



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.

Your details

Name in CAPITAL LETTERS

LYN BROWN

Constituency

WEST HAM

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 05 / 03 / 2008 to 31 / 03 / 2008

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 150 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 9 : 84 p 1/3 OF 29.66 - PHONE

Cleaning

£ 61 : 10 p 1/3 OF 183.30

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 10 : 50 p please specify 1/3 OF 31.50 - TV

Other

£ : p please specify

Other

£ : p please specify

Total

£ 231 : 49 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

and necessarily to enable  
for the purpose of performing

S

MP

31 / 03 / 2008

**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

Date

13 March 2008

**Total now due**

**£ 29.66**

*This amount will be debited from your bank or building society account on or after 27 March 08.*

Miss Lyn Brown



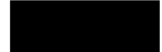
INVOICE No



INVOICE DATE

2-Apr-08

ACCOUNT No:



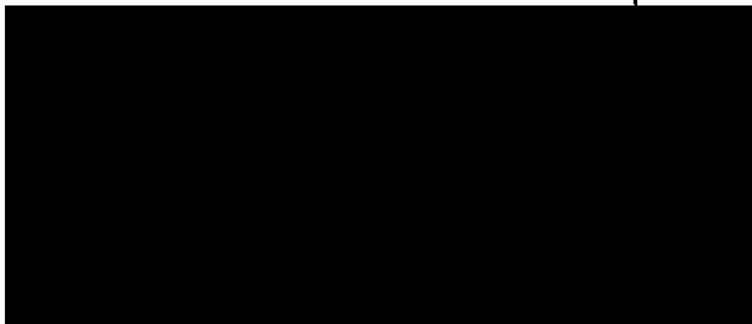
ORDER No:

YOUR REF:



INVOICE

Time	Days Work	Employee & Other Informations	Hours		Hourly Rate	Total
			H	M		
4 Hrs			4		£13.00	£52.00
4 Hrs			4		£13.00	£52.00
4 Hrs			4		£13.00	£52.00



Total Amount £156.00  
VAT Amount £27.30  
Total Due: £183.30

Your area reference

Your account number

Bill date

10 March 2008

This is not a tax invoice

## Your services

Balance brought forward	£0.00
-------------------------	-------

Service charges	£31.50
-----------------	--------

<b>Amount due</b>	<b>£31.50</b>
-------------------	---------------

Includes VAT at the appropriate rate(s)



Member's claim form

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Your details

Name in CAPITAL LETTERS

LTN BROWN

Constituency

WEST HAM

Office use only

Costs

Claim details

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 05 / 02 / 2008 to 04 / 03 / 2008

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 1032 : 38 p RENT - MAR 2008 - AS PER TENANCY AGREEMENT

Food

£ 300 : 00 p

Utilities

£ 142 : 53 p 1/3 OF £427.59 - ELECTRICITY

Council Tax/Rates

£ \_\_\_\_\_ p

Telephone and telecommunications

£ 10 : 24 p 1/3 OF £ 30.72 - TELEPHONE

Cleaning

£ 40 : 73 p 1/3 OF £122.20

Service/maintenance

£ \_\_\_\_\_ p

Repairs/Insurance/security

£ \_\_\_\_\_ p

Other

£ 10 : 50 p please specify 1/3 OF TV

Other

£ 11 : 71 p please specify 1/3 OF TV LICENCE

Other

£ \_\_\_\_\_ p please specify

Total

£ 1548 : 09 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

04-03-2008

and necessarily to enable  
for the purpose of performing

MP

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Send your completed  
form to

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

Date  
27 February 2008

**Total now due** **£ 30.72**

*This amount will be debited from your bank or building  
society account on or after 2 March 08.*

bill date 18 Feb 08

Page 2 of 3

electricity bill: **£427.59**



Your area reference    Your account number

Bill date

11 February 2008

This is not a tax invoice

## Your services

Balance brought forward	£0.00
-------------------------	-------

Service charges	£31.50
-----------------	--------



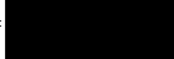

<b>Amount due</b>	<b>£31.50</b>
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Includes VAT at the appropriate rate(s)







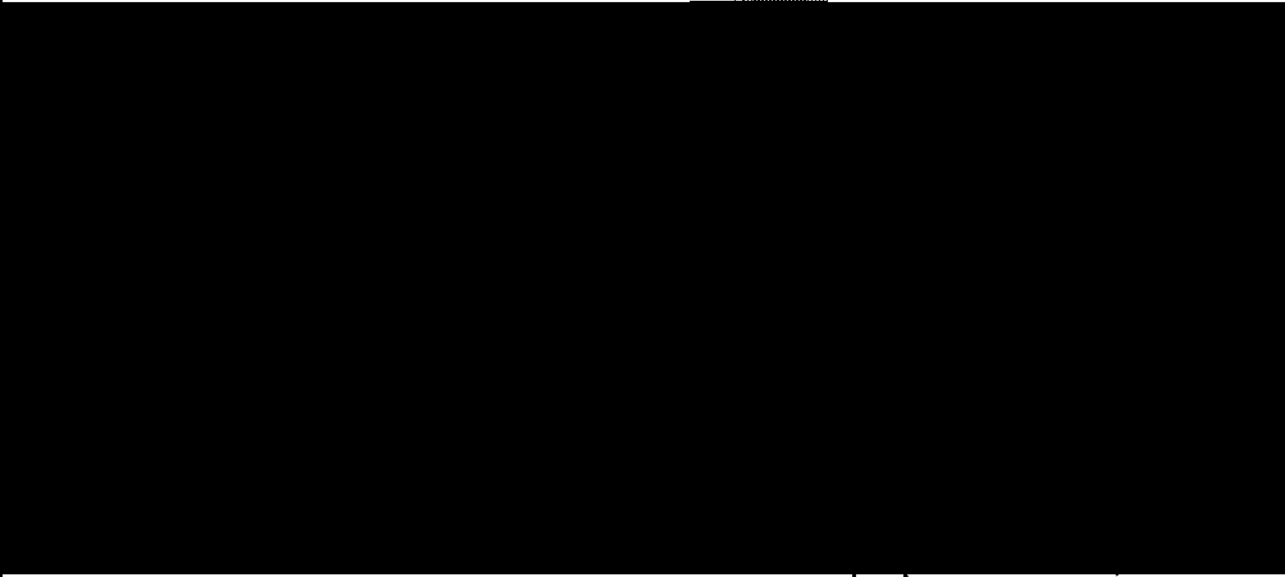
Miss Lyn Brown  



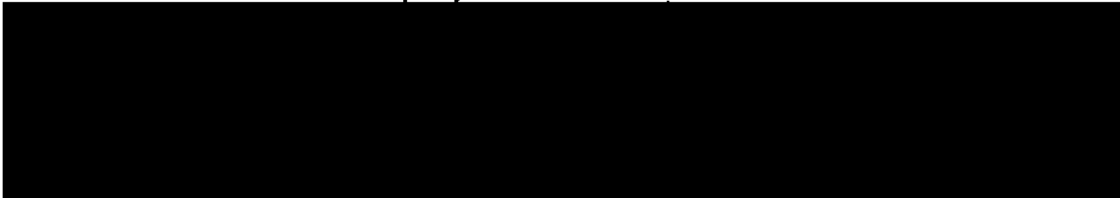

INVOICE No:   
 INVOICE DATE: 27-Feb-08  
 ACCOUNT No:   
 ORDER No:   
 YOUR REF: 

**INVOICE**

Time	Days Work	Employee & Other informations	Hours		Hourly Rate	Total
			H	M		
4 Hrs			4		€13.00	€52.00
4 Hrs			4		€13.00	€52.00



€104.00  
 €18.20  
 €122.20

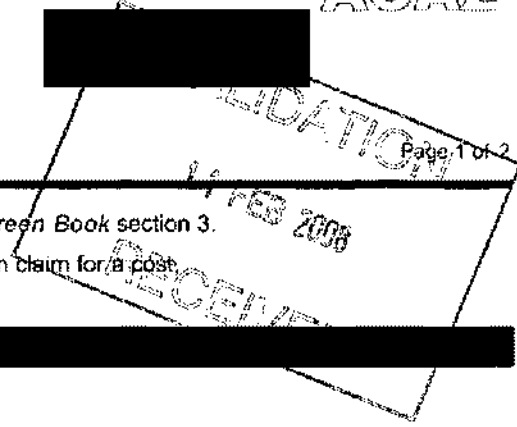




Additional Costs Allowance

ACA2

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.

Your details

Name: LYN BROWN
in CAPITAL LETTERS
Constituency: WEST HAM

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 those 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 05 / 01 / 2008 to 04 / 02 / 2008

Total cost of hotel stays £ : p attach all receipts

Mortgage payments (interest only) or rent £ 10 32 : 38 p FOR RENT - FEB 2008 - MS PER TICY ACMT.

Food £ : p

Utilities £ : p

Council Tax/Rates £ : p

Telephone and telecommunications £ 10 : 18 p 1/3 OF £30.54

Cleaning £ 40 : 73 p 1/3 OF £122.20

Service/maintenance £ : p

Repairs/insurance/security £ : p

Other £ 10 : 50 p please specify 1/3 OF £31.50 - TV

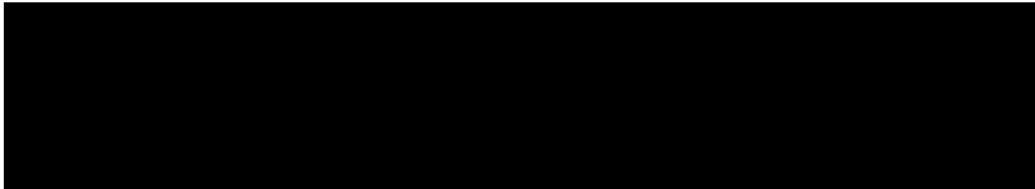
Other £ 33 : 32 p please specify 1/3 OF £99.95 - VACUUM CLEANER

Other £ : p please specify

Total £ 1127 : 11 p

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

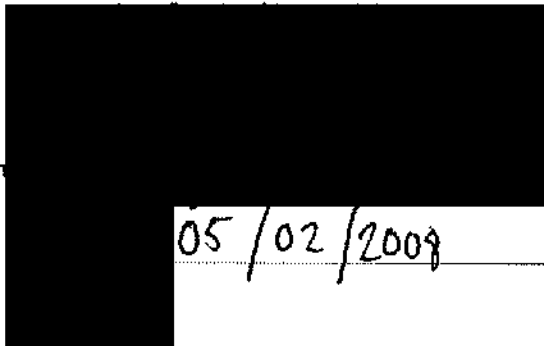
**Address of second home**  
*for Additional Costs Allowance*



**Declaration**

by, exclusively and necessarily to enable  
or main home for the purpose of performing

Sign



*[Handwritten signature]*  
MP

05 / 02 / 2009

**Data protection**

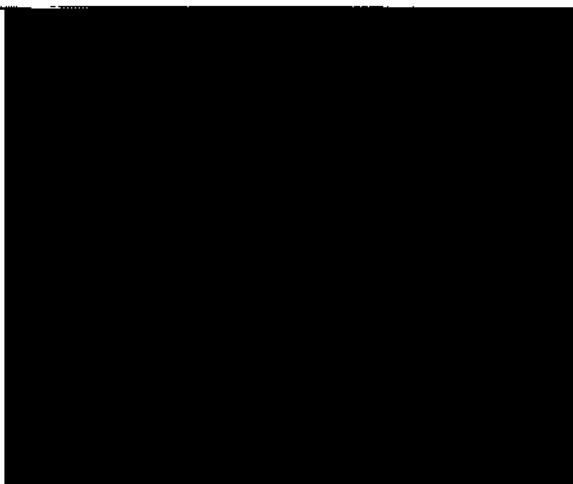
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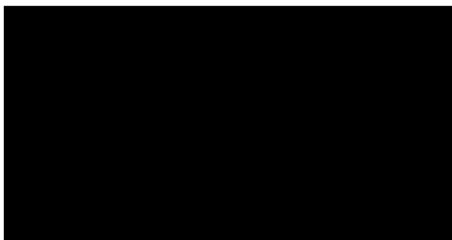
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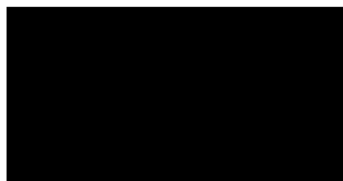
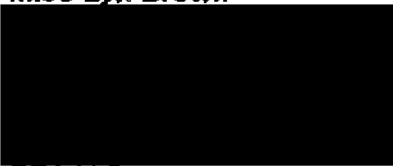
**Send your completed form to**

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





Miss Lyn Brown



INVOICE No:



INVOICE DATE

5-Feb-08

ACCOUNT No:



ORDER No:

YOUR REF:

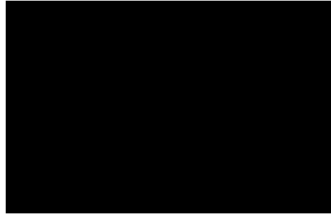
INVOICE

Time	Days Work	Employee & Other Informations	Hours		Hourly Rate	Total
			H	M		
4 Hrs			4		£13.00	£52.00
4 Hrs			4		£13.00	£52.00

£104.00

£18.20

£122.20



Your area reference

Your account number

Bill date

9 January 2008

This is not a tax invoice

## Your services

**Balance brought forward** £0.00

**Service charges** £31.50

**Amount due** £31.50

Includes VAT at the appropriate rate(s)

15 January 2008

if you have a query  
please see reverse for  
our contact details.

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**Total now due**

**£ 30.54**

*This amount will be debited from your bank or building  
society account on or after 29 January 08.*

ORDER ID

Bill to

Ms Lyn Brown

Delivery #1 to

Ms L Brown MP, Lyn Brown MP

Description	Qty	Unit Price ex VAT	Total ex VAT	VAT(%)	Vat Charged	Total Inc VAT
Numatic Cylinder Vacuum Cleaner	1	£85.06	£85.06	17.50 %	£14.89	£99.95

Free Warranties

2 year Guarantee

We recommend you keep your receipt in a safe place for the duration of the guarantee or warranty.

<b>Total</b>			<b>£85.06</b>		<b>£14.89</b>	<b>£99.95</b>
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Member's claim form

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- If you have any doubt about whether you can claim for a cost please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

LYN BROWN

Constituency

WEST HAM

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 05 / 12 / 2007 to 04 / 1 / 2008

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1032 : 38 p

Food

£ 300 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 71 : 00 p

Telephone and telecommunications

£ 20 : 26 p

Cleaning

£ 30 : 20 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1461 : 84 p

FOR RENT - JANUARY 2008 - AS PER TENANCY AGREEMENT

1/3 SHARE OF 237.00

1/3 SHARE OF 60.77

1/3 SHARE OF 90.60

**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  
my only or main home for the purpose of performing

Sign

MP

05/01/2008

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Send your completed  
form to

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

Your area reference

Your account number

Bill date

10 December 2007

This is not a tax invoice

## Your services

Balance brought forward	£0.00
-------------------------	-------

Service charges	£31.50
-----------------	--------

<b>Amount due</b>	<b>£31.50</b>
-------------------	---------------

Includes VAT at the appropriate rate(s)

Date

15 December 2007

**Total now due**

**£ 29.27**

*This amount will be debited from your bank or building society account on or after 30 December 07.*



Additional Costs Allowance

ACA2

Member's claim form

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Your details

Name in CAPITAL LETTERS

LYN BROWN

Constituency

WEST HAM

Office use only

Costs

Claim details

You can only claim for

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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 05 / 11 / 2007 to 04 / 12 / 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (Interest only) or rent

£ 1011 : 11 p

Food

£ 200 : 00 p

Utilities

£ 34 : 37 p

1/3 OF £ 103.12

Council Tax/Rates

£ 79 : 00 p

1/3 OF £ 237.00

Telephone and telecommunications

£ 9 : 69 p

1/3 OF £ 29.06

Cleaning

£ 88 : 13 p

1/3 OF £ 264.38

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 11 : 71 p

▶ please specify TV LICENCE 1/3 OF £ 35.12

Other

£ : p

▶ please specify

Other

£ : p

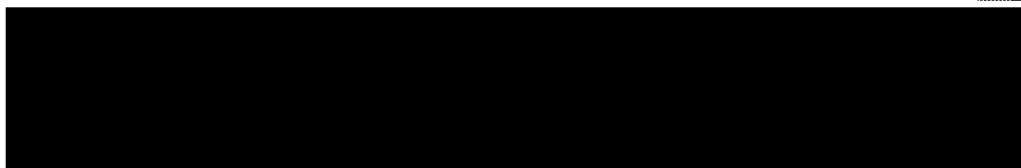
▶ please specify

Total

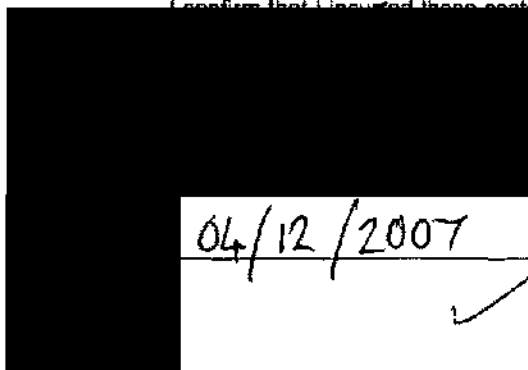
£ 1434 : 01 p

**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  
only or main home for the purpose of performing  
ent.



MP

04/12/2007

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form to**

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

Your area reference    Your account number

Bill date

9 November 2007

This is not a tax invoice

## Your services

Balance brought forward	£0.00
-------------------------	-------

Service charges	£31.50
-----------------	--------

<b>Amount due</b>	<b>£31.50</b>
-------------------	---------------

Includes VAT at the appropriate rate(s)

# Invoice

Residential sales | Letting | Management



Invoice No	[REDACTED]
Invoice/Tax Date	02/11/2007
Cust Order No.	
Account No.	[REDACTED]

Quantity	Details	Unit Price	Disc Amount	Net Amount	VAT %	VAT
----------	---------	------------	-------------	------------	-------	-----

3.00	[REDACTED] Weekly Clean for November	75.00	0.00	225.00	17.50	39.38
------	--------------------------------------	-------	------	--------	-------	-------

Date  
15 November 2007

Your account number Bill number

## Account summary

for account number [REDACTED]

This section shows your account level information. It includes totals for each line and details for account level information.



*Total*

**£ 29.06**

*see below*

*see page 3*

*see page 3*

*see page 4*



Additional Costs Allowance

07 NOV 2007

ACA2

Member's claim form

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Your details

Name in CAPITAL LETTERS

LYN BROWN

Constituency

WEST HAM

Office use only

Costs

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

Please list

Please attach

Period of claim

from 05 / 10 / 2007 to 04 / 11 / 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1011 : 11 p

FOR NOV. 2007 AS PER TENANCY AGREEMENT

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 79 : 00 p

1/3 OF 237.00

Telephone and telecommunications

£ 9 : 75 p

1/3 OF 29.26

Cleaning

£ 58 : 75 p

1/3 OF 176.25

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 10 : 50 p

please specify

1/3 OF 31.50 - TV COSTS

Other

£ 754 : 00 p

please specify

- MATTRESS AND

Other

£ : p

please specify

BEDFRAME

Total

£ 2023 : 11 p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

...sively and necessarily to enable  
...home for the purpose of performing

S

MP

06/11/2007

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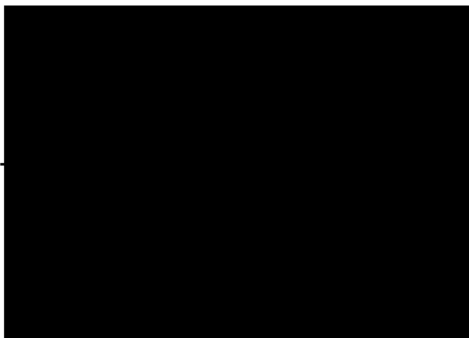
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form to

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

Your area reference      Your account number

Bill date  
**9 October 2007**  
This is not a tax invoice



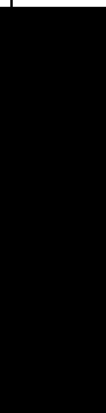
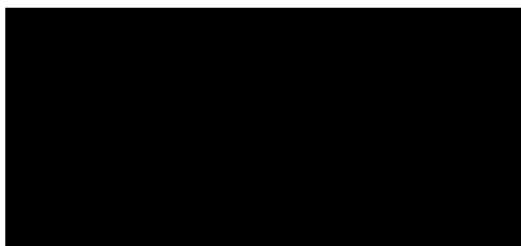
## Your services

Balance brought forward      £0.00

Service charges      £31.50

**Amount due      £31.50**

Includes VAT at the appropriate rate(s)

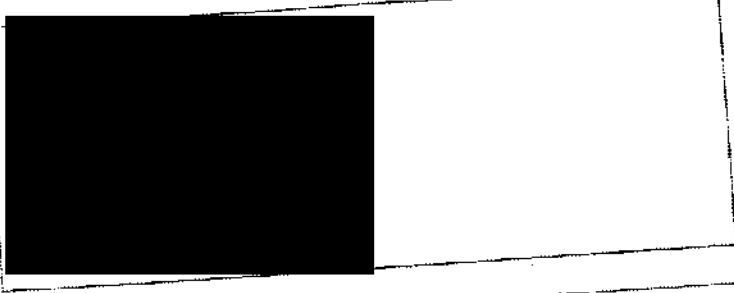


Date  
15 October 2007

**Total now due** **£ 29.26**

*This amount will be debited from your bank or building society account on or after 29 October 07.*

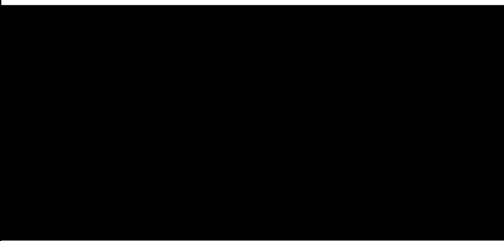
# Invoice



Invoice No	[REDACTED]
Invoice/Tax Date	03/10/2007
Cust Order No.	[REDACTED]
Account No.	[REDACTED]

Quantity	Details	Unit Price	Disc Amount	Net Amount	VAT %	VAT
2.00	[REDACTED] Weekly Clean for October [REDACTED]	75.00	0.00	150.00	17.50	26.25

Invoice Total 176.25



Delivery

901 1 9.00

Sample Sales Ref

Beds/Divans

[Redacted] 1 495.00

Sample Sales Ref

[Redacted] 1 250.00

TOTAL 754.00



Additional Costs Allowance

ACA2

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

LYN BROWN

Constituency

WEST HAM

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 05, 09, 2007 to 04, 10, 2007

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments

(interest only) or rent

£ 1011 : 11 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 79 : 00 p

Telephone and telecommunications

£ 10 : 24 p

Cleaning

£ 58 : 75 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 10 : 58 p

Other

£ 10 : 50 p

Other

£ : p

Total

£ 1180 : 18 p

FOR OCT. 2007 AS PER TENANT'S AGMT

1/3 OF £237.00 (TELEPHONE) 1/3 OF £30.72 1/3 OF £176.25

LEASE RENEWAL ADMIN FEE

TV LICENCE

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

MP

08/10/2007 ✓

**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

# Council Tax Bill for 2007/08

Your Account number

[REDACTED]

[REDACTED]

[REDACTED]

MS LYN BAOWN

[REDACTED]

Date:  
**12 March 2007**

Account enquiries:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

Council tax for period 01.04.2007 to 31.03.2008

£2374.46

---

**Amount payable for 2007/2008**

**£2374.46**

**Invoice**

Invoice No	[REDACTED]
Invoice/Tax Date	06/09/2007
Cust Order No.	
Account No.	[REDACTED]

Quantity	Details	Unit Price	Disc Amount	Net Amount	VAT %	VAT
----------	---------	------------	-------------	------------	-------	-----

2.00	[REDACTED] Weekly Clean for September [REDACTED]	75.00	0.00	150.00	17.50	26.25
------	--	-------	------	--------	-------	-------

--

Total Discount	0.00
Total Net Amount	150.00
Carriage Net	0.00
Total VAT Amount	26.25
Invoice Total	176.25

Date

16 September 2007

**Total now due**

**£ 31.72**

*This amount will be debited from your bank or building society account on or after 30 September 07.*

Your area reference      Your account number

Bill date

**10 September 2007**

**This is not a tax invoice**

## Your services

**Balance brought forward**      **£0.00**

**Service charges**      **£31.50**

**Amount due**      **£31.50**

Includes VAT at the appropriate rate(s)

Dear [redacted] Lyn Brown [redacted]

[redacted]

Your tenancy is due to end on 03/12/2007.

We are writing to ascertain whether you are interested in seeking an extension on the current tenancy. We have also written to your landlord enquiring whether this will be possible for you.

Naturally, we will keep you advised of developments. In the meantime we would be grateful if you could indicate your preference by ticking below on this letter, signing it and returning it to us within the next 30 days.

Should you wish to terminate the tenancy, please ensure that you serve the appropriate Notice.

Please note that if you ask for a renewal and we send you the documents but you do not complete them, there will be an administration charge of £50.00 + VAT.

[redacted]

Reply: My request for future accommodation is:

- ~~1. I hereby give notice to expire on 03/12/2007~~
2. I want to renew my tenancy for a period of 6 12 months

If you want to renew (option 2) please enclose a cheque for £31.73

[redacted]



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.

Your details

Name in CAPITAL LETTERS

LYN BROWN ✓

Constituency

WEST HAM

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 those 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 05 / 08 / 07 to 04 / 09 / 07 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1011 : 11 p ✓

FOR SEPTEMBER 2007, AS PER TENANCY AGMT.

Food

£ : p

Utilities

£ 10 : 24 p ✓

1/3 OF £30.72

Council Tax/Rates

£ 79 : 00 p ✓

1/3 OF £237.00

Telephone and telecommunications

£ 10 : 50 p ✓

1/3 OF £31.50

Cleaning

£ 58 : 75 p ✓

1/3 OF £176.25

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 11 : 71 p ✓

▶ please specify 1/3 OF £35.12 - TV LICENCE

Other

£ : p

▶ please specify

Other

£ 8 : p

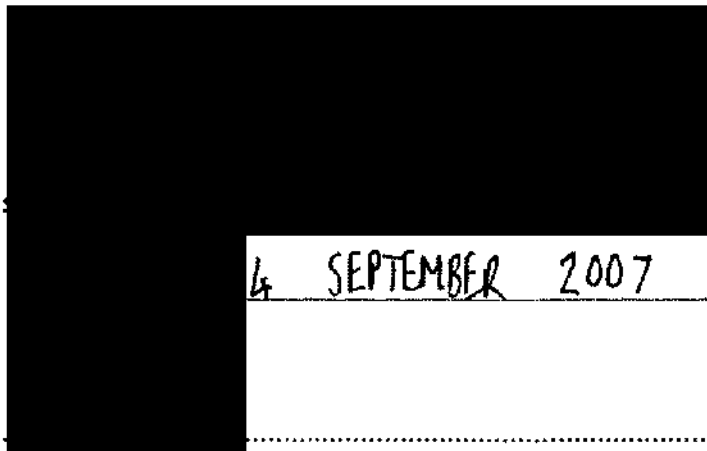
▶ please specify

Total

£ 1171 : 31 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

ly and necessarily to enable  
for the purpose of performing

MP

4 SEPTEMBER 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

# Council Tax Bill for 2007/08

Your Account number

[REDACTED]

[REDACTED]

Date:  
**12 March 2007**

[REDACTED]

MS LYN BAOWN

[REDACTED]

Account enquiries:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

Council tax for period 01.04.2007 to 31.03.2008

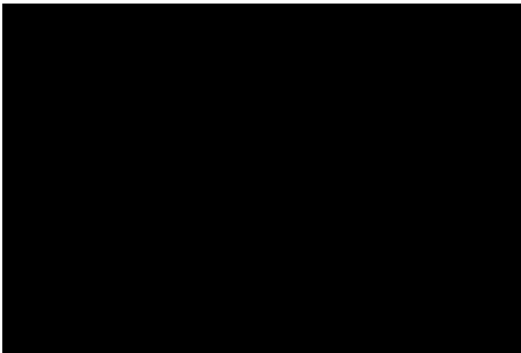
£2374.46

---

**Amount payable for 2007/2008**

**£2374.46**

[REDACTED]

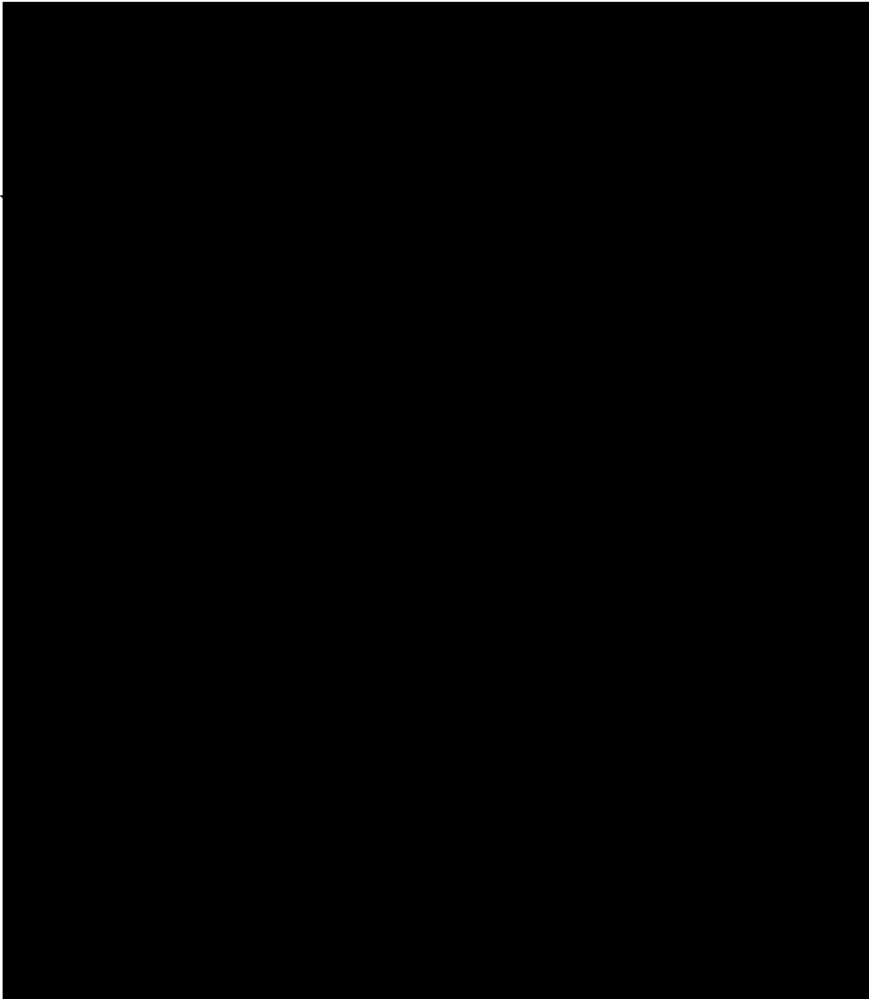


8 May 2007

Dear Mrs

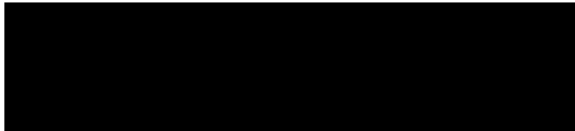
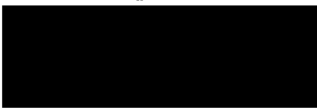


Thank you for continuing to pay by quarterly Direct Debit.



Quarterly  
Direct Debit  
Your DD Plan  
Due to be paid:  
£35.14  
£35.12  
~~£35.12~~  
£35.12  
Total = £140.50

Date  
15 August 2007

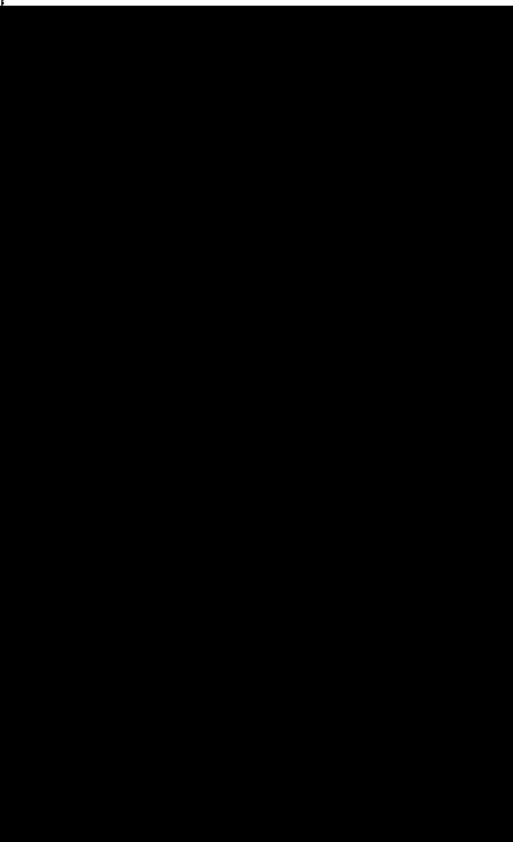


---

**Total now due** **£ 30.72**

---

*This amount will be debited from your bank or building society account on or after 29 August 07.*



Your area reference

Your account number

Bill date

9 August 2007

This is not a tax invoice

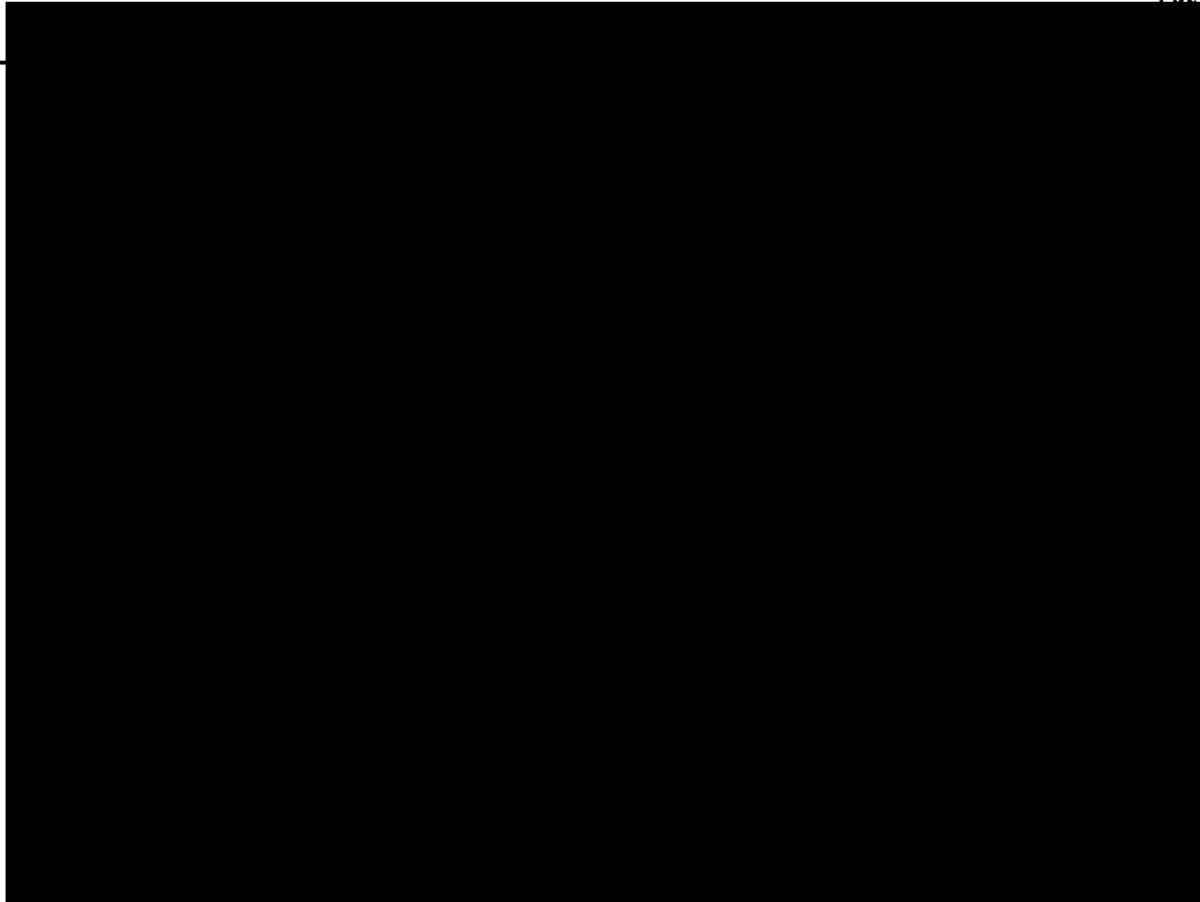
## Your services

Balance brought forward	£0.00
-------------------------	-------

Service charges	£31.50
-----------------	--------

<b>Amount due</b>	<b>£31.50</b>
-------------------	---------------

Includes VAT at the appropriate rate(s)

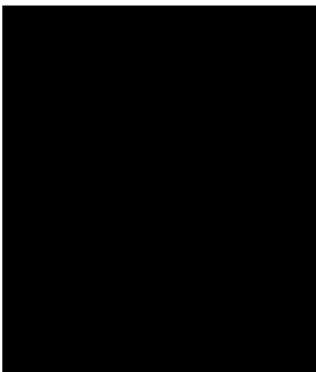
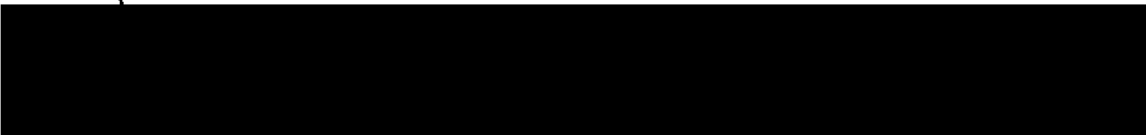


**Total charges this period** **£143.48**

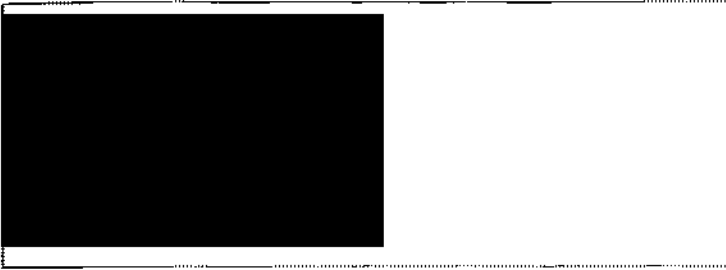
**Total for this period** **£143.48**

Payment to reach us by 28 August 07

About your unit split



**Invoice**



<b>Invoice No</b>	[Redacted]
<b>Invoice/Tax Date</b>	03/08/2007
<b>Cust Order No.</b>	[Redacted]
<b>Account No.</b>	[Redacted]

<b>Quantity</b>	<b>Details</b>	<b>Unit Price</b>	<b>Disc Amount</b>	<b>Net Amount</b>	<b>VAT %</b>	<b>VAT</b>
-----------------	----------------	-------------------	--------------------	-------------------	--------------	------------

2.00	[Redacted] Weekly Clean for August	75.00	0.00	150.00	17.50	26.25
------	------------------------------------	-------	------	--------	-------	-------



<b>Total Discount</b>	0.00
<b>Total Net Amount</b>	150.00
<b>Carriage Net</b>	0.00
<b>Total VAT Amount</b>	26.25
<b>Invoice Total</b>	176.25





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.

Your details

Name in CAPITAL LETTERS

LYN BROWN

Constituency

WEST HAM

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 05 / 07 / 07

to 04 / 08 / 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1011 : 11 p

FOR AUGUST '07, AS PER T/AGMT

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 79 : 00 p

1/3 OF 237.00

Telephone and telecommunications

£ 10 : 50 p

1/3 OF 31.51

Cleaning

£ 58 : 75 p

1/3 OF 176.25

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 9 : 75 p

please specify

PHONE 1/3 OF 29.24

Other

£ : p

please specify

Other

£ : p

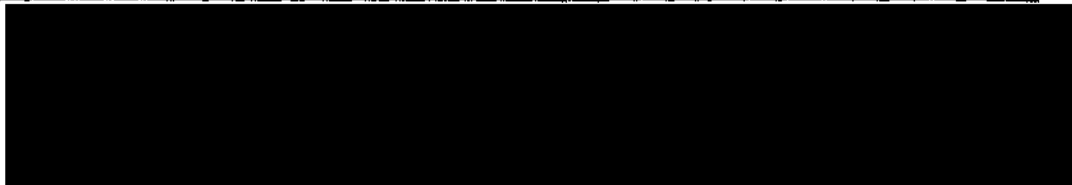
please specify

Total

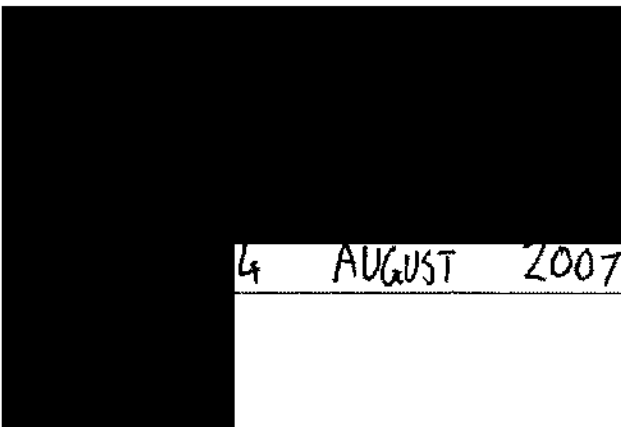
£ 1369 : 11 p

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

Address of second home  
for Additional  
Costs Allowance



**Declaration**



exclusively and necessarily to enable  
main home for the purpose of performing

MP

4 AUGUST 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

**Invoice**

<b>Invoice No</b>	
<b>Invoice/Tax Date</b>	05/07/2007
<b>Cust Order No.</b>	
<b>Account No.</b>	

<b>Quantity</b>	<b>Details</b>	<b>Unit Price</b>	<b>Disc</b>	<b>Amount</b>	<b>Net Amount</b>	<b>VAT %</b>	<b>VAT</b>
2.00	Weekly Clean for July	75.00	0.00	150.00	17.50	26.25	

<b>Total Discount</b>	0.00
<b>Total Net Amount</b>	150.00
<b>Carriage Net</b>	0.00
<b>Total VAT Amount</b>	26.25
<b>Invoice Total</b>	176.25

Date  
15 July 2007

**Total now due** **£ 29.24**

*This amount will be debited from your bank or building society account on or after 29 July 07.*

Your area reference      Your account number

Bill date

**9 July 2007**

**This is not a tax invoice**

## Your services

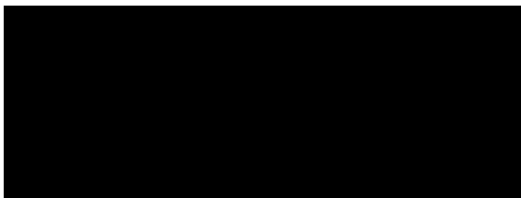
<b>Balance brought forward</b>	<b>£0.00</b>
--------------------------------	--------------

<b>Service charges</b>	<b>£31.50</b>
------------------------	---------------

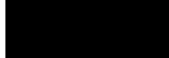
<b>Amount due</b>	<b>£31.50</b>
-------------------	---------------

Includes VAT at the appropriate rate(s)

# Council Tax Bill for 2007/08



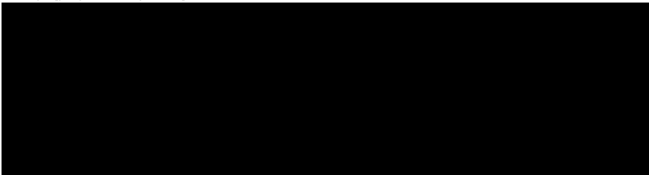
Your Account number



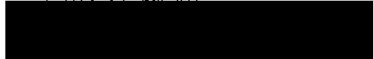
Date:  
**12 March 2007**



MS LYN BAOWN



Account enquiries:



---

Council tax for period 01.04.2007 to 31.03.2008

£2374.46

---

**Amount payable for 2007/2008**

**£2374.46**



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.

Your details

Name in CAPITAL LETTERS

LYN BROWN ✓

Constituency

WEST HAM ✓

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 05, 06, 2007 to 04, 07, 2007 ✓

Total cost of hotel stays attach all receipts

£ : p ✓

Mortgage payments (interest only) or rent

£ 1011 : 11 p ✓

Food

£ 250 : 00 p ✓

Utilities

£ : p ✓

Council Tax/Rates

£ 79 : 00 p ✓

Telephone and telecommunications

£ 10 : 24 p ✓

Cleaning

£ 88 : 13 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 10 : 50 p ✓

Other

£ : p

Other

£ : p

Total

£ 1438.98 ✓

FOR JULY 2007, AS PER TENANCY AGREEMENT

1/3 OF 237.00  
1/3 OF 30.72  
1/3 OF 264.38

▶ please specify TV 1/3 of 31.50

▶ please specify

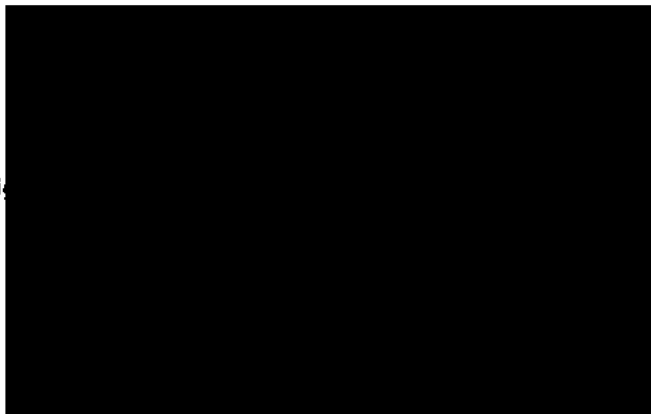
▶ please specify

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

Address of second home  
for Additional  
Costs Allowance




**Declaration**



ively and necessarily to enable  
home for the purpose of performing

Si

MP

**Data protection**

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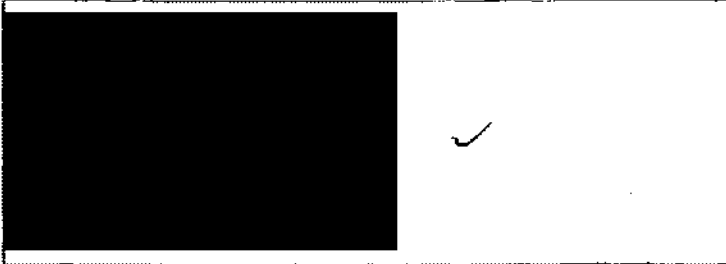
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Department of Finance & Administration, House of Commons, London SW1A 0AA

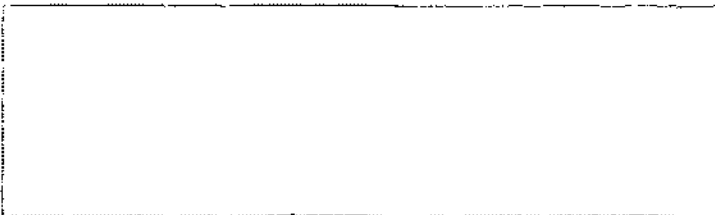
Invoice



Invoice No	[Redacted]
Invoice/Tax Date	05/06/2007 ✓
Cust Order No.	[Redacted]
Account No.	[Redacted]

Quantity	Details	Unit Price	Disc Amount	Net Amount	VAT %	VAT
----------	---------	------------	-------------	------------	-------	-----

3.00	[Redacted] Weekly Clean for June x 3	75.00	0.00	225.00	17.50	39.38
------	--------------------------------------	-------	------	--------	-------	-------



J

Total Discount	0.00
Total Net Amount	225.00
Carriage Net	0.00
Total VAT Amount	39.38
Invoice Total	264.38

Date  
17 June 2007

**Total now due** **£ 30.72**

*This amount will be debited from your bank or building society account on or after 1 July 07.*

# Council Tax Bill for 2007/08

Account number

MS LYN BAOWN

Date:  
12 March 2007

Account enquiries:

Call

---

Council tax for period 01.04.2007 to 31.03.2008

£2374.46

---

**Amount payable for 2007/2008**

**£2374.46**

Your area reference

Your account number

Bill date

11 June 2007

This is not a tax invoice

## Your services

Balance brought forward	£0.00
-------------------------	-------

Service charges	£31.50
-----------------	--------

<b>Amount due</b>	<b>£31.50</b>
-------------------	---------------

Includes VAT at the appropriate rate(s)



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.

Your details

Name in CAPITAL LETTERS

LYN BROWN ✓

Constituency

WEST HAM ✓

Office use only

Costs

[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.

Please list

- all items costing £250 or more and include receipts - except for those for which receipts are not required.

Please attach

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

07/08

Period of claim

From 05, 05, 2007 to 04, 06, 2007

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 1011 : 11 p

FOR JUNE '07, AS PER T/AGMT.

Food

£ 300 : 00 p

Utilities

£ \_\_\_\_\_ : \_\_\_\_\_ p

Council Tax/Rates

£ 79 : 00 p

1/3 OF 237.00

Telephone and telecommunications

£ 20 : 54 p

1/3 OF 61.61

Cleaning

£ 58 : 75 p

1/3 OF 176.25

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/security

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ 11 : 71 p

▶ please specify TV LICENCE 1/3 OF 176.25

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

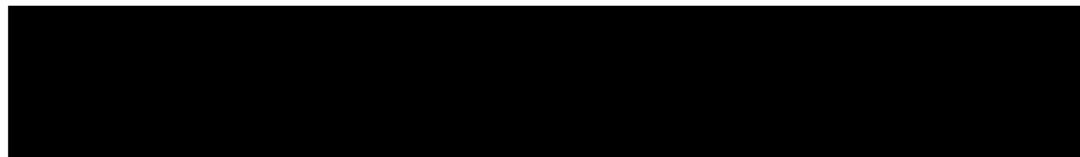
▶ please specify

Total

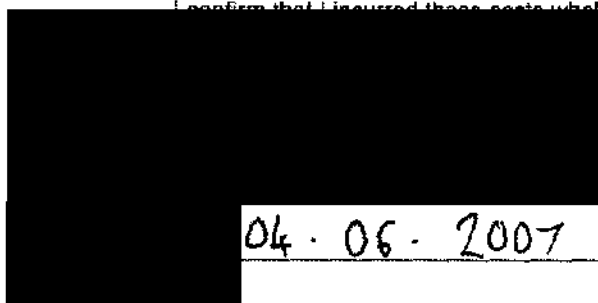
£ 1481 : 11 p

**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  
or main home for the purpose of performing



MP

04.06.2007

**Data protection**


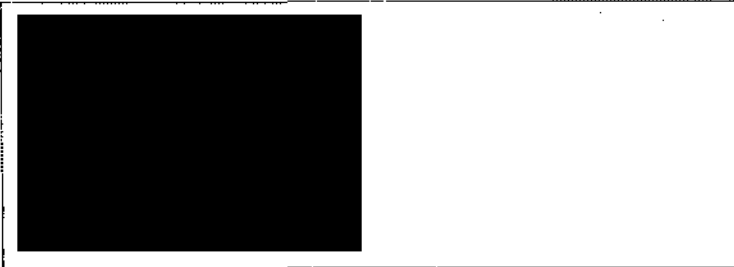

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Send your completed  
form to

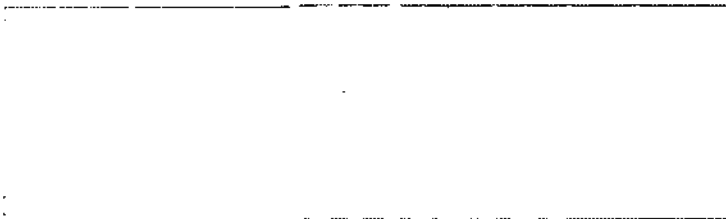
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

  
**Invoice**  


<b>Invoice No</b>	
<b>Invoice/Tax Date</b>	08/05/2007
<b>Cust Order No.</b>	
<b>Account No.</b>	

**Quantity Details****Unit Price Disc Amount Net Amount VAT % VAT**2.00 Weekly Clean for May  


75.00 0.00 150.00 17.50 26.25



<b>Total Discount</b>	0.00
<b>Total Net Amount</b>	150.00
<b>Carriage Net</b>	0.00
<b>Total VAT Amount</b>	26.25
<b>Invoice Total</b>	176.25

Your area reference    Your account number

Bill date

10 May 2007

This is not a tax invoice

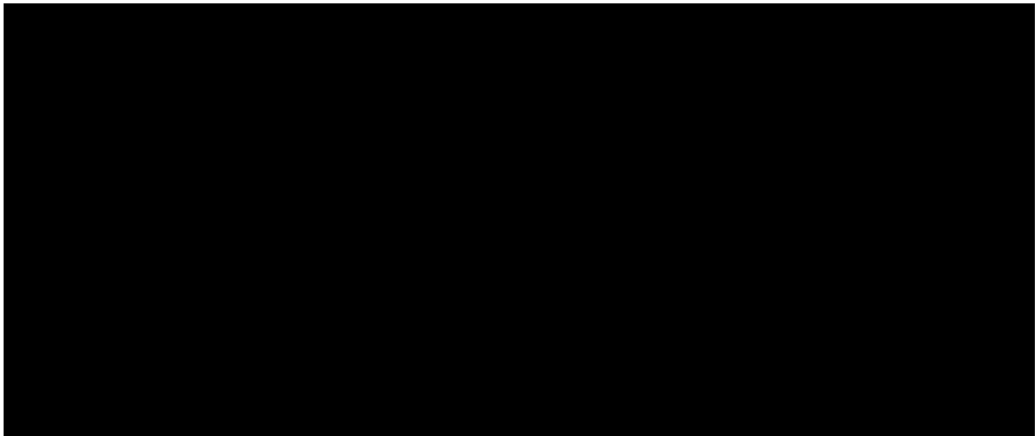
## Your services

Balance brought forward    £0.00

Service charges    £31.50

**Amount due    £31.50**

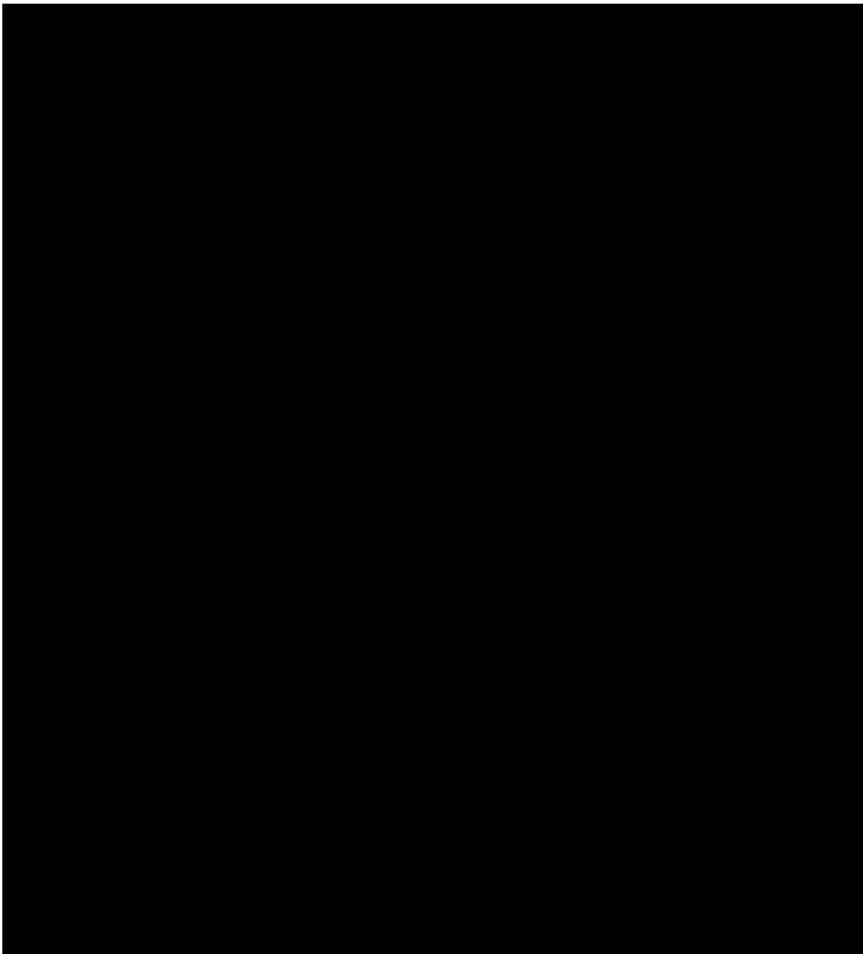
Includes VAT at the appropriate rate(s)



Dear


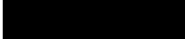
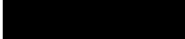

Thank you for continuing to pay by quarterly Direct Debit.

Payments for this licence are debited from the following account:



Quarterly  
Direct Debit

Your DD Plan  
Due to be paid:

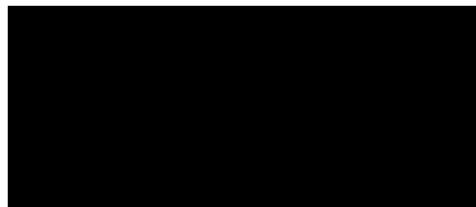
	£35.14
	£35.12
	£35.12
	£35.12

Total = £140.50

# Council Tax Bill for 2007/08

Your Account number

[REDACTED]



[REDACTED]

MS LYN BAOWN



Date:  
12 March 2007

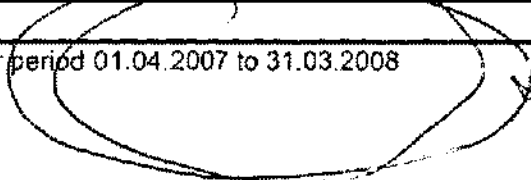
Annual equities:  
[REDACTED]



---

Council tax for period 01.04.2007 to 31.03.2008

£2374.46



---

**Amount payable for 2007/2008**

**£2374.46**

Date  
**16 May 2007**

**Total now due** **£ 30.11**

*This amount will be debited from your bank or building  
society account on or after 30 May 07.*



07/08

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.

Your details

Name in CAPITAL LETTERS

LYN BROWN MP

Constituency

WEST HAM

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 05/04/07 to 30/04/07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1011 : 11 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ -131 : 45 p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

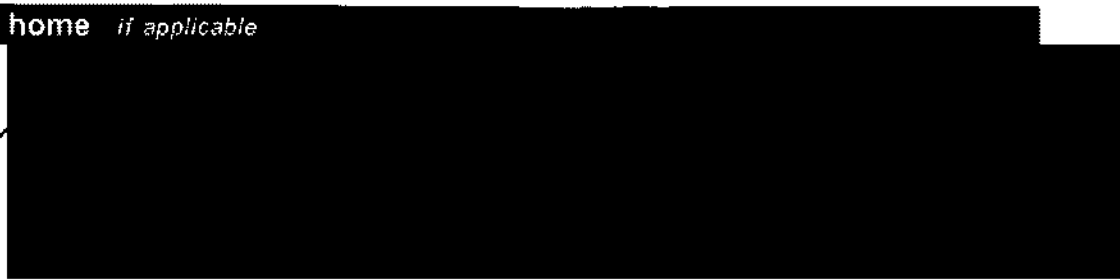
Total

£ 879 : 66 p

- RENT AS PER TENANCY AGREEMENT FOR APRIL 2007 PAID 1ST OF APRIL 2007

**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 [redacted] main home for the purpose of performing

Signature



MP

Date

16.05.2007

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**Send your completed form to**

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



Additional Costs Allowance

07/08

ACA2

### Member's claim form

Page 1 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

LTN BROOKING

Constituency

WEST HAM

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 06 / 04 / 2007 to 05 / 05 / 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1011 : 11 p

Food

£ 300 : - p

Utilities

£ 186 : 40 p

Council Tax/Rates

£ 79 : - p

Telephone and telecommunications

£ 20 : 25 p

Cleaning

£ 117 : 50 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

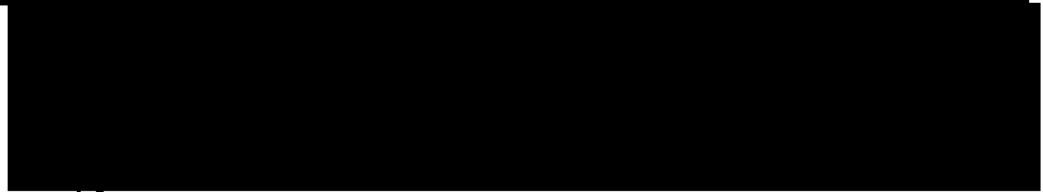
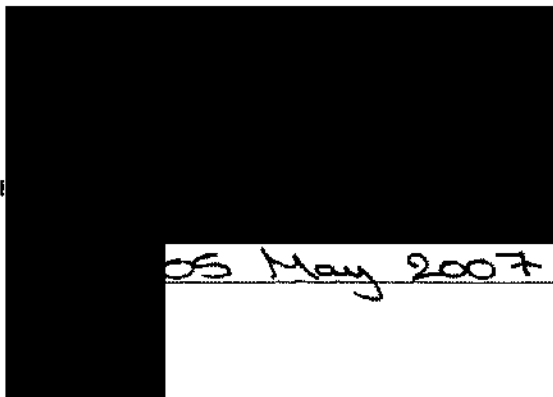
Total

£ 1714 : 26 p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance


**Declaration**


ily, exclusively and necessarily to enable  
or main home for the purpose of performing

SI

MP

05 May 2007

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Send your completed  
form to

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

Invoice



Date	Invoice No.
05/04/07	

N/A

Due date  
05/05/07

Qty	Item	Description	Rate	Amount	%
2		Weekly clean at	75.00	150.00	17.50%
		Date completed:			

VAT %	VAT Amt	VAT %	VAT Amt	Subtotal	75.00	<del>150.00</del>
17.50%	26.25			VAT	13.12	<del>26.25</del>
				Total (£)	88.12	<del>176.25</del>

Invoice

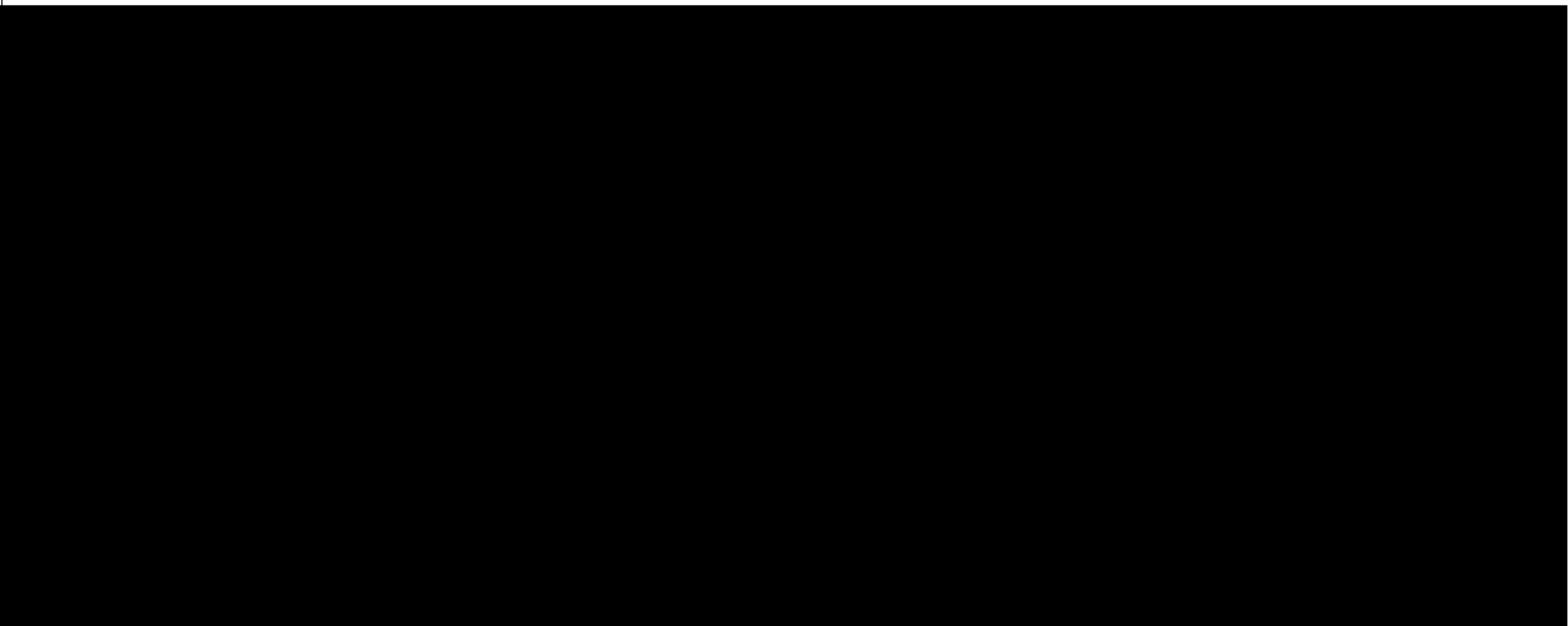


Date	Invoice No.
06/03/07	

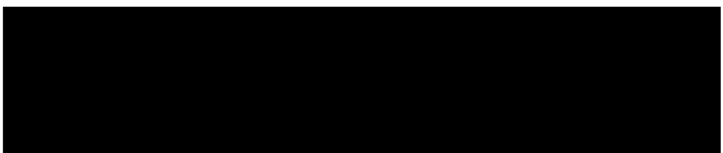
N/A	

Due date
05/04/07

Qty	Item	Description	Rate	Amount	%
3		Weekly clean at	75.00	225.00	17.50%
		Date completed:			



VAT %	VAT Amt	VAT %	VAT Amt	Subtotal	
17.50%	39.38				225.00
				VAT	39.38
				Total(E)	264.38



11 April 2007

**Electricity bill**

Please pay

**£599.19**

Your account

Your area reference    Your account number

Bill date  
**10 April 2007**  
This is not a tax invoice

## Your services

**Balance Brought Forward**    £0.00

**Service Charges**    £31.50

**Amount due**    £31.50

Includes VAT at the appropriate rate(s)

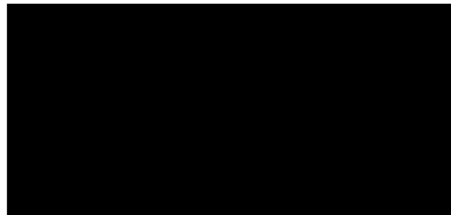
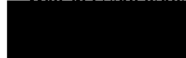
Date  
16 April 2007

**Total now due** **£ 29.25**

*This amount will be debited from your bank or building society account on or after 30 April 07.*

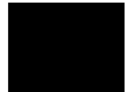
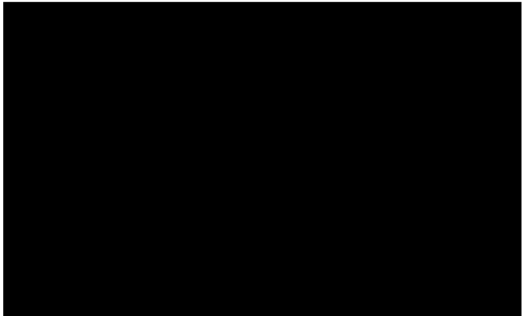
# Council Tax Bill for 2007/08

Your account number

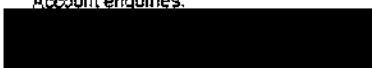


Date:  
**12 March 2007**

MS LYN BAOWN



Account enquiries:



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Council tax for period 01.04.2007 to 31.03.2008

£2374.46

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**Amount payable for 2007/2008**

**£2374.46**