



09/10

Additional Costs Allowance

ACA2

Member's claim form

VALIDATION
11 MAY 2009

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.

RECEIVED

674601

Your details

Name in CAPITAL LETTERS

KATY CLARK MP

Constituency

NORTH AYRSHIRE AND ARRAN

Office use only

Costc

M CLARKNO

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.

RR

Please list

- all items costing £25 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel costs.

Period of claim

from 2 11 08 to 28 13 09

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

636

Utilities

£ 765 : 53 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

£ 765 : 53 p ✓

Handwritten notes: 15/5, 8884888, 425272, JE, 18/5

continued on page 2

Details of second home *if applicable*


Address of
second home
for Additional
Costs Allowance

Postcode

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

6/5/09

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).

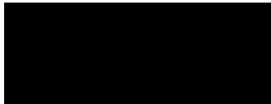
Send your completed
form to

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



SCOTTISHPOWER
The Energy People

003078 003835 BILL255A 49000 260232011
MISS K CLARK



49043 602



Make sure you're on our best deal - just visit www.scottishpower.co.uk/save to find out how much you could save.

Block

Date: 01/04/09
 Package: Premier Plus *
Before you contact us
 Please have your meter readings ready before telephoning our customer services centre.
 ☎ Tel No: 0845 7 292 292
 We may record calls for security and training purposes. We are open Monday to Friday 8am - 7pm, Saturday 9am - 1pm.
 @ Web Site: www.scottishpower.co.uk
 Email: customer.services@scottishpower.co.uk

Your electricity supply number is:
 S

Any additional supply numbers are shown overleaf

Dear MISS CLARK,

Your final gas and electricity statement

Account Number:
 For the period: 02/10/08 to 28/03/09

Service supplied to: MISS K CLARK
 at:

Balance on your account before this new statement	-£588.01
Your gas charges	£872.70
Your electricity charges	£421.25
Discounts	-£4.86
VAT	£64.45

Your total charges are £765.53

Please see the reverse of this page for a full breakdown of your charges.
 Your total to pay is £765.53. We will collect this amount by direct debit on, or immediately after 22/04/09. If you have any queries, please call us immediately on 0845 7 292 292. Please note, if we receive any payments before this, we will only collect the amount which is still outstanding.
 No further action is required.

Thank you for being a ScottishPower customer.

This is not a tax invoice.

Paying your final bill

- Online - Even if you haven't been an online customer, you can pay your final bill quickly and easily at www.scottishpower.co.uk/myfinalaccount.
 With your account number and postcode you'll also be able to instantly access copies of past bills.
- By Debit Card - Call our dedicated payments number on 0845 270 0162, 24 hours a day. Please have your postcode and account number ready.

Details of your account:

Other important information

A minus sign (-) shown means a credit amount.

Balance on your account before this new statement		Total (£)
Balance on your previous statement	-£117.01	
Payment 03/11/08	-£78.50	
Payment 01/12/08	-£78.50	
Payment 02/01/09	-£78.50	
Payment 02/02/09	-£78.50	
Payment 02/03/09	-£78.50	
Payment 01/04/09	-£78.50	
		-£588.01

How we calculated your statement

Your electricity charges		A = Actual read, E = Estimated, C = Customer read		Total (£)
Period 02/10/08 to 30/11/08				
Description	Start	End	Units	Price(kWh@p)
NSC Option :Secondary				228@10.855
NSC Option :Primary				147@16.285
Meter: [redacted]	35309E	35684E	375	
Period 01/12/08 to 31/12/08				
Description	Start	End	Units	Price(kWh@p)
NSC Option :Secondary				140@10.855
NSC Option :Primary				76@16.285
Meter: [redacted]	35684E	35900E	216	
Period 01/01/09 to 28/03/09				
Description	Start	End	Units	Price(kWh@p)
NSC Option :Secondary				2857@10.855
NSC Option :Primary				214@16.285
Meter: [redacted]	35900E	38971C	3071	
Total electricity				£421.25
Your gas charges		A = Actual read, E = Estimated, C = Customer read		Total (£)
Period 02/10/08 to 30/11/08 (Calorific value: 39.3 Volume correction: 1.022640)				
Description	Start	End	Units	Price(kWh@p)
Domestic Standard :Secondary				2124@3.441
Domestic Standard :Primary				751@4.238
Meter: [redacted]	6582E	6673E	91	
Period 01/12/08 to 31/12/08 (Calorific value: 39.3 Volume correction: 1.022640)				
Description	Start	End	Units	Price(kWh@p)
Domestic Standard :Secondary				1824@3.441
Domestic Standard :Primary				388@4.238
Meter: [redacted]	6673E	6743E	70	
Period 01/01/09 to 28/03/09 (Calorific value: 39.2 Volume correction: 1.022640)				
Description	Start	End	Units	Price(kWh@p)
Domestic Standard :Secondary				18670@3.441
Domestic Standard :Primary				1089@4.238
Meter: [redacted]	6743E	7370C	627	
Total gas				£872.70

Thank you for providing your meter reading, this has been used to calculate your statement.

Discounts	Total (£)
Gas & electricity discount	-£4.86
Total Discounts	-£4.86
Your total charges	Total (£)
Total charges excl VAT	£1,289.09
VAT at 5.00% on £1289.09	£64.45
Your total charges are	£765.53

A. In case of emergency: electricity

If you have a power cut or you notice EDF Energy Networks (LPN) plc equipment that has been damaged or causes concern, please call 0800 028 0247 or, write to Customer Relations Manager, EDF Energy, Fore Hamlet, Ipswich, IP3 8AA. Lines open 24 hours.

B. In case of emergency: gas

Please call 0800 111 999 straightaway. Lines open 24 hours.

Contacting your Gas Transporter:

To identify your gas transporter and obtain contact details please call 0870 160 0229.

C. Customers with impaired hearing

If you have a minicom textphone please call 0800 027 4534. This number will not respond to ordinary telephones.

D. How to calculate your gas charge

Subtract the previous meter reading from the present meter reading (if you have an imperial meter, multiply the figure by 2.83). Now multiply the answer by the calorific value and the correction factor and then divide by 3.6 to give the number of kilowatt hours.

E. Customer Charters/Priority Service

Customer Charters are available for: Prepayment, Special Needs, Handling your Enquiry or Complaint, Paying your Bill, Visiting your Premises. Go to www.scottishpower.co.uk or call for a free copy. We maintain a register for customers with special needs. Contact us for more information.

F. Customer Service

We are confident your query will be resolved satisfactorily. If after contacting our Customer Service Centre you remain unhappy with the way your complaint was handled, please ask to speak to our Customer Care Team. If your complaint is not resolved within 8 weeks, or you receive our final response letter, you can contact the independent consumer advice call Consumer Direct on 08454 04 05 06 or visit www.consumerdirect.gov.uk

G. Energy Efficiency

View your consumption information at www.scottishpower.co.uk/myaccount You can find tips and advice at www.scottishpower.co.uk or by calling our advice line on 0800 33 22 33.



HOUSE OF COMMONS

6002 14M 61 09/10

PAAE 2

Member's Reimbursement Form
Personal Additional Accommodation Expenditure (PAAE)

Office use only
Cost/Cat2

MCLARKNO
Allowance - 514602

Supp/Res ID

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

680305

KATY CLARK

NORTH AYRSHIRE & ARRAN

Claim details

Month/period to be claimed

From 01 04 2009 To 30 06 2009
(X 3)

Subsistence

(No receipts required)

Number of nights spent
away from main home

@ £25.00 per night £

Exp type/
Cat5

Cost of accommodation

428298

Mortgage interest £

514 ---

Hotel £

514 ---

Rent (inc deposits) £

2794.99

514 632

Council Tax/rates £

514 ---

MB 03/16

Fixtures, fittings and furnishings

588 7077
JE
116

Total £

514 ---

Other household costs

(e.g. service charges, utilities,
telecommunications, maintenance
and repairs)

Total £

514 ---

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £

2794.99

BM

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's
Signature

Date

1/5/09

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About filling in this form.

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please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA