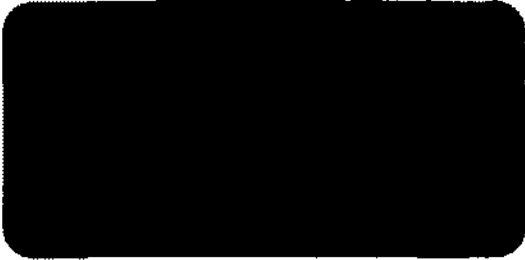
Date 16 Apr 2008

Data protection

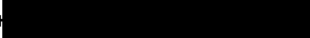
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Statement of account

Re 

Date: 
Tenant Ref: 

From	To	Description	Gross
1 Feb 2008 -	29 Feb 2008	Monthly Telephone Line Rental in Advance	1.00
1 Feb 2008 -	29 Feb 2008	Monthly Rent Receivable in Advance	1,595.36
n/a	- n/a	Tenancy Agreement Fee	88.13
			<hr/>
			Total: £1,684.49
			Balance b/f: -£1,596.36
			<hr/>
			Amount Payable: £88.13
			<hr/>



Mr D Browne

