



# 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

Geraldine Smith

Constituency

Morecambe & Lunesdale



## 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 / 2 / 2008 to 29 / 2 / 2008 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1000 : — p ✓

Food

£ 150 : — p ✓

Utilities

£ 50 : — 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

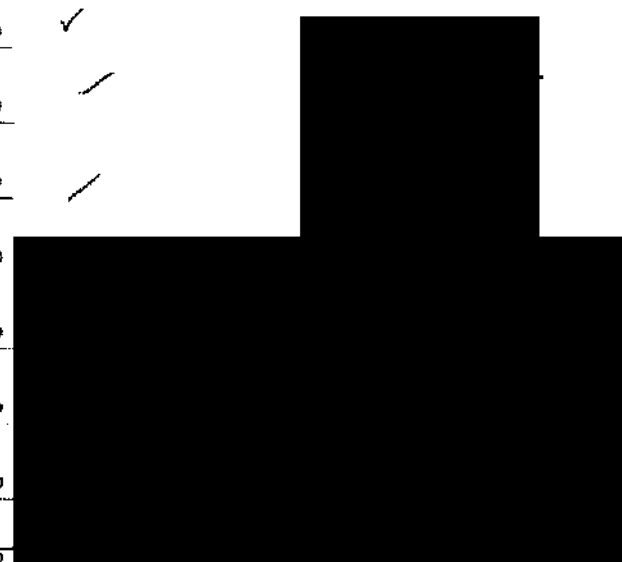
£ : p

▶ please specify

Total

£ 1200 : — 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

\_\_\_\_\_

MP

Date

\_\_\_\_\_

1 / 3 / 2008

/

**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

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

Geraldine Smith

Constituency

Morecambe & Lunesdale

## 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 31 / 1 / 2008 to 30 / 1 / 2008

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1051 : - p ✓

Food

£ 400 : - p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 25 : - p ✓

Service/maintenance

£ 67 : 90 p ✓

Repairs/insurance/security

£ 15 : 60 p ✓

Other

£ 210 : - p ✓

▶ please specify

Table.

Other

£ 34 : - p ✓

▶ please specify

Dry Cleaning

Other

£ : p

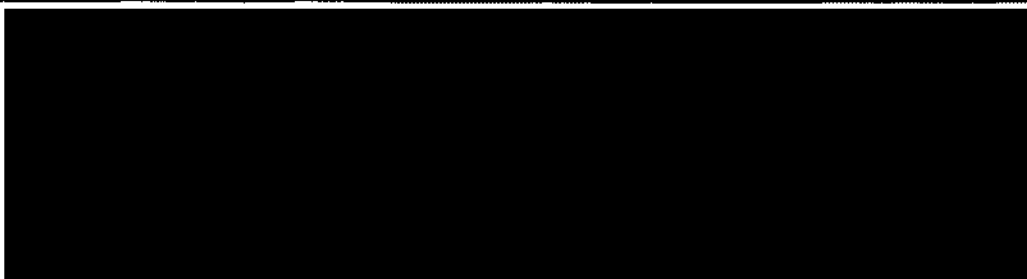
▶ please specify

Total

£ 1803 : 50p ✓

**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

30 / 1 / 2008

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Additional Costs Allowance

Member's claim form

VALIDATION Form ACA2 Page 1 of 2 03 DEC 2008 RECEIVED

Members' Allowance

About filling in this form

- For details of costs you can claim for, see Green Book section
If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

Geraldine Smith

Constituency

Marlborough & Hungerford

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 12 2007 to 30 12 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1 150: - p

Food

£ 400: - p

Utilities

£ 40: - p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 20: - p

Cleaning

£ 25: - p

Service/maintenance

£ 1 85: 90 p

Repairs/insurance/security

£ 2 10: - p

Other

£ 1 98: - p

Other

£ 48: - p

Other

£ 49: 20 p

Total

£ 2 326: 10 p

please specify

Lighting Dry Cleaning

please specify

please specify

Household goods

**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

28/12/2008

**Data protection**

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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

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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



Member's claim form

of 2

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  
Constituency

Geraldine Smith ✓  
Morecambe & Lunesdale

Office use only

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.
- 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, 11, 2007 to 30, 11, 2007

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1201:92 p

Food

£ 400: - p

Utilities

£ 40: - p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 20: - p

Cleaning

£ 25: - p

Service/maintenance

£ 157:20 p

Repairs/insurance/  
security

£ 195: - p

Other

£ 43: - p

▶ please specify

Dry Cleaning

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2082:12 p

**Details of second home**

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

30/11/2007

**Data protection**

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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

Members' Allowance: [REDACTED]

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

GERALDINE SMITH ✓

Constituency

MORECAMBE & LUNESDALE

## 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 / 10 / 2007 to 31 / 10 / 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1201.92 p ✓

Food

£ 400 : - p

Utilities

£ 40 : - p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 20 : - p

Service/maintenance

£ 192.70 p

Repairs/insurance/security

£ : p

Other

£ 35.60 p

▶ please specify

Dry Cleaning

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1890.22 p ✓

**Details of second home**

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

10/10/2007

**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.

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Additional Costs Allowance

Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS
Constituency

GERALDINE SMITH
MORECAMBE & LUNESDALE

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.

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 / 9 / 2007 to 30 / 9 / 2007

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1201 : 92 p ✓

Food

£ 50 : - p ✓

Utilities

£ 50 : - p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 20 : - p ✓

Service/maintenance

£ 175 : 50 p ✓

Repairs/insurance/security

£ 62 : 90 p ✓

Other

£ : p please specify

Other

£ : p please specify

Other

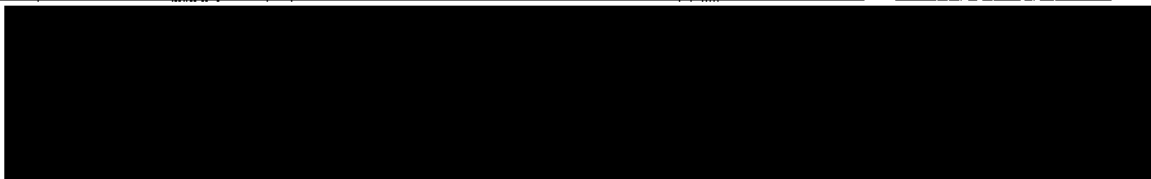
£ : p please specify

Total

£ 1560 : 32 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

30 / 9 / 2007

**Data protection**

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Member's claim form

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Your details

Name in CAPITAL LETTERS

GERALDINE SMITH

Constituency

MORECAMBE & LUNESDALE

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.

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 11/8/2007 to 31/8/2007 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1201 : 92 p ✓

Food

£ 150 : - p ✓

Utilities

£ 40 : - p ✓

Council Tax/Rates

£ 30 : - p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 20 : - p Cleaning ✓

Service/maintenance

£ 42 : 30 p ✓

Repairs/insurance/security

£ : p

Other

£ 38 : 20 p ✓ please specify Day Cleaning

Other

£ : p please specify

Other

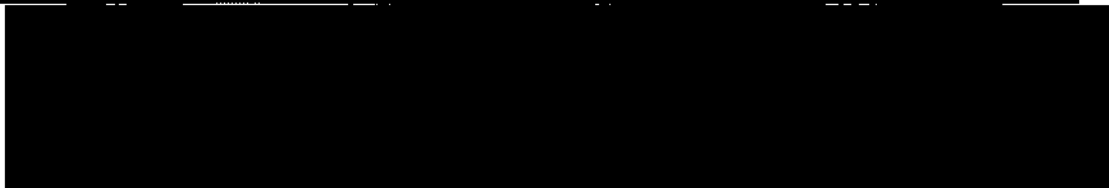
£ : p please specify

Total

£ 1522 : 42 p ✓

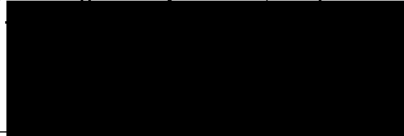
**Details of second home** *if applicable*

**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

Signature

 MP

Date

27/8/2007**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



Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS  
Constituency

GERALDINE SMITH  
MORECAMBE & LUNESDALE

Office use only  
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.
- 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, 2007 to 30, 7, 2007 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1100 : — p ✓

Food

£ 400 : — p ✓

Utilities

£ 40 : — p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 30 : — p ✓

Cleaning

£ 25 : — p ✓

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 93 : 70 p ✓

Other

£ 33 : 20 p ✓ ▶ please specify Dry Cleaning

Other

£ : p ▶ please specify

Other

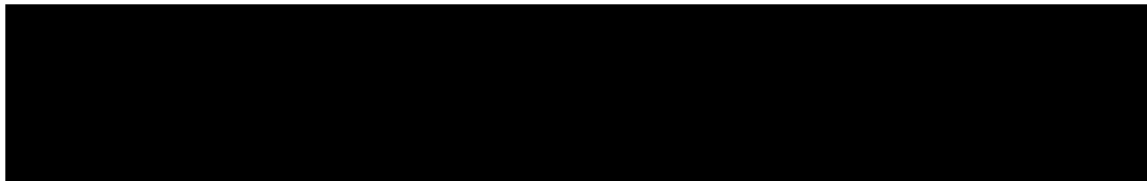
£ : p ▶ please specify

Total

£ 1721.90 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

Signature

 MP

Date

1 / 8 / 2007

✓

**Data protection**

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Member's claim form

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Your details

Name in CAPITAL LETTERS

GERALDINE SMITH

Constituency

MORECAMBE & LUNESDALE

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.

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 16 2007 to 30 16 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1100 : - p

Food

£ 300 : - p

Utilities

£ 40 : - p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 30 : - p

Cleaning

£ 40 : - p

Service/maintenance

£ 2516 : 85 p

Repairs/insurance/security

£ 120 : - p

Other

£ 43 : - p

\* Other

£ 148 : 90 p

Other

£ 189 : 20 p

Total

£4527 : 95 p

▶ please specify

Electrical goods  
Dry Cleaning

▶ please specify

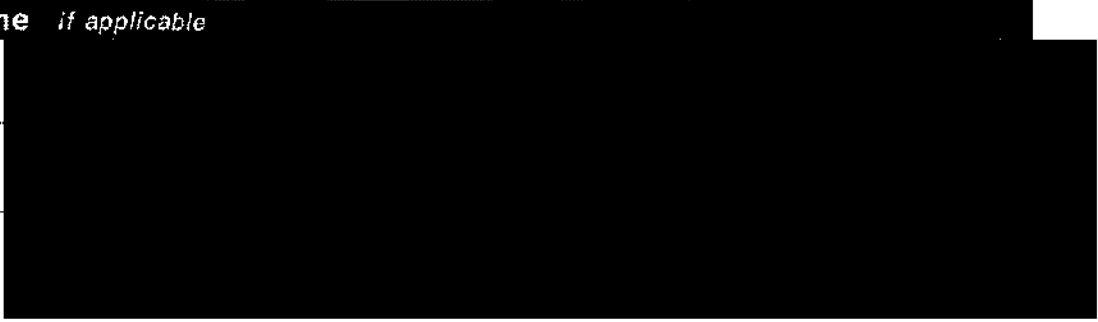
Household Equip?

▶ please specify

Lighting furniture

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

X  
 X  
 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

X  
 Signature



MP

X  
 Date

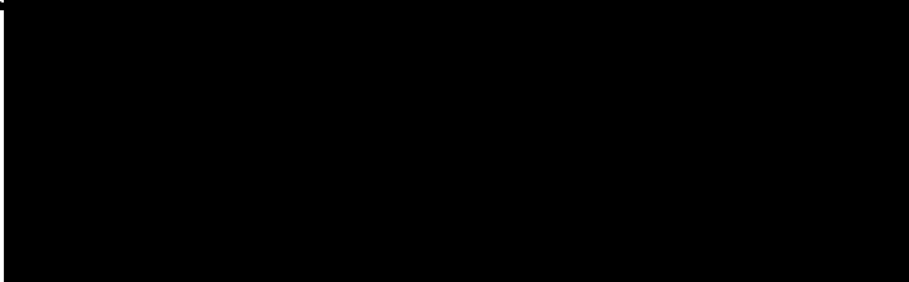
12 July 2007

**Data protection**

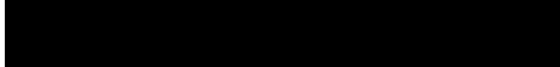
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**Send your completed form to**

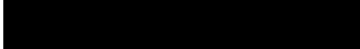
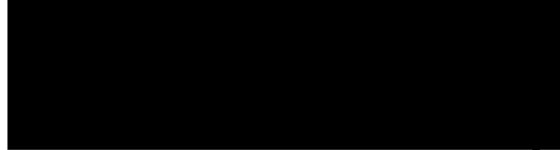
Validation Team, Operations Directorate,  
 Department of Finance & Administration, House of Commons, London SW1A 0AA



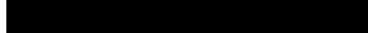
**APPLICATION FOR PAYMENT**



To: Ms M G Smith



Date: 1 May 2007



Description	Period	Amount
Comfort cooling costs	to	-1,291.15
	<b>Total:</b>	<b>£-1,291.15</b>
	<b>b/fwd balance:</b>	<b>£3,808.00</b>
	<b>Total Due:</b>	<b>£2,516.85</b>



07/08

AGA2

Member's claim form

MAY 2007

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

Geraldine Smith

Constituency

Morecambe & Lunesdale

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 1/5/2007 to 30/5/2007 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1155 : — p ✓

Food

£ 400 : — p ✓

Utilities

£ 80 : — p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 50 : — p ✓

Cleaning

£ 75 : — p ✓

Service/maintenance

£ 200 : — p ✓

Repairs/insurance/security

£ 200 : — p ✓

Other

£ 198 : — p

▶ please specify

Household items

Other

£ 45 : — p ✓

▶ please specify

Dry Cleaning

Other

£ : p

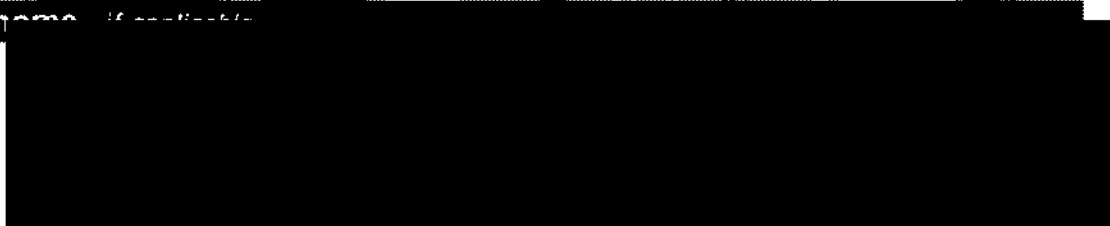
▶ please specify

Total

£2403 : — p

**Details of second home**

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

2/6/2007

**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

07/08

AGA2

Member's claim form

APRIL 2007

of 2

About filling in this form

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

Your details

Name in CAPITAL LETTERS

GERALDINE SMITH

Constituency

MORECAMBE & LUNESDALE

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.

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 14 2007 to 30 4 2007

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1017 : 27 p

Food

£ 400 : — p

Utilities

£ 30 : — p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 30 : — p

Cleaning

£ 70 : — p

Service/maintenance

£ 82.70 p

Repairs/insurance/  
security

£ 194 : — p

Other

£ 173 : 60 p

▶ please specify

bed linen

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

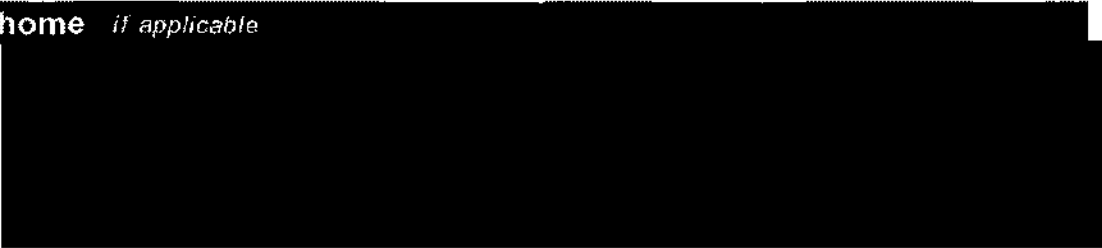
Total

£ 1997 : 57 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

Signature

 MP

Date

10 / 5 / 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**

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