



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

NIGEL GRIFFITHS

Constituency

EDINBURGH SOUTH

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.

07/08

Period of claim

from 16 1 10 107 to 31 1 03 108

Total cost of hotel stays attach all receipts

£ : p

MARCH

Mortgage payments (interest only) or rent

£ 812 : 49 p

Food

£ 400 : p

Utilities

£ 154 : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 68 : p

Cleaning

£ 220 : 90 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 47 : p

▶ please specify

Other

£ 88 : 13 p

▶ please specify

Other

£ 149 : 95 p

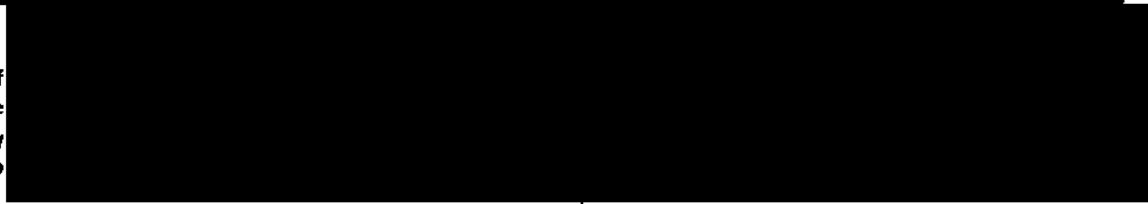
▶ please specify

Total

£ 2,218 : 04 p

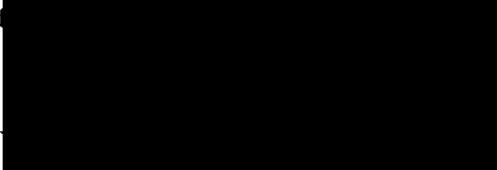
**Details of second home** *if applicable*

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

22 April 2008

**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

# Invoice

Sold To:

Mr Nigel Griffiths

Billed To

Order Number	Type of Work	Date Completed	Terms
TYPE	Invoice N	MONTH	7 days
Number	For work carried Out/Goods		Cost
1	Hoover		£1.62
			£178.00
Dates:		Sub Total	£179.62
		10% Handling Charge	£17.96
<i>We appreciate your business!!</i>		Total	£197.58

# INVOICE

Sold To:

Mr Nigel Griffiths

Billed To

Order Number	Type of Work	Date Completed	Terms
Fax	Cleaning	February	7 days
Number	For work carried Out/Goods		Cost
1	Total Cost Cleaning @ £11.00 per hour	16	£176.00
2	Travel and Parking		£12.00
3	Materials		£0.00
4	Carpets		£0.00
Sub Total			£188.00
VAT			£32.90
Total			£220.90

*We appreciate your business!!*

✓



# 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 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

NIGEL GRIFFITHS

Constituency

EDINBURGH SOUTH

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 01 1 02 1 08 to 29 1 02 1 08

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 812 : 49 p ✓

Food

£ 400 :

Utilities

£ 154 :

Council Tax/Rates

£ :

Telephone and  
telecommunications

£ 68 :

Cleaning

£ 166 : 26 p

Service/maintenance

£ 1,076 : p ✓

Repairs/insurance/  
security

£ : p

Other

£ 47 : p

▶ please specify

Other

£ 85 : p

▶ please specify

TOWELS

Other

£ : p


▶ please specify

Total

£ 2,808 : 75 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

3 March 2008 ✓

**Data protection**

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form to

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

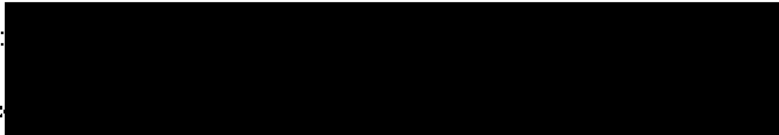


Mr N Griffiths



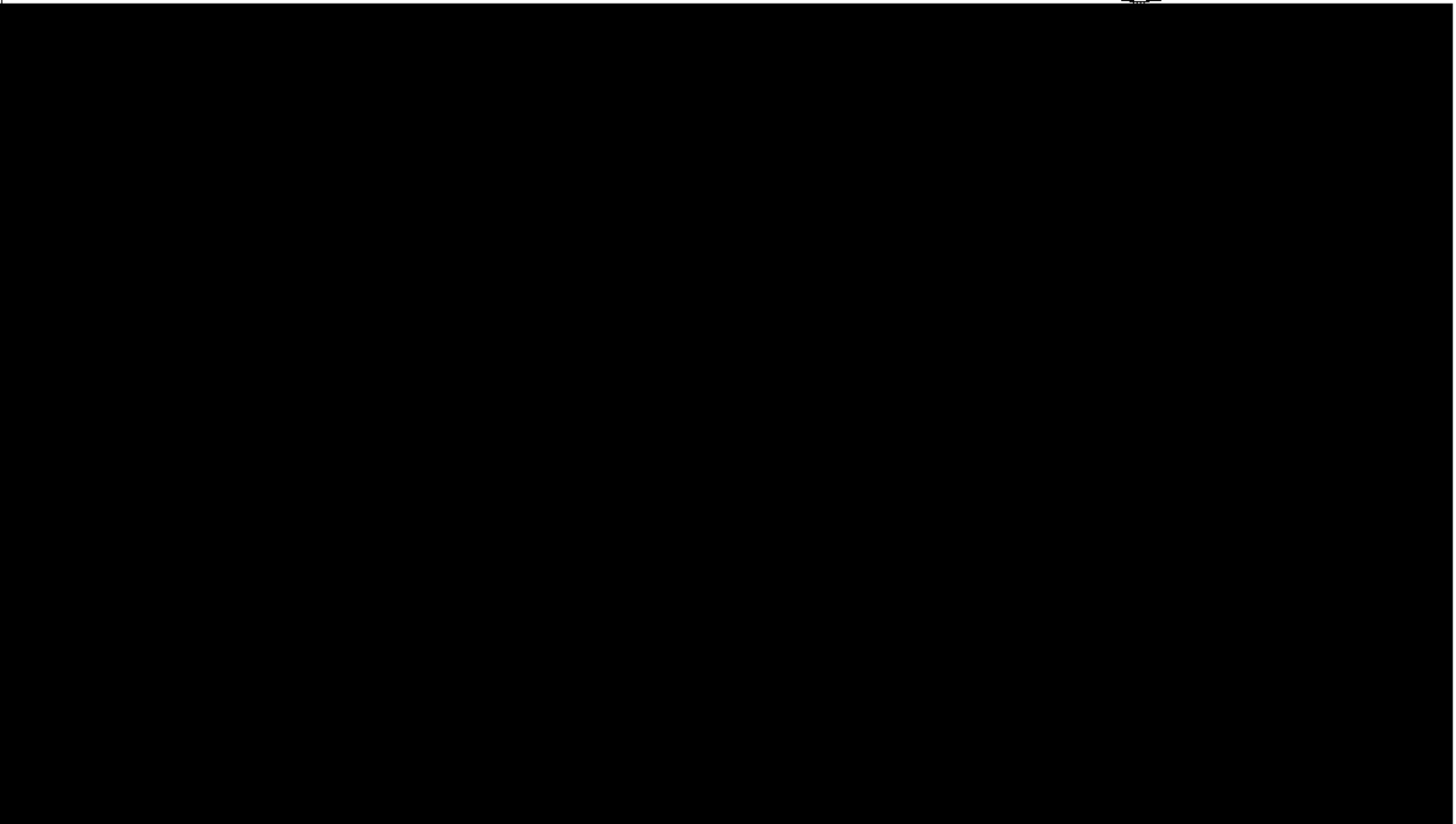
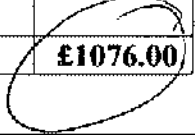
## Application for Payment of Service Charges

Property:



Reference:

Date		CR£	DR£	Balance
01/10/07	Balance c/f			£0.00
01/10/07	Service charge 01/10/07 to 30/09/08		£1076.00	
<b>Balance Due</b>				<b>£1076.00</b>





Member's claim form

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 1340.

Your details

Name in CAPITAL LETTERS

NIGEL GRIFFITHS

Constituency

EDINBURGH SOUTH

Office use
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 1 1 01 1 08 to 31 1 01 1 08

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 812 : 49 p

Food

£ 400 : p

Utilities

£ 60 : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 68 : p

Cleaning

£ 153 : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 47 : p

please specify

Other

£ : p

please specify

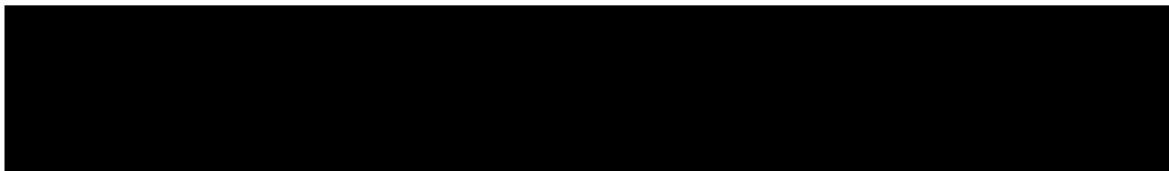
Other

£ : p

please specify

Total

£ 1,540 : 49 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  
[redacted] home for the purpose of performing

**Signature**

MP

**Date**28 January 2008**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.

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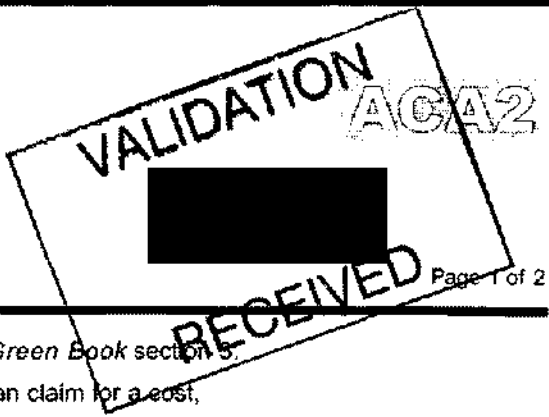
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**Send your completed  
form to**Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

Member's claim form



About filling in this form

- For details of costs you can claim for, see *Green Book* section 5.
- 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 GRIFFITHS

Constituency

EDINBURGH SOUTH

Office use

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 1 1 12 1 07 to 31 1 12 1 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 830 : 71 p

Food

£ 300 : p

Utilities

£ 60 : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 68 : p

Cleaning

£ 153 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 47 : p

▶ please specify

Other

£ 150 : p

▶ please specify

ANTI-ALLERGEN BEDDING

Other

£ : p

▶ please specify

Total

£ 1,608 : 71 p

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 at my second home for the purpose of performing my duties

Signature

MP

Date

2 January 2008

**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.

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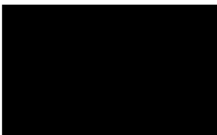
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Send your completed  
form to

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



# 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 070 7210 1502.

## Your details

Name  
in CAPITAL LETTERS

NIGEL GRIFFITHS

Constituency

EDINBURGH 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.
- 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 / 11 / 07

to 30 / 11 / 07 ✓

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 830 : 71 p

Food

£ 400 : p

Utilities

£ 60 : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 68 : p

Cleaning

£ 175 : 66 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 47 : p

▶ please specify

Other

£ 53 : 94 p

▶ please specify

AIR PURIFIER

Other

£ 589 : 95 p

▶ please specify

NEW BOB

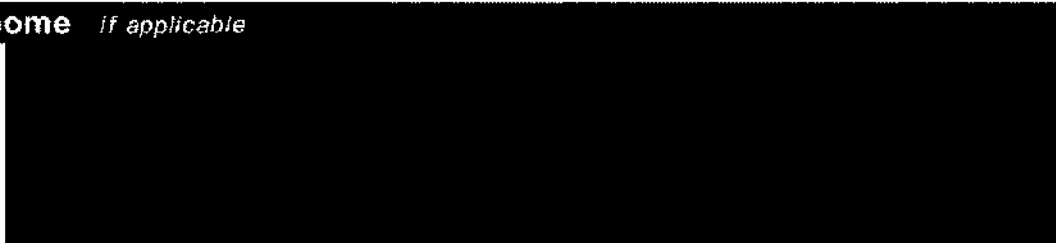
Total

£ 2,049 : 50 p

£2225.16 ✓

**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

Signature



MP

Date

14 December 2007 ✓

**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

	Sold	
* 1023135	1	£199.95
Nicole Pine135		STOCK
* 5509000	1	£99.95
Pine UnderDrw (pair)		STOCK
* 6644135	1	£259.95
POCKETMASTER 135CM		MATTRESS STOCK

INC. DISCOUNT OF £40.00 incl. VAT

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Delivery	£30.00
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TOTAL

SUB TOTAL	£502.00
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VAT	£87.85
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TOTAL	£589.85
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# Member's claim form

Members' Allowance

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

NIGEL GRIFFITHS

Constituency

EDINBURGH 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 01 11 07

to 31 10 07

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 830 : 71 p

Food

£ 4 00 : p

Utilities

£ 60 : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 68 : p

Cleaning

£ 153 : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 47 : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

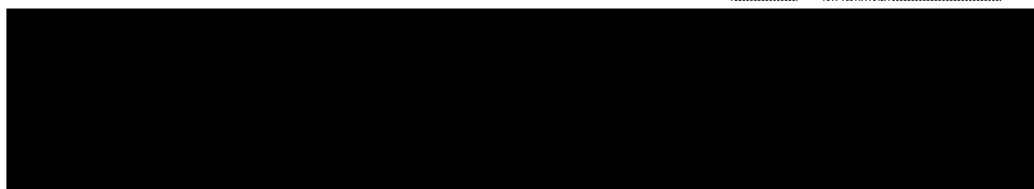
▶ please specify

Total

£ 1,558 : 71 p

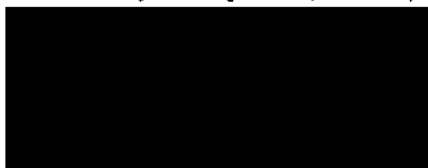
**Details of second home** *if applicable*

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

Signature



MP

Date

4 November 2007 ✓

**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



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

NIGEL GRIFFITHS

Constituency

EDINBURGH SOUTH

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 01 / 09 / 07

to 30 / 09 / 07 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 830 : 71 p ✓

Food

£ 200 : p ✓

Utilities

£ 60 : p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 68 : p ✓

Cleaning

£ 153 : p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 47 : p ✓

▶ please specify

Other

£ 135 : 50 p ✓

▶ please specify

TV LIBRARY

Other

£ : p

▶ please specify

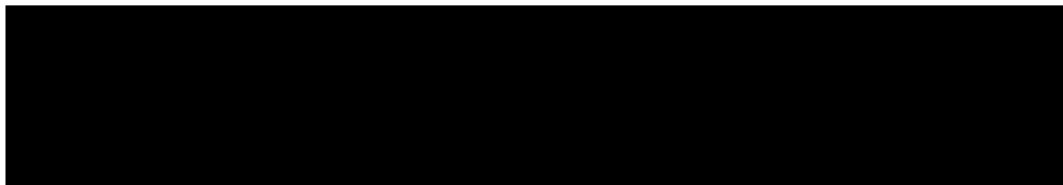
Total

£ 1494 : 21 p ✓

01 OCT 2007

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

Address of  
second home  
for Additional  
Costs Allowance



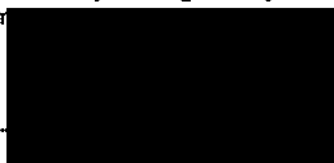
✓

**Declaration**

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

Signature

L



MP

Date

27 Sept 07

✓

**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



Additional Costs Allowance

ACA2

Member's claim form

1 of 2

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

NILEL GAFFINS

Constituency

EDINBURGH SOUTH

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 01 1 07 1 07 to 31 1 08 1 07 2 MONTHS

Total cost of hotel stays attach all receipts

£ ~~1,551~~ : 42 p

Mortgage payments (interest only) or rent

£ 1,661 : 42 p

Food

£ 600 : p

Utilities

£ 120 : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 132 : p

Cleaning

£ 306 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 94 : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

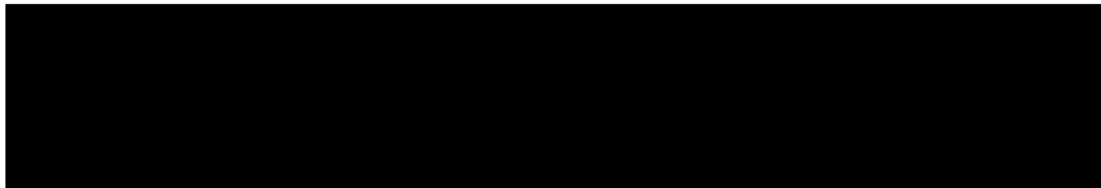
Total

£ 2,913 : 42 p

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 duties as a Member of Parliament.

Signature



MP

Date

27 AUGUST 2007

**Data protection**

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



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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 1340.

Your details

Name in CAPITAL LETTERS

NIGEL GRIFFITHS

Constituency

EDINBURGH SOUTH

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 01 / 04 / 07 to 30 / 10 / 07 x 3

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2,492 : 13 p

Food

£ 1,200 : - p

Utilities

£ 180 : - p

Council Tax/Rates

£ 791 : 49 p

Telephone and telecommunications

£ 204 : - p

Cleaning

£ 459 : - p x 3

Service/maintenance

£ : - p

Repairs/insurance/security

£ : - p

Other

£ 259 : 09 p

please specify

WATER CHARGE

Other

£ 141 : 00 p

please specify

Other

£ : - p

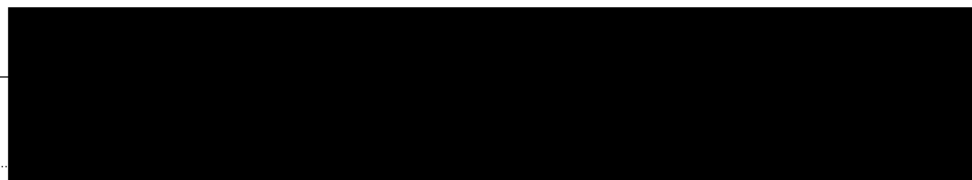
please specify

Total

£ 5,726 : 71 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

2 July 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]

NIGEL GRIFFITHS

[REDACTED]

Date:

12 March 2007

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Council tax for period 01.04.2007 to 31.03.2008	£1055.32
less 25% discount: single occupier (01.04.2007 to 31.03.2008)	-£263.83

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Amount payable for 2007/2008

£791.49

MR N GRIFFITHS

**Your new payment plan, starting April 2007**

1st instalment  
1st April 07

**£32.43**

7 instalments  
1st May 07  
to 1st November 07

**£32.38**

Current  
charges

**£259.09**

Your new payment plan covers  
your water services bill for the  
year 1 April 2007 - see below

The payments shown will be  
collected by Direct Debit from  
the account you have selected  
on or shortly after the 1st of the  
month