



Additional Costs Allowance

ACA2

08/09

13 JUN 2008

Member's claim form

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.

INV. A 021512  
514602  
514500

Your details

Name in CAPITAL LETTERS

ELEANOR LAING

Constituency

EPPING FOREST

Office use only

Costs/Cat 2

M LAINEP

Supp/Res ID

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

368996  
DJ23/6

Period of claim

from 1/4/08 to 30/6/08 x3

£ 9600: 00 p Mortgage Payments

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

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 9600: 00 p

5833413  
RS 23/06/08

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

Address of second home  
for Additional Costs Allowance

[Redacted address fields]

Postcode

**Decla**

...e co...olly, exclusively and necessarily to enable  
...om...y or main home for the purpose of performing

Signature

Date

*[Handwritten signature]*  
*[Handwritten date]*

**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

22 JUL 2009

MV

About filling in this form

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

NV. A 517902  
514602  
514500

Your details

Name in CAPITAL LETTERS

ELEANOR LANG

Constituency

ERLING FOREST

Office use only

Costs/Cat 2

M LAIN EEP

Supp/Res ID

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 24 / 6 / 08

to 24 / 12 / 08

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

£ 6605 : 32 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 6605 : 32 p

5839550  
JE  
28/7

375552  
BD  
28/7

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

Address of second home for Additional Costs Allowance

[Redacted address fields]

Postcode

**Declaration**

I have incurred these costs wholly, exclusively and necessarily to enable me to travel away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted signature and name]

MP

Date

15/7/08

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Send your completed form to

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

APPLICATION FOR RENTS DUE

Mr & Mrs E Laing MP

Date: 18 Jun 2008

Our Ref: [REDACTED]

Page No: 1

RE: [REDACTED]

| Date        | Description  | Debit    | Credit   | Balance    |
|-------------|--|----------|----------|------------|
|             | Balance Brought Forward  | 3,305.16 |          | 3,305.16dr |
| 21 Jan 2008 | Payment Received - Thank You   |          | 3,304.84 | 0.32dr     |
| 21 Jan 2008 | Reversal - Reference [REDACTED] Payment Received - Post dated cheque 04.02.08 returned by the bank | 3,304.84 |          | 3,305.16dr |
| 25 Feb 2008 | Payment Received - Thank You   |          | 3,305.16 | 0.00       |
| 24 Jun 2008 | Ground Rent 24 Jun 2008 to 24 Dec 2008   | 100.00   |          | 100.00dr   |
| 24 Jun 2008 | Interim S/Charge 24 Jun 2008 to 24 Dec 2008  | 3,205.16 |          | 3,305.16dr |
|             | Amount Now Due   |          |          | 3,305.16dr |

PLEASE:

- 1: Make your cheque payable to [REDACTED] and remit to this office.
- 2: Note your reference [REDACTED] on the reverse of your cheque.
- 3: If you require a receipt return this form with your cheque.

THANK YOU

NOTICE IS HEREBY GIVEN pursuant to the Landlord and Tenant Act 1987 Section 48 that all notices (including notices in proceedings) may be served upon the Landlord:- [REDACTED]

APPLICATION FOR RENTS DUE

Mrs E Laing

Date: 18 Jun 2008

Our Ref:

Page No: 1

RE:

| Date        | Description  | Debit    | Credit   | Balance    |
|-------------|--|----------|----------|------------|
|             | Balance Brought Forward  | 3,305.16 |          | 3,305.16dr |
| 21 Jan 2008 | Payment Received - Thank You   |          | 3,305.16 | 0.00       |
| 21 Jan 2008 | Reversal - Reference [REDACTED] Payment Received - Post dated cheque 04.02.08 returned by the bank | 3,305.16 |          | 3,305.16dr |
| 25 Feb 2008 | Payment Received - Thank You   |          | 3,305.16 | 0.00       |
| 24 Jun 2008 | Ground Rent 24 Jun 2008 to 24 Dec 2008   | 100.00   |          | 100.00dr   |
| 24 Jun 2008 | Interim S/Charge 24 Jun 2008 to 24 Dec 2008  | 3,205.16 |          | 3,305.16dr |
|             | Amount Now Due   |          |          | 3,305.16dr |

PLEASE:

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THANK YOU

NOTICE IS HEREBY GIVEN pursuant to the Landlord and Tenant Act 1987 Section 48 that all notices (including notices in proceedings) may be served upon the Landlord:- [REDACTED]



Member's claim form

12 FEB 2009

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INV. A 622806  
514602  
514500

Your details

Name in CAPITAL LETTERS

ELEANOR LAING

Constituency

EPPING FOREST

Office use only

Costc

MLAINEEP

Supp/Res ID

[Redacted]

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 £25 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel costs.

Please list

Please attach

RR

BC

Period of claim

from 1/07/08 to 31/12/08

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

£ 3460 : 08 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3460 : 08 p

5869262

SM 16/2/09

408224  
JE  
17/2

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

Address of second home  
for Additional  
Costs Allowance

[Redacted address field]

[Redacted field] Postcode [Redacted field]

**Decla**

[Redacted text]

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

Signature

Date

[Redacted signature and date fields]

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APPLICATION FOR RENTS DUE

Mrs E Laing MP

Date: 9 Dec 2008

Our Ref: [REDACTED]

Page No: 1

RE: [REDACTED]

| Date        | Description                                 | Debit    | Credit   | Balance    |
|-------------|---|----------|----------|------------|
|             | Balance Brought Forward                     | 3,315.16 |          | 3,315.16dr |
| 1 Jul 2008  | Payment Received - Thank You                |          | 3,315.16 | 0.00       |
| 25 Dec 2008 | Ground Rent 25 Dec 2008 to 23 Jun 2009      | 110.00   |          | 110.00dr   |
| 25 Dec 2008 | Interim S/Charge 25 Dec 2008 to 23 Jun 2009 | 2,643.58 |          | 2,753.58dr |
| 25 Dec 2008 | Reserve Fund 25 Dec 2008 to 23 Jun 2009     | 706.50   |          | 3,460.08dr |
|             | Amount Now Due                              |          |          | 3,460.08dr |

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