



# Member's claim form



## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.



## Your details

Name  
in CAPITAL LETTERS

M. Wood

Constituency

South West

## Claim details

### Notes

You can only claim for

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

Please list

Please attach

Period of claim

from 1 / 4 / 4 to 31 / 5 / 4

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1139 : 52 p

Food

£ 280 : 69 p

Utilities

£ 198 : 14 p

Council Tax/Rates

£ 840 : 34 p

Telephone and  
telecommunications

£ 81 : 73 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 206 : 20 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 2746 : 62 p

**Details of second home**

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

L



MP

Date

15.6.4

**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.

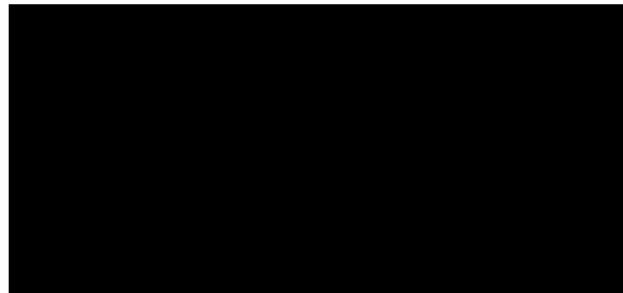
We will normally keep the information you give for three years following the year in which you incurred the expense.

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

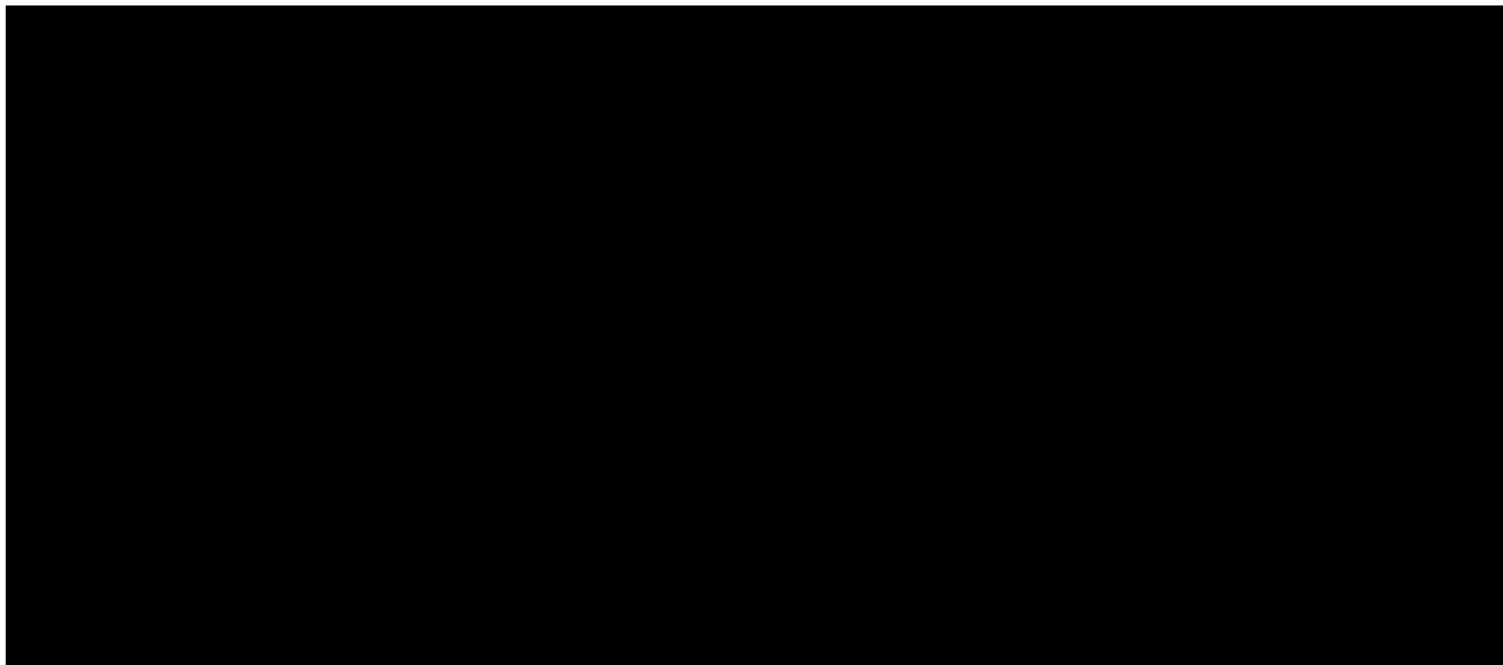
**Council Tax**



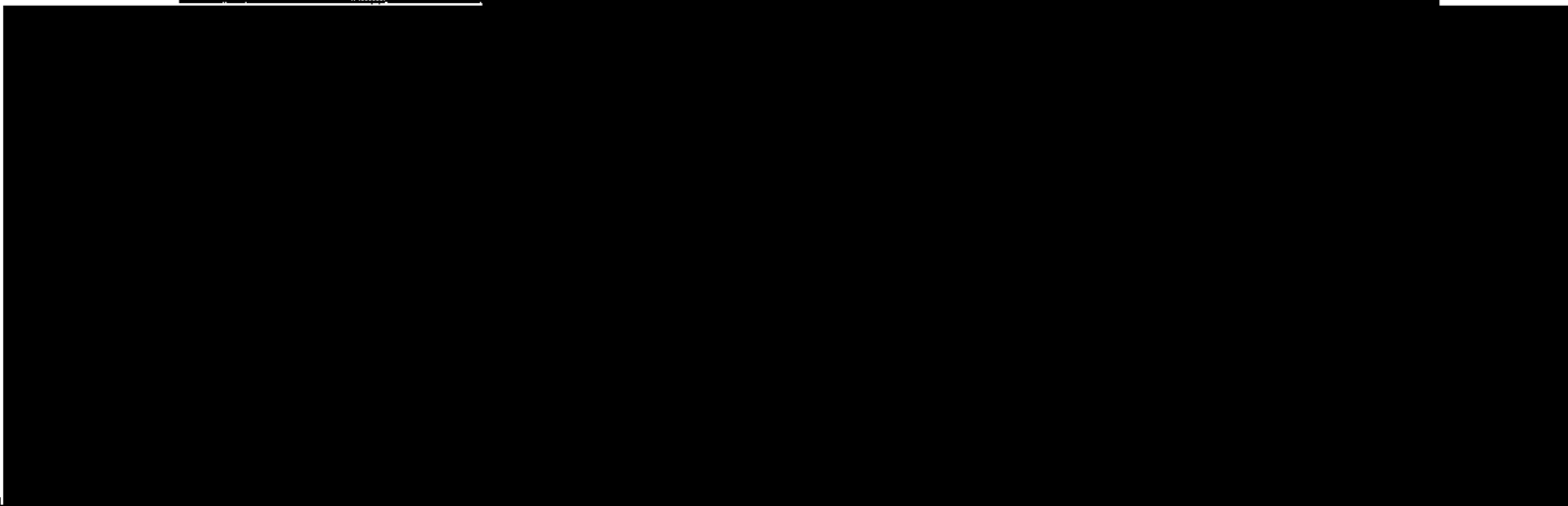
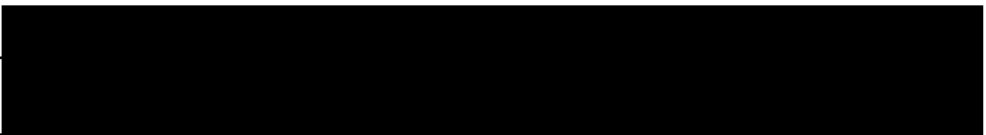
MR MICHAEL R WOOD



Date  
**26 May 2004**

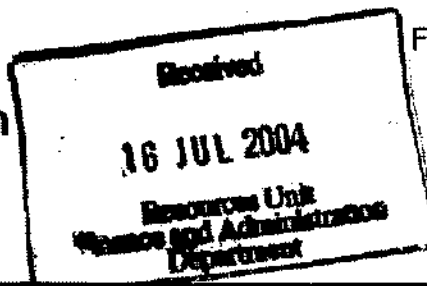


Date charge or penalty made	Property	Period of charge	Balance due
25.02.2004		01.04.2004 to 31.03.2005	£840.34
Amount due			£840.34





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Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

MIKE WOOD

Constituency

BATLEY TWPEN

## Claim details

### Notes

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Please list

Please attach

Period of claim

from 1 / 6 / 04 to 30 / 6 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 570 : 26 p

Food

£ 281 : 03 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/Insurance/  
security

£ 193 : 74 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1045 : 03 p

**Details of second home**

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

15.7.4.

**Data protection**

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



Additional Costs Allowance

Member's claim form

12 NOV 2004

Members' Allowances

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name  
in CAPITAL LETTERS

MIRIE WOOD

Constituency

BATLEY KIPEN

Claim details

Notes

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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 1 / 7 / 14

to 31 / 10 / 14 > 4

Total cost of hotel stays  
attach all receipts

£  :            p

Mortgage payments  
(interest only) or rent

£ 2281 : 04 p ✓

Food

£ 891 : 60 p ✓

Utilities

£ 184 : 85 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 157 : 97 p

Cleaning

£ : p

Service/maintenance

£ 119 : 06 p

Repairs/insurance/  
security

£ 211 : 49 p

Other

£ 130. : 00 p

▶ please specify

fridge.

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3976 : 01 p

**Details of second home**

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

11.11.4.

**Data protection**

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Member's claim form

Members' Allowances

NO DEC 2004

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Your details

Name in CAPITAL LETTERS

MIKE HOOD

Constituency

Barley & Sparrow

Claim details

Notes

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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 1 / 11 / 14 to 30 / 11 / 14

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 570 : 26 p ✓

Food

£ 293 : 27 p

Utilities

£ 133 : 98 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 95 : 50 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 88 : 12 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1181 : 13 p

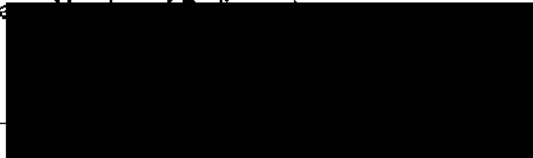
**Details of second home**

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 the House of Commons.

Signature



Date

9.12.4

**Data protection**

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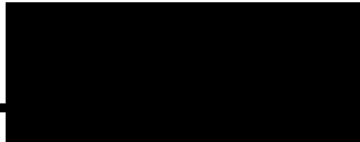
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# Member's claim form

03 FEB 2005



## Members' Allowances

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

M. WOOD

Constituency

BATLEY + SPEN

## 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 / 12 / 14

to 31 / 1 / 15

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1140 : 52 p

Food

£ 500 : 00 p

Utilities

£ 233 : 98 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 156 : 31 p

Cleaning

£ : p

Service/maintenance

£ 188 : 12 p

Repairs/insurance/  
security

£ 1076 : 00 p

Other

£ 225 : 60 p

Other

£ 121 : 00 p

Other

£ : p

Total

£ 3641 : 57 p

- 2 mins

Annual Review of Charge

▶ please specify

Fridge

▶ please specify

TV Licence

▶ please specify

**Details of second home**

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

2.2.5.

**Data protection**

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Mr M Wood

**Application for Payment of Service Charges**

Date	Narrative	CR£	DR£	Balance
20/12/04	Balance c/f			0.00
20/12/04	Service charge 01/10/04-30/09/05		1076.00	
<b>Balance Due</b>				<b>£1076.00</b>

Financial Processing }

Transaction No. ... [redacted] .....

Registration No. ... [redacted] .....

**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

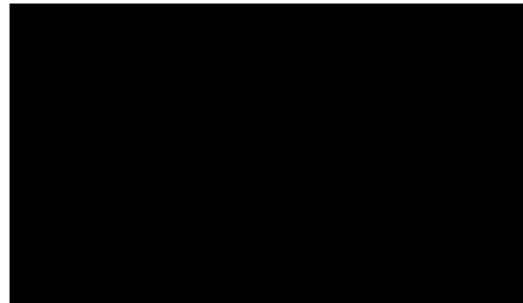
**Member Supplier ID**



**Pay recipient**

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

**Text**



**Invoice No.**

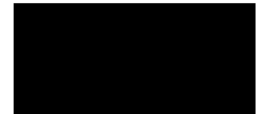
**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**



\* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 <sup>nd</sup> home address
Budget checked
Claim signed
Claim correctly dated

✓
✓
✓
✓
✓
✓

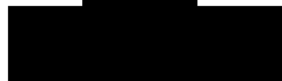
\* Financial Processing purposes only

Registered by (initials & date)



30/3/05

Posted by (initials & date)



mar



Member's claim form

24 MAR 2005

Members' Allowances

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Your details

Name in CAPITAL LETTERS

M. WOOD

Constituency

BATLEY + SPEN

Claim details

Notes

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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 1 / 2 / 05 to 28 / 2 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 570 : 26 p

Food

£ 298 : 00 p

Utilities

£ 147 : 04 p

Parking Permits Council Tax Rates

£ 67 : 50 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 284 : 55 p

Other

£ 80 : 00 p

please specify

Bedding

Other

£ 279 : 98 p

please specify

Electrical goods

Other

£ 3421 : 76 p

please specify

Central heating boiler

Total

£ 5149 : 09 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

MP

Date

23.3.15

**Data protection**

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# CENTRAL HEATING DEPOSIT

MR M R WOOD

Date  
22 March 2005

Payment Type	Credit/Debit Card	Cheque	Cash	Total Amount Paid
	£3421.76	£0.00	£0.00	£3421.76

MR. WOOD

**Payment Method:**

Contract Price:	£3,421.77
Deposit Paid:	£3421.76
Balance:	£0.01



# Member's claim form

05 APR 2005

## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

M. WOOD

Constituency

BATLEY + SPEN

## 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 / 3 / 15 to 31 / 3 / 15

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 570 : 26 p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 297 : 90 p

▶ please specify

Maintenance + electrical jobs.

Other

£ 746 : 91 p

▶ please specify

Computers.

Other

£ : p

▶ please specify

Total

£ 1815 : 07 p

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

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

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

Signature

MP

Date

5.4.5

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RFE Number [redacted]

Invoice Number [redacted]

HOME CONSULTANTS'S COPY

Salesperson [redacted] Home Consultant: [redacted]  
Branch [redacted]

Customer Details

Measure Appointment Details

Payment Details

Mr M. Wood

Number    Date                    Amount            Payment Type

Date : 01 January 1900

1            23/03/2005            £200.00

Time

2.            31/3/05            546.00

Fitting Date            / /

Telephone

Work Number [redacted]

Mobile Number [redacted]

Directions to Property & Comments

Bedroom 1 & LOUNGE HAS OWN UNDERLAY CRIPPEN & BARS.

Bedroom 2 REQUIRE UNDERLAY CRIPPEN & BARS.

Areas To Be Measured

Main Product

Living Room,  
Bedroom, Bedrooms[1]  
Bedroom, Bedrooms [2]

New Wooltwist Beech  
Wool Touch Corn 280  
Savoy Twist Terracotta 3430

Woven  
Woven  
Unknown

£313.25 Lounge.  
£161.56 Bed 1.  
£272.10 Bed 2.

Warranty Value :            £ 0.00

Total Branch Estimated Value :    £ 746.91

£ 746.91