



# Member's claim form

05/06

## Members' Allowances

About filling in this form

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

## Your details

Name  
in CAPITAL LETTERS

KELVIN HOPKINS

Constituency

LUTON NORTH

## 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 / 03 / 2006 to 30 / 03 / 2006

Total cost of hotel stays  
attach all receipts

£ 237 : — 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

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 237 : — p

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

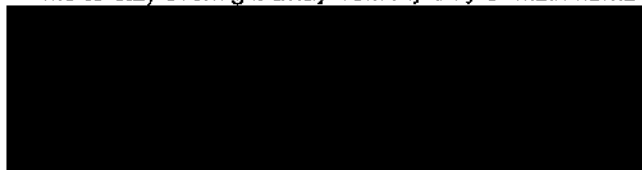
Address of  
second home  
*for Additional  
Costs Allowance*

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

Signature



MP

Date

25/04/06

**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:

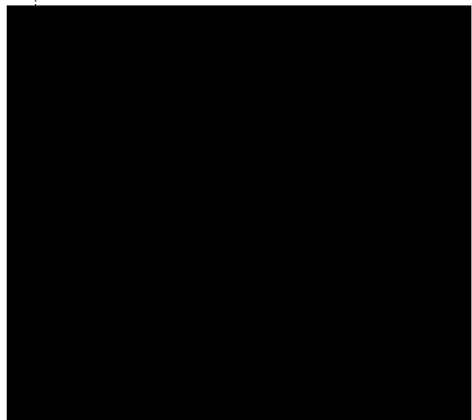
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

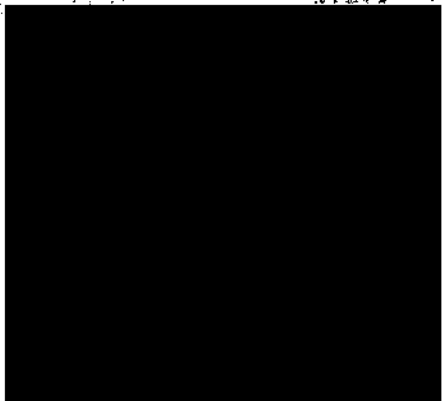
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



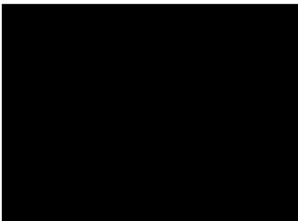
Page 1  
-00000- 100 100000



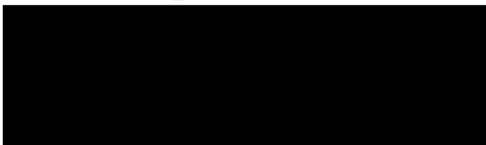
**Names**

Mr Kelvin Hopkins

# INVOICE



Nationality :



Arrive :  
Nights :  
Depart :  
Guests :



Car Reg. No.:

Invoice:  
Signature :

Date	Time	Description	VAT%	Debit	Credit
		Charge For			
		Rooms (Auto	17.50	92.00	
		Extras for			
		Independent Newspaper	0.00	0.60	
		Payment			92.00
		Paid by Debit Card			
		Payment			0.60
		Paid by Debit Card			
			GBP	-----	-----
				92.60	92.60
		Balance Due	**.**		0.00

Statment for

Guest Mr. HOPKINS  
To Today.....

THIS IS NOT A VAT INVOICE.  
! Please claim your invoice after settlement. !

Date	Sales	Qty	Item VAT exc	Tot. VAT exc	VAT	Item VAT in	Tot. VAT inc
	Cash	1					-20.00
	Telephone	1	1.02	1.02	C	1.20	1.20
	Cash	1					18.80
VAT	1.02 x 17.50% =		0.18	1.20			

Total VAT inc 1.20  
Paid 1.20  
TO BE PAID 0.00



Member's claim form

10 MAR 2006

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

KELVIN HOPKINS

Constituency

LUTON NORTH

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 1 102 2006 to 28 102 2006

Total cost of hotel stays  
attach all receipts

£ 220 : 85 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

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 220 : 85 p

**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~~

Signature

[Redacted Signature]

Date

8/03/2006

**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:

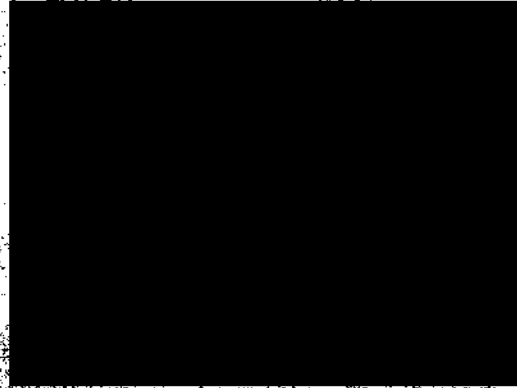
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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



ONE

ONE

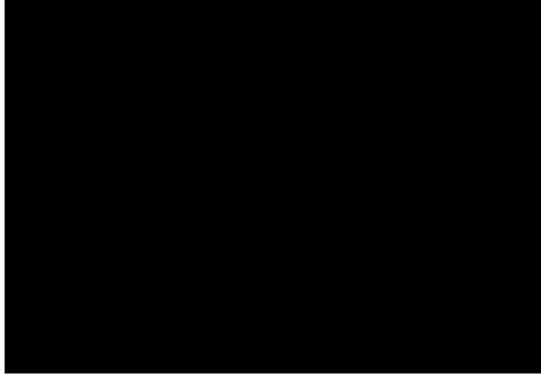
ONE

**Names**

Mr Kelvin Hopkins

# INVOICE

**Address**



Arrive :  
Nights :  
Depart :  
Guests :



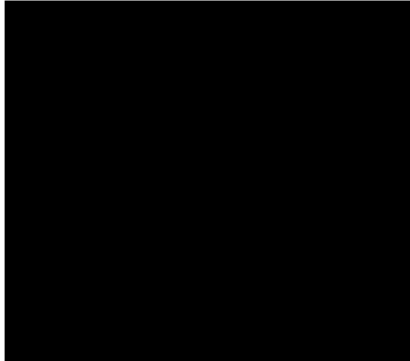
Invoice:  
Signature :

Car Reg. No. :

Date	Time	Description
		Charge For
		Rooms (Auto
		Extras for
		Independent Newspaper
		Payment
		Paid by Debit Card

VAT%	Debit.	Credit
17.50	89.95	
0.00	0.60	90.55
GBP	-----	-----
	90.55	90.55
**.**		0.00

**Balance Due**



TOTAL £125.00

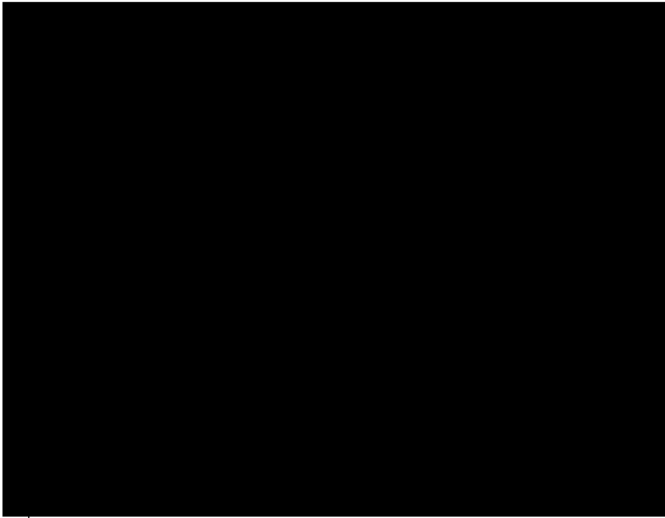


Stay : Mr. HOPKINS

Date	Sales	Qty	Item VAT exc	Tot. VAT exc	VAT	Item VAT in	Tot. VAT inc
		1					-125.00
	Cash	1					-20.00
	Pub	1	4.51	4.51	C	5.30	5.30
	Accommodation	1	106.38	106.38	C	125.00	125.00
	Buffet Breakfast In	1	11.49	11.49	C	13.50	13.50
	Buffet Breakfast In	1	-11.49	-11.49	C	-13.50	-13.50
	Cash	1					14.70

Code	Rate	VATable Amt.	VAT Amount
C	17.50	110.89	19.41
		Total VAT	19.41

Total VAT Inc	130.30
Paid	130.30
TO BE PAID	0.00



TOTAL

5, 300





Member's claim form

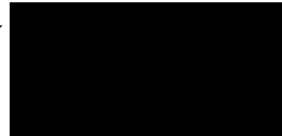
27 JAN 2006



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

KELVIN HOPKINS MP

Constituency

LUTON NORTH

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1 1 1 0 6 to 3 1 1 1 0 6

Total cost of hotel stays  
attach all receipts

£ 105 : 00 p ✓

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 16 : 00 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

£ 121 : 00 p

**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

Signature

Date

24/1/06

**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

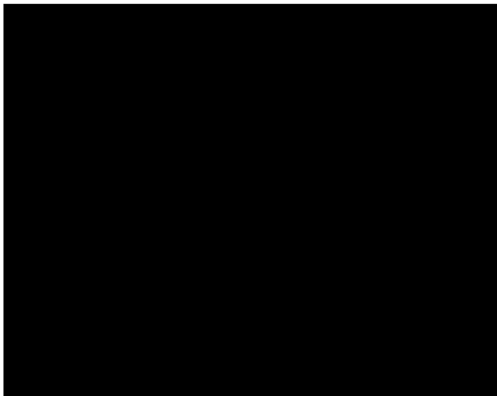
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Statment for [REDACTED] Guest Mr. HOPKINS  
 [REDACTED] Today.....

THIS IS NOT A VAT INVOICE.  
 ! Please claim your invoice after settlement. !

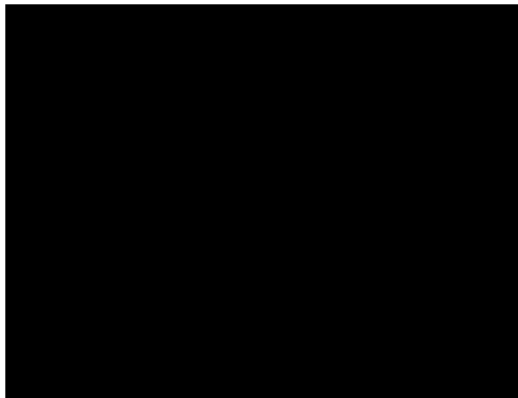
Date	Sales	Qty	Item VAT exc	Tot. VAT exc	VAT	Item VAT in	Tot. VAT inc
[REDACTED]	[REDACTED]	1					-105.00
	Accommodation	1	89.36	89.36	C	105.00	105.00
VAT	89.36 x 17.50% =		15.64	105.00			

Total VAT inc 105.00  
 Paid 105.00  
 TO BE PAID 0.00



TOTAL

£16.00



Statement for

Guest Mr. HOPKINS

To Today.....

THIS IS NOT A VAT INVOICE.  
! Please claim your invoice after settlement. !

Date	Sales	Qty	Item VAT exc	Tot. VAT exc	VAT	Item VAT in	Tot. VAT inc
	Mini Bar	1	2.13	2.13	C	2.50	2.50
	Buffet Breakfast In	1	11.49	11.49	C	13.50	13.50
		1					-16.00
VAT	13.62 x 17.50% =		2.38	16.00			

Total VAT inc 16.00  
Paid 16.00  
TO BE PAID 0.00



# Member's claim form

22 DEC 2005

## 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

KELVIN HOPKINS

Constituency

LUTON NORTH

## 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 / 12 / 05 to 31 / 12 / 05

Total cost of hotel stays  
attach all receipts

£ 219 : 95 p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 20 : 45 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

£ 240 : 40 p

continued on page 2

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

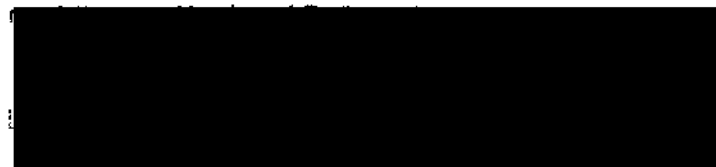
Address of  
second home  
*for Additional  
Costs Allowance*

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

Signature



Date

20/12/2005

**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:

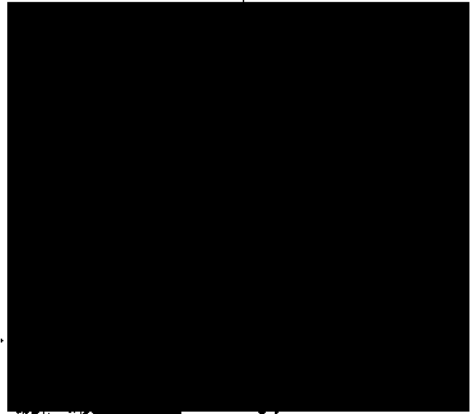
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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



TOTAL

£136.20

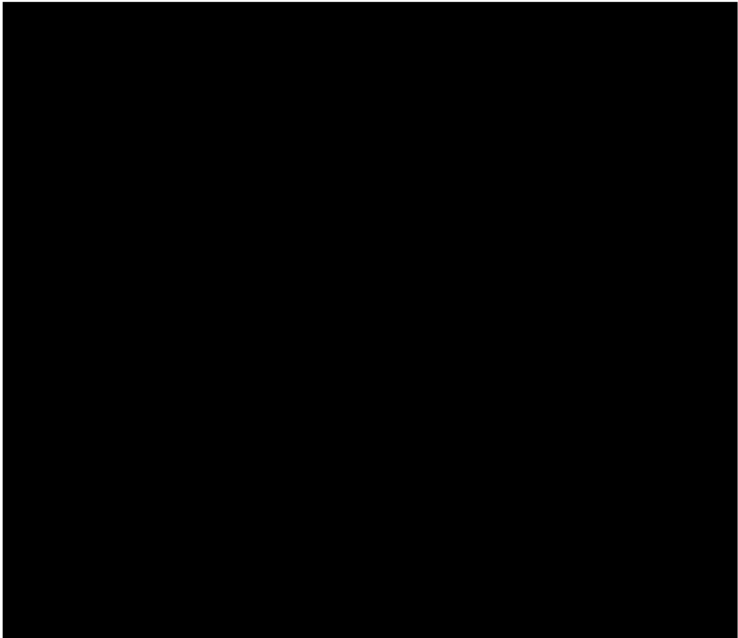


Stay : Mr. HOPKINS

Date	Sales	Qty	Item VAT exc	Tot. VAT exc	VAT	Item VAT in	Tot. VAT inc
	Telephone	1	1.02	1.02	C	1.20	1.20
	Accommodation	1	114.89	114.89	C	135.00	135.00
	Buffet Breakfast In	1	11.49	11.49	C	13.50	13.50
	Buffet Breakfast In	1	-11.49	-11.49	C	-13.50	-13.50
		1					-136.20

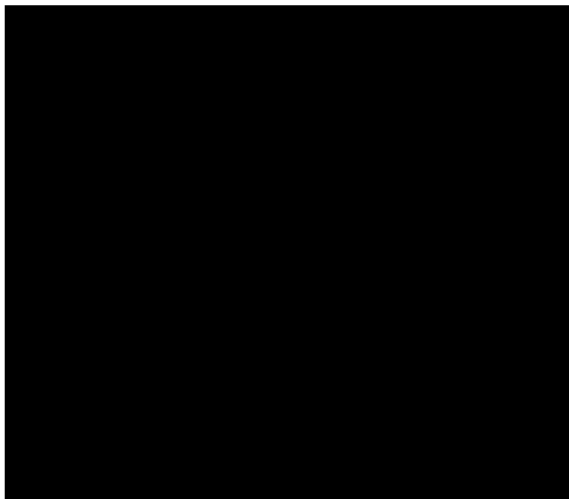
Code	Rate	VATable Amt.	VAT Amount
C	17.50	115.91	20.28
Total VAT			20.29

Total VAT Inc	136.20
Paid	136.20
TO BE PAID	0.00



1 Traditional Breakfast	6.95*
	-----
TOTAL	6.95
CASH	20.00
	-----
CHANGE	13.05
* V. A. T.	1.04





SALE

AMOUNT

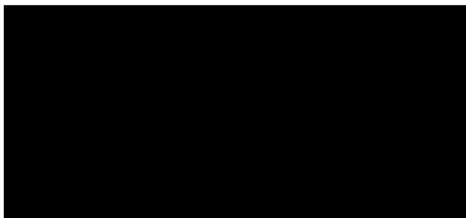
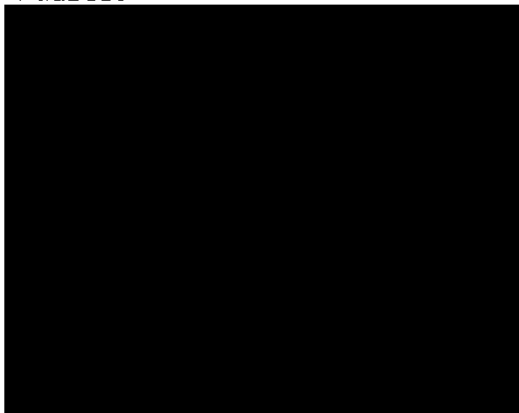
604.05



Names  
Mr Kelvin Hopkins

# INVOICE

Address



Signature :

Date	Time	Description	VAT%	Debit	Credit
		Charge For			
		Rooms (Auto)	17.50	84.95	
		Payment			84.95
		Paid by Debit Card			
			GBP	-----	-----
				84.95	84.95
		Balance Due	**.**		0.00

22 AUG 2005



Travel/Additional Costs Allowance

ACA1

Notification of Member's home addresses

for travel entitlements and Additional Costs Allowance

When to use this form

- the address of your main home
the address of your second home, if you intend to claim Additional Costs Allowance for it.

Your details

Name: KELVIN HOPKINS
Constituency: LUTON NORTH

Address details

Address of main home

Address of second home

for Additional Costs Allowance (if claimed)

Declaration

- I confirm that my address details I have given above are correct.
I understand that I must tell the Members' Allowances Section about any changes to the above arrangements.
I understand that I must tell the Members' Allowances Section in advance about any substantive change to the financial arrangements for these homes, such as changes to the value of mortgages and bank loans.

If you intend to claim Additional Costs Allowance for a second home

- I confirm that I have read the rules on Additional Costs Allowance as set out in...

Signature

Date

18/8/05

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