



Additional Costs Allowance

ACA2

MAY 2007

Member's claim form

About filling in this form

- For details of costs you can claim for, see Green Book section 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

M. Moran

Constituency

Luton South

Claim details

You can only claim for

- costs you have actually paid
additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
all items costing £250 or more and include receipts - except for food, for which receipts are not required.
receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1/1 to 31/3/07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 2350 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

Other

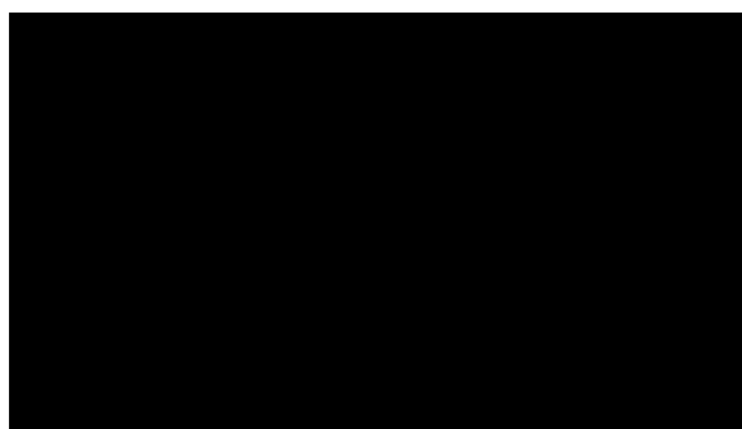
£ : p

Other

£ : p

Total

£ 2350 : 00 p



over all of dumped garden

- please specify
please specify
please specify

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

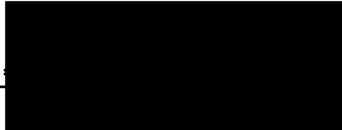
Address of  
second home  
for Additional  
Costs Allowance

**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

\_\_\_\_\_

18/5/07

**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).

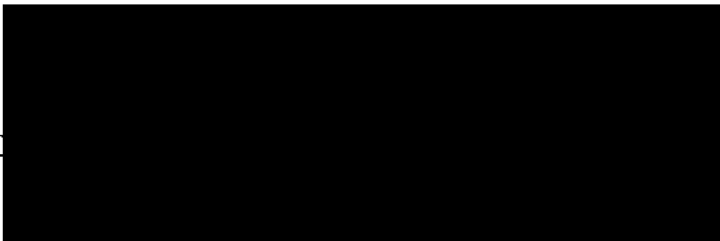
Send your completed  
form to

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



28th March 2007

Ms M Moran



INVOICE NO

For work carried out in back garden.

Hire of twelve yarder skip

Removal of all rubbish in garden.

Planting new tress at end of garden

Supply and laying of turf at end section of garden.

Re-establishing flower beds and supply and laying of landscaping fabricand mulch bark.

Supplying and planting shrubs for flower beds.

Re-establishing existing pathways.

Trimming hedges.

Hire of rotivator.

Trimming existing trees.

Cost.....£2350.00



Member's claim form

22 MAR 2007

Members' Allowances

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Your details

Name in CAPITAL LETTERS

M. MORAN

Constituency

LUTON SOUTH

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

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

Please attach

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

Period of claim

from 1/1/07 to 31/3/07 x3

Total cost of hotel stays  
attach all receipts

£ / p

Mortgage payments  
(interest only) or rent

£ / p

Food

£ 402:85 p x3

Utilities

£ 244:44 p x3

Council Tax/Rates

£ 274:20 p x3

Telephone and telecommunications

£ 223:22 p x3

Cleaning

£ 230:— p x3

Service/maintenance

£ 99:— p

gas service

+ misc DRY

Repairs/insurance/security

£ 1823:09 p

replacement w/c etc see invoice

Other

£ 212:50 p

please specify bedding/directs replacement

Other

£ 2103:10 p

please specify carpet replacement

Other

£ : p

please specify

Total

£ 5732:26 p

Pay £ 1823-09



**Emergency call out;**

Identify leak to bathroom, remove w/c and shower & trace leak

Replace cracked w/c with new to existing suite, couple and outlet

Seal outlets & Reinststate pipe work and tiling to wall and floor

Remove all rubbish and clear

Check and seal leak to ceiling remove damaged plaster

Check and test

Including call out charge

Sub total £1551.56

VAT @ 17.5 % £ 271.53

Total £1823.09





# Member's claim form

## Members' Allowances

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

M. MORAN

Constituency

WILTSHIRE SOUTH

## Claim details

### Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

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

Please attach

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

Period of claim

from 1 / 1 / 07 to 31 / 3 / 07 x 3.

Total cost of hotel stays  
attach all receipts

£ / : p

Mortgage payments  
(interest only) or rent

£ / : p

Food

£ 402 : 85 p x 3

Utilities

£ 244 : 44 p x 3

Council Tax/Rates

£ 274 : 20 p x 3

Telephone and telecommunications

£ 223 : 22 p x 3

Cleaning

£ 230 : — p x 3

Service/maintenance

£ 99 : — p

Insurance/security

£ 1823 : 09 p

Other

£ 212 : 50 p

Other

£ 2103 : 60 p

Other

£ : p

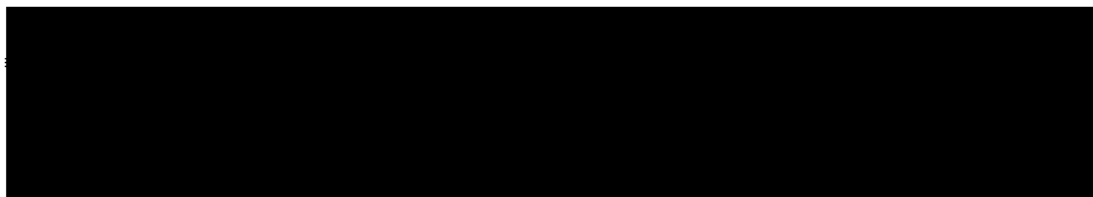
Total

£ 5732 : 26 p

Pay £1,587.21

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

Address of  
second home  
for Additional  
Costs Allowance


**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

 MP

Date

28/3/07

**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



**Emergency call out;**

Identify leak to bathroom, remove w/c and shower & trace leak

Replace cracked w/c with new to existing suite, couple and outlet

Seal outlets & Reinststate pipe work and tiling to wall and floor

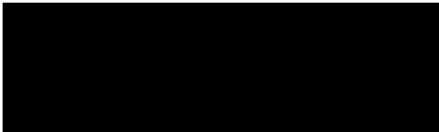
Remove all rubbish and clear

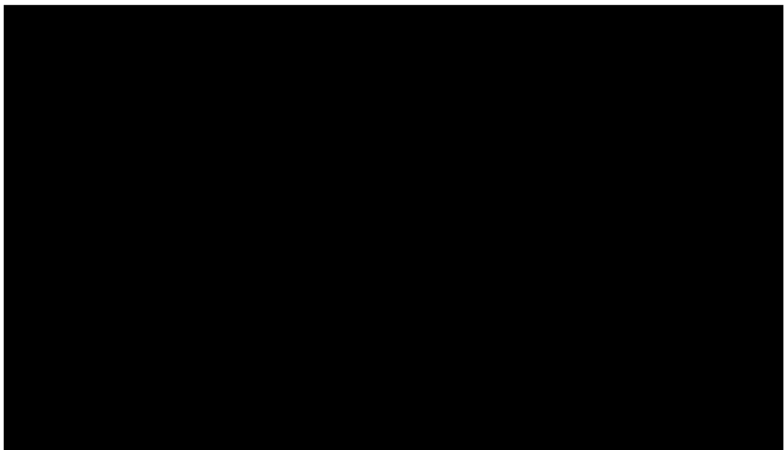
Check and seal leak to ceiling remove damaged plaster

Check and test

Including call out charge

Sub total	£1551.56
VAT @17.5 %	£ 271.53
Total	£1823.09





SALES RECEIPT

BED LINENS	£24.00
0556 2105561694830	
CHRISTY LIN	£46.50
0282 5012448920326	
QUILTS AND	£6.00
0553 553007323	
QUILTS AND	£6.00
0553 553007323	
QUILTS AND	£130.00
0553 553013374	

TOTAL £212.50



Date: 2-9-05 Engineer: \_\_\_\_\_

Customer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Post code: \_\_\_\_\_  
Home tel no: \_\_\_\_\_  
Account address if different to above: \_\_\_\_\_

Job request details: ① BUR SERVICE + FUSE FAULT + SURVEY FOR NEW FUSE

Details of work carried out: ① ATTENDED TO FAULT AT FUSE ② SERVICED BUR  
③ SURVEYED FOR NEW FUSE - CRIM JUST OK. (BALANCED FUSE NOT TO CURRENT STANDARDS - TOO CLOSE TO WINDOW)



Total £ 99

Payment method: Cash  Cheque  Credit/Debit card  Credit agreement

Credit Debit card details: \_\_\_\_\_ Start Date Exp. Date: \_\_\_\_\_ Issue No. Sec. No.: \_\_\_\_\_

Customer has inspected work and found it to be satisfactory and agrees with details above.

Customer signature: \_\_\_\_\_ Date: 2-9-05

Engineer signature for completed job: \_\_\_\_\_ Date: \_\_\_\_\_



# 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 whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

M. Moran

Constituency

LUTON

## Claim details

### Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1/10/86 to 31/12/86 x 3

Total cost of hotel stays  
attach all receipts

£ — p

Mortgage payments  
(interest only) or rent

£ 1182 : — p x 3

Food

£ 377 : 40 p

Utilities

£ 236 : 20 p

Council Tax/Rates

£ 249 : 02 p

Telephone and telecommunications

£ 211 : 40 p

Cleaning

£ 250 : — p

Service/maintenance

£ 663 : 55 p

Repairs/insurance/security

£ 340 : 75 p

Other

£ 175 : — p

Other

£ 290 : — p

Other

£ 182 : 13 p

Total

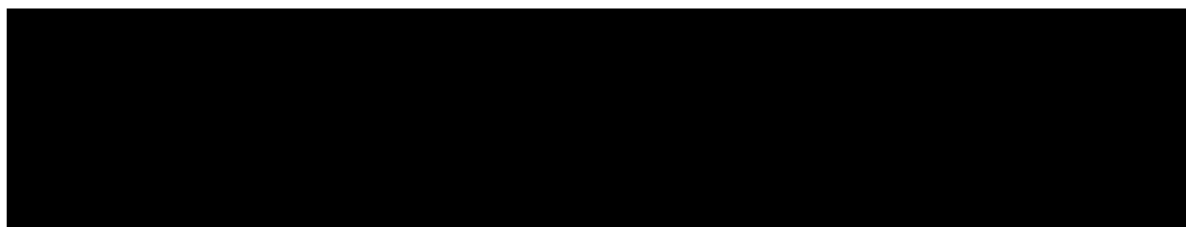
£ 4350 : 08 p

4350 - 08 ✓

✓ Slower screen repairs etc  
 ✓ Curams clo  
 please specify  
 ✓ carpet deep cleaning floor/carpets etc  
 please specify  
 Call out NO CURTAINING  
 please specify  
 Call out = Plumbing work

**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

2/2/07

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

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

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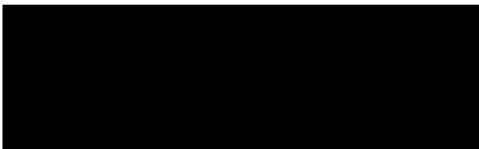
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

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



# INVOICE

Re: 

Date 24/11/06 ✓

Invoice No. 

Professional clean above flint - very dirty  
kitchen very dirty

£90-00

clean glazing

£25-00

Professional clean carpets - living room  
bedroom hallway bathroom

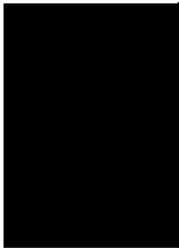
£150-00

Reverse mats & wash (very dirty)

£25-00 ✓

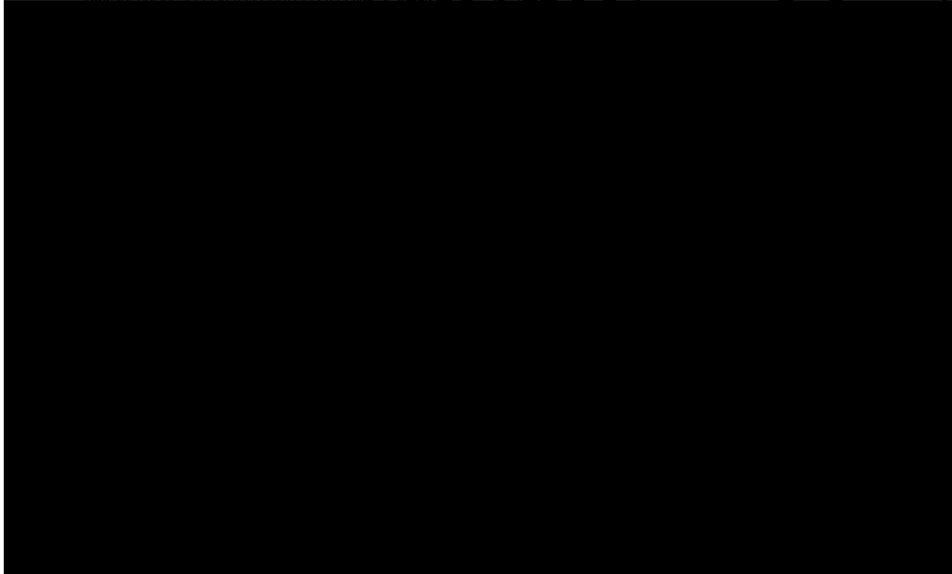
at ~~address~~

£290-00



# INVOICE

## PURCHASES



Invoice No [REDACTED]  
8<sup>th</sup> December 2006

Remove tiles on kitchen splashback and behind hob. Stabilise wall and re-stick splashback tiles and grout.

Supply and fit new shower screen.

£290.00  
+VAT @ 17.5% £ 50.75 ✓

<b>TOTAL</b>	<b>£340.75</b>
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Member's claim form

15 NOV 2006

Members' Allowances

About filling in this form

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

Your details

Name in CAPITAL LETTERS

M. MORGAN

Constituency

WILTSHIRE SOUTH

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 1/7/00 to 30/9/00 x 3

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1168 : 28 p ✓ x 3

Food

£ 342 : 80 p

Utilities

£ 239 : 80 p

Council Tax/Rates

£ 249 : 02 p

Telephone and telecommunications

£ 193 : — p

Cleaning

£ 250 : — p

Service/maintenance

£ 663 : 40 p ✓

Repairs/insurance/  
security

£ 4756 : 40 p ✓

Replacement of kitchen units damaged & obsolete

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 7862 : 70 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

11/11/20

**Data protection**

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

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form to

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Invoice



To remove and dispose of old and damaged kitchen units	£ 680
To deliver and fit new kitchen	£ 3088
To retile and make good	£ 280

Sub£ 4048

Vat @17.5%	£ 708.40
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-----  
Total due           £ 4756.40

Paid with thanks 20/9/06



# Member's claim form

14 NOV 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 please call 020 7219 1592.

## Your details

Name in CAPITAL LETTERS

M MURPHY

Constituency

WILTSHIRE SOUTH

## 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 31 / 3 / 06 to 30 / 6 / 06 X 3

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1176 : 76 p ✓

Food

£ 356 : 80 p ✓

Utilities

£ 236 : 20 p ✓  
~~2442 : 00~~

Council Tax/Rates

£ 248 : 80 p ✓

Telephone and telecommunications

£ 201 : 02 p ✓

Cleaning

£ 250 : 00 p ✓

Service/maintenance

£ 662 : 00 p ✓

Repairs/insurance/security

£ 979 : 84 p ✓

Other

£ 24 : 75 p } please specify

Other

£ : p } please specify

Other

£ : p } please specify

Total

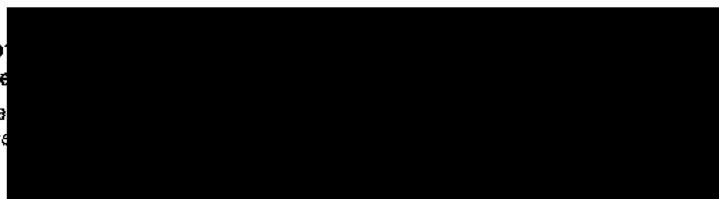
£ 4136 : 17 p

4136-17

do not replace  
old kitchen / miss  
work tops  
units + some fittings  
supply only  
further work to  
follow

**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

24/10/20

**Data protection**

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

