



Additional Costs Allowance

24 NOV 2006

ACA2

Member's claim form

05/06

About filing 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 1340.

Your details

Name in CAPITAL LETTERS

NIGEL GRIFFITHS

Constituency

EDINBURGH 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.

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 01 1 03 1 2006 to 31 1 03 1 2006

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

£ : p

Repairs/insurance/security

£ : p

Other

£ 1998 : 00 p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1998 : 00 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.

Signature

 MP

Date

23 May 2006

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



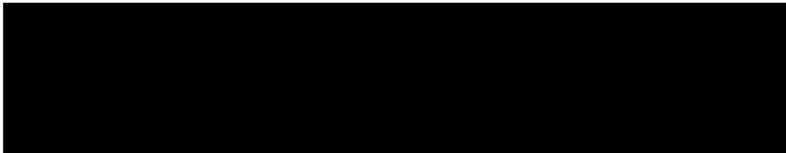
16-3-06

Received with thanks from: Mr Nigel Griffiths

The sum of: £1998.00 (One thousand nine hundred and ninety eight pounds)

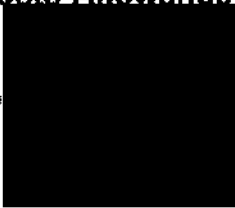
For: General Maintenance works carried out.

Yours sincerely





Additional Costs Allowance

Member's  m

8 MAR 2006

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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

NIGEL GRIFFINS

Constituency

EDINBURGH SOUTH

Claim details

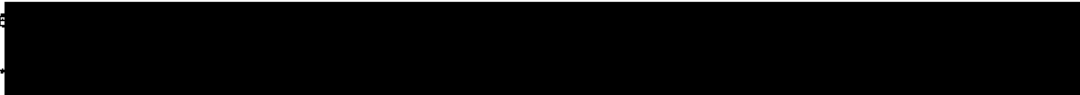
You can only claim for

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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.

Please list

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

Please attach

- receipts for 

Period of claim

from 01 1 02 1 06 to 28 1 02 1 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 2,800 : p

Utilities

£ 60 : p

Council Tax/Rates

£ 66 : 24 p

Telephone and telecommunications

£ 78 : 13 p

Cleaning

£ 125 : p

Service/maintenance

£ 87 : 30 p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 3,216 : 67 p

£2,000.87 - £800

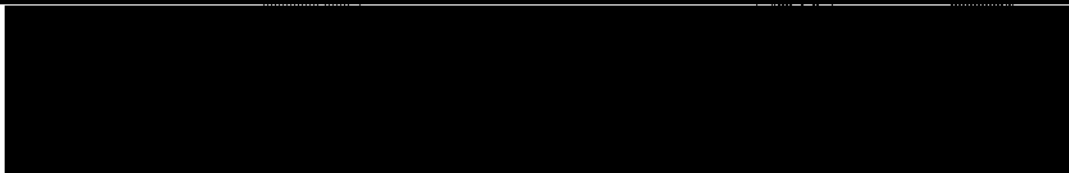
▶ please specify

▶ please specify

28/02/06 Please Pay £1216.67

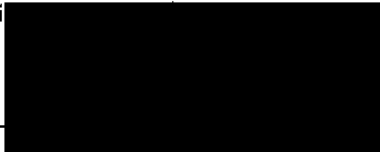
Details of second home *if applicable*

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

Signature

 MP

Date

28 February 2006**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



Member's c [redacted]

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

NIGEL GRIFFITHS

Constituency

EDINBURGH SOUTH

Claim details

Note

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.

Please list

Please attach

Period of claim

from 01 / 07 / 05 to 31 / 01 / 06 X7

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 4,500 : p $\pounds 450 \times 10$ MONTHS

Food

£ 2,800 : p $\pounds 200 \times 7$ MONTHS

Utilities

£ 560 : p 7 MONTHS

Council Tax/Rates

£ 463 : 68 p $(\pounds 66.24 \times 7)$

Telephone and telecommunications

£ 731 : 59 p 7 MONTHS

Cleaning

£ 904 : 75 p 7 MONTHS

Service/maintenance

£ 611 : 10 p $\pounds 87.30 \times 7$

Repairs/insurance/security

£ : p

Other

£ 126 : 50 p please specify TV LILENL6

Other

£ : p please specify

Other

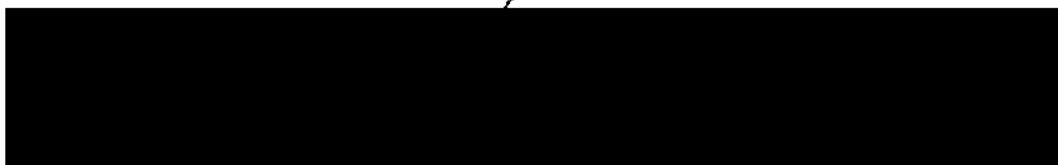
£ : p please specify

Total

~~£ 10,679 : 62 p~~ Please Pay $\pounds 10,247.62$ / Feb 06

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

6 February 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



Additional

Membe

Form ACA2

Page 1 of 2

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

Constituency

NIGEL GRIFFITHS ✓
EDINBURGH 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 01 / 04 / 05 to 30 / 06 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 800 : p

(2 x £400 MAM + JWB)

Utilities

£ 80 : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 60 : p

Cleaning

£ 125 : p

(3 x £125 p/m)

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 120 : p

▶ please specify LIGHT SHADDS

Other

£ 180 : p

▶ please specify KITCHEN DOOR

Other

£ 40 : p

▶ please specify KETTLE

Total

£ 1405 : p

7/7/05

continued on page 2

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

Signature

L

MP

Date

L

7 July '05

Data protection

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

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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Send your completed
form to

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

Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicate

Text 1 APRIL 05

Invoice No. 23/5/05

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5):

PAY. £596.16 /

* Validation purposes only (please tick to indicate compliance)

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

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

* Financial Processing purposes only

Registered by (initials & date)

..... 27 MAY 2005 28 MAY 2005

Posted by (initials & date)

..... 27 MAY 2005



Member's claim form

01 APR 2005

05106

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

NIGEL GRIFFITHS

Constituency

SOUTH EDINBURGH

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 01 104 105 to 31 103 106

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) ~~or rent~~

£ 5,400 : $\div 12 = 450 \div 30 = 15.00 \times 11 \text{ days} = 165.00$

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 730 : 64 p

$\times 4 = \frac{182.55}{4} = 45.64 \div 91 = 2.00 \times 67 = 134.48$
(£ 596.16 July - Mar)

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 4,911 : ✓ p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 596.16 : 16 p

Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated

Text

Invoice No.

Account code / Allowance £ 1/4

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :

Pay £5210.48

* Validation purposes only (please tick to indicate compliance)

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

* Financial Processing purposes only

Registered by (initials & date) 22/4

Posted by (initials & date) 25.4.8



Member's claim form

01 APR 2005

05106

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

NICOL GRIFFITHS

Constituency

SOUTH EDINBURGH

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 04 05 to 31 03 06

Apr 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 5,400 : p = 12/30 = £450/30 = £15.00 x 11 days = £165.00

Food

£ : p

Utilities

£ 182 : 65 p = 91 = £2.00 x 67 = £134.48

Council Tax/Rates

£ 730 : 64 p (£596.16 July - Mar)

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 4911 : p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 5210 : 48 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

1 April 2005

Data protection

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[REDACTED]

1 April 2005

Nigel Griffiths

[REDACTED]

Invoice

Completion of plumbing, rewiring and redecoration to above address.

Materials	£1411.00
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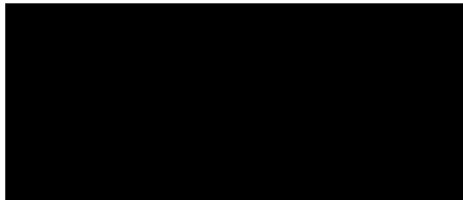
Labour	£3500.00
--------	----------

Balance	£4911.00
---------	----------

This balance is now due.

[REDACTED]

Bill for 2005/06



Council Tax

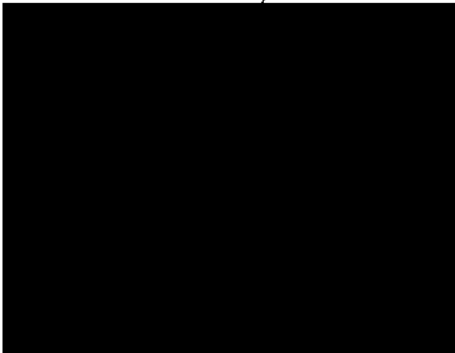
Your Account number



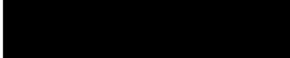
Date:

16 March 2005

NIGEL GRIFFITHS /



Account enquiries:



This property is in valuation band [redacted]. The 2005/2006 council tax for this band is £974.19 (an increase of 4.3% on 2004/05)
The tax comprises: [redacted] £747.86 (an increase of 4.0%)
£226.33 (an increase of 5.5%)

Council tax for period 01.04.2005 to 31.03.2006	£974.19
less 25% discount: single occupier (01.04.2005 to 31.03.2006)	-£243.55

Amount payable for 2005/2006

£730.64



Additional Costs Allowance

Member [redacted] m [redacted]

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Your details

Name in CAPITAL LETTERS

NIGEL GRIFFITHS

Constituency

EDINBURGH SOUTH

Claim details

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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 [redacted]

Period of claim

from 01 / 04 / 05 to 31 / 03 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 4320 : - 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

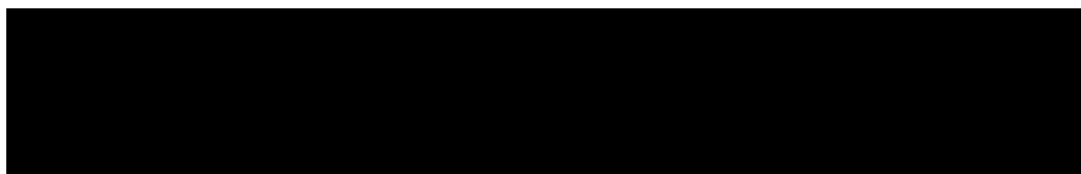
£ 4320 : - p

(INTEREST ONLY 12 x £360)
 Pay for only 2 months as
 April paid in April claim £450.00
 May 05 - Jan 06 paid in
 Jan £4050
 ∴ Pay for 2 months 360 x 2 = £720.00

5/3/06 Please Pay £720.00

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

L



MP

Date

5 March 2006

Data protection

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