



# 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

JOHN BASTUE

Constituency

LEEDS WEST

## 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 01 10 04 to 31 10 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 568 : 94 p

Food

£ 600 : 00 p

Utilities

£ 152 : 00 p

Council Tax/Rates

£ 140 : 08 p

Telephone and telecommunications

£ 80 : 00 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ 180 : 00 p

Repairs/insurance/  
security

£ 180 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2020 : — 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<sup>nd</sup> June 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



Member's claim form

Members' Allowances

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Your details

Name  
in CAPITAL LETTERS

JOHN BATTIE

Constituency

LEEDS WEST

Claim details

Notes

You can only claim for

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- 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 01 / 06 / 04 to 30 / 06 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 296 : 25 p

Food

£ 420 : 00 p

Utilities

£ 76 : 00 p

Council Tax/Rates

£ 70 : 04 p

Telephone and  
telecommunications

£ 45 : 00 p

Cleaning

£ 70 : 00 p

Service/maintenance

£ 120 : 00 p

Repairs/insurance/  
security

£ 180 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1277 : 29 p

continued on page 2

£ 1257.29 Paid

(400.00) only →

**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

\_\_\_\_\_

8<sup>th</sup> July 04

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Your details

Name  
in CAPITAL LETTERS

JOHN BATTIE

Constituency

LEEDS WEST

Claim details

Notes

You can only claim for

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- 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 01 10 04 to 31 10 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 296 : 25 p ✓

Food

£ 380 : 00 p

Utilities

£ 76 : 00 p

Council Tax/Rates

£ 70 : 00 p

Telephone and  
telecommunications

£ 45 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/  
security

£ 180 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ : p

£ 1297. 25

**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

4<sup>th</sup> August 04.

**Data protection**

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# Member's claim form

Members' Allowances

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

JOHN BATTLE

Constituency

LEEDS WEST

## 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

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Please attach

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

Period of claim

from 01 / 08 / 04

to 31 / 10 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 308 : 08 p

Food

£ : p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 70 : 00 p

Telephone and  
telecommunications

£ 45 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/  
security

£ 120 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

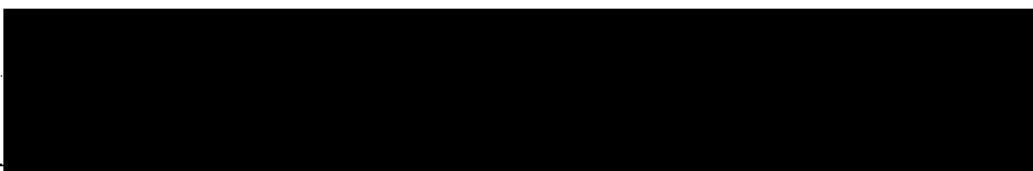
▶ please specify

Total

£ 813 : 08 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

8<sup>th</sup> September 04

**Data protection**

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# Member's claim form

## Members' Allowances

About filling in  
this form

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

## Your details

Name  
in CAPITAL LETTERS

JOHN BATTLE

Constituency

LEEDS WEST

## 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 07/10/04 to 30/09/04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 319 : 66 p ✓

Food

£ 200 : 00 p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 70 : 00 p

Telephone and  
telecommunications

£ 45 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/  
security

£ 165 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

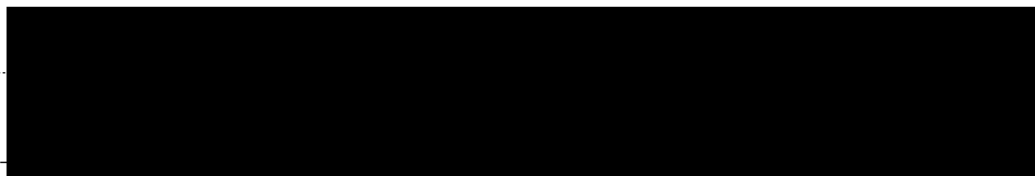
Total

£ 1069 : 66 p

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

Address of  
second home  
for Additional  
Costs Allowance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

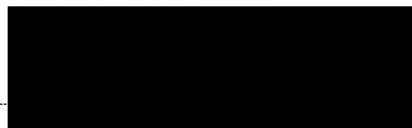


**Declaration**

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

\_\_\_\_\_

4th Nov 04

**Data protection**

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# Member's claim form

## Members' Allowances

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

JOHN BATTLE

Constituency

LEEDS WEST

## 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 01/10/04

to 1/1/

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 319 : 66 p

Food

£ 300 : 00 p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 70 : 00 p

Telephone and  
telecommunications

£ 45 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/  
security

£ 160 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1164 : 66 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

4 Nov 04.

**Data protection**

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Members' Allowances

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

JOHN BATTIE

Constituency

LEEDS WEST

## Claim details

### Notes

You can only claim for

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- 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 07 / 11 / 04 to 30 / 11 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 319 : 66 p ✓

Food

£ 400 : 00 p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 70 : 00 p

Telephone and telecommunications

£ 45 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 180 : 00 p

Repairs/insurance/security

£ 160 : 00 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

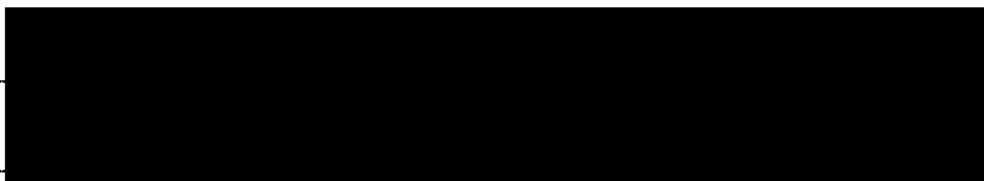
Total

£ 1294 : 66 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

\_\_\_\_\_ 19<sup>th</sup> Dec 04

**Data protection**

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- National Audit Office staff.

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Member's claim form

Members' Allowances

About filling in this form

- For details of costs you can claim for, see section 2 on section 4.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name  
in CAPITAL LETTERS

JR Ball

Constituency

Leeds West

Claim details

Notes

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- costs you have actually paid
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- 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 01/12/04 to 31/12/04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 319 : 66 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 70 : 00 p

Telephone and telecommunications

£ 45 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 180 : 00 p

Repairs/insurance/  
security

£ 180 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

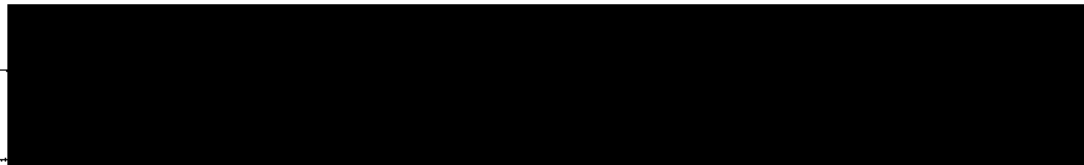
▶ please specify

Total

£ 1314 : 66 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

19 January 05

**Data protection**

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# Member's claim form



Members' Allowances

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## Your details

Name in CAPITAL LETTERS

JOL Battle

Constituency

LEEDS WEST

## 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 01/01/05 to 31/10/05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 319 : 66 p ✓

Food

£ 400 : 00 p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 70 : 00 p

Telephone and telecommunications

£ 45 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 180 : 00 p

Repairs/insurance/  
security

£ 160 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1794 : 66 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

\_\_\_\_\_

\_\_\_\_\_

20<sup>th</sup> February 05

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# Member's claim form

10 MAR 2005

## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

JOHN BARRIE

Constituency

LEEDS WEST

## 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 01/02/05 to ~~01~~<sup>28</sup> 102/05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 319 : 66 p ✓

Food

£ 400 : 00 p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 70 : 00 p

Telephone and telecommunications

£ 45 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 180 : 00 p

Repairs/insurance/security

£ 140 : 00 p  
£ 1657 : 00 p ✓

Receipt for furniture attached

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

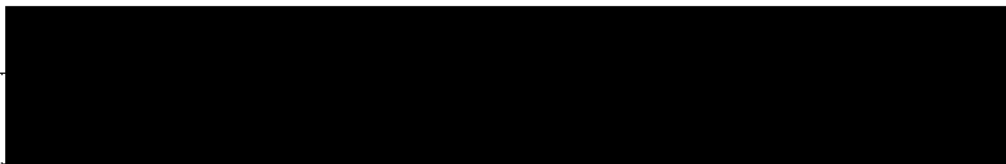
£ : p ▶ please specify

Total

£ 2931 : 66 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

9<sup>th</sup> March 05

**Data protection**

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Order date

19 Feb 2005

SALE

AMOUNT

£1657.00

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

**Member Supplier ID** [REDACTED]

**Pay recipient**

(NB Financial Processing to check whether a dedicated a/c exists)

**Text** [REDACTED]

(i.e. period of claim)

**Invoice No.** [REDACTED]

**Account code / Allowance** [REDACTED]

**Members cost centre (Cat1)** [REDACTED]

**Financial Year/PIRO (Cat2)**

04\_05

**Expenditure type (Cat5) :** [REDACTED]

*\* 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

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

*\* Financial Processing purposes only*

Registered by (initials & date) [REDACTED]

Posted by (initials & date) [REDACTED]



# Member's claim form

04/05

## Members' Allowances

About filling in this form

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## Your details

Name in CAPITAL LETTERS

JOHN BATTLE

Constituency

LEEDS WEST

## 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 07/03/05

to 31/03/05 MARCH

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 319 : 66 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 40 : 00 p ✓

Council Tax/Rates

£ 70 : 00 p ✓

Telephone and telecommunications

£ 45 : 00 p ✓

Cleaning

£ 80 : 00 p ✓

Service/maintenance

£ 180 : 00 p ✓

Repairs/insurance/security

£ 490 : 30 p (Receipt for furniture items)

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1624 : 96 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 Signature]

MP

Date

7th April 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