



# 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

RICHARD G. CABORN

Constituency

SHEFFIELD CENTRAL

## 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

07/08

Period of claim

from 1 1 1 08 to 31 1 3 08 (x3)

Total cost of hotel stays  
attach all receipts

£ : P

Mortgage payments  
(interest only) or rent

£ 3237 : 00 P ✓

Food

£ 400 : 00 P ✓

Utilities

£ 240 : 00 P ✓

Council Tax/Rates

£ 297 : 00 P ✓

Telephone and  
telecommunications

£ 240 : 00 P ✓

Cleaning

£ 295 : 74 P ✓

Service/maintenance

£ 240 : 00 P ✓

Repairs/insurance/  
security

£ 170 : 00 P ✓

Other

£ 28 : 00 P ✓

▶ please specify TV LICENCE

Other

£ : P

▶ please specify

Other

£ : P

▶ please specify

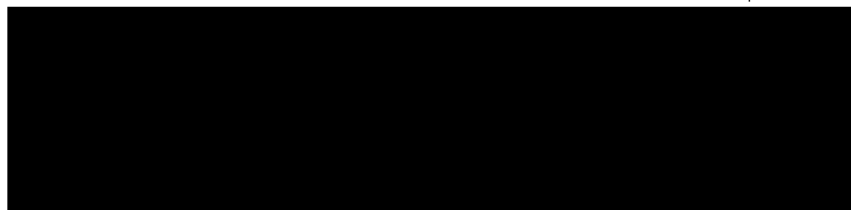
Total

£ 5277 : 74 P

Pay \* £5147.74

**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



Date

3.3.08 /

**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:

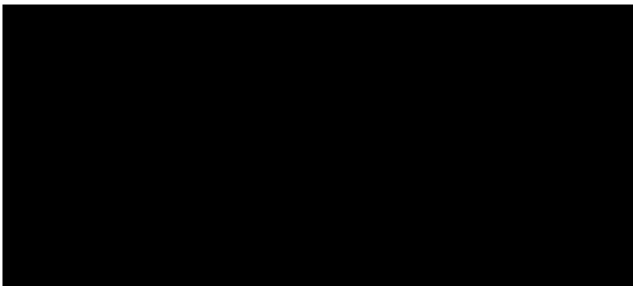
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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



Mr. Caborn,



Invoice No.



Client A/C Ref.

Invoice Date.

28/02/08

Services Provided at



Fortnightly cleaning services

41.95

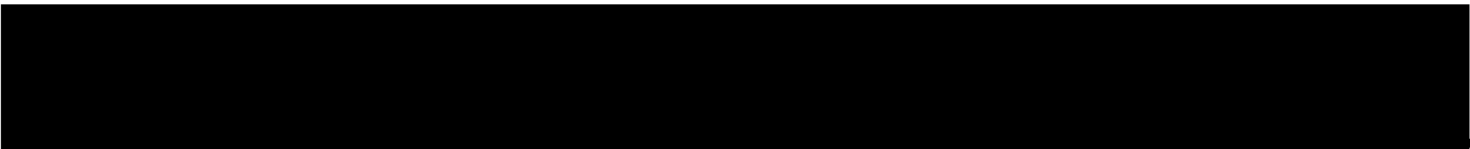
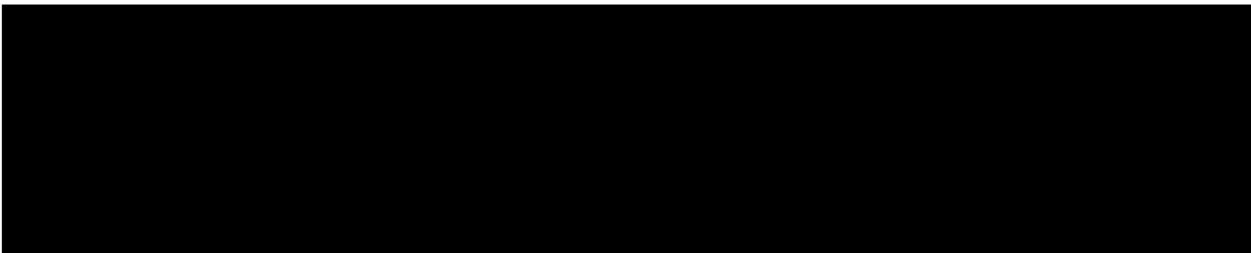
---

Total Net	£	41.95
Vat @ 17.5%	£	7.34
Invoice Total	£	49.29

---

Terms 7 days nett.

Thank you for using our services.



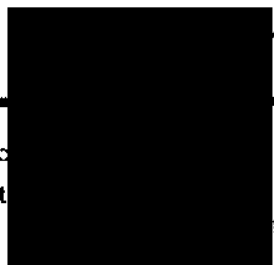


# Member's claim form

Members' Allowances

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 1592.



## Your details

Name  
in CAPITAL LETTERS

RICHARD G CABORN

Constituency

SHEFFIELD CENTRAL

## 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 / 10 / 07

to 31 / 12 / 07 x 3

Total cost of hotel stays  
attach all receipts

£ : P



Mortgage payments  
(interest only) or rent

£ 3237 : 00 P

Food

£ 400 : 00 P

Utilities

£ 240 : 00 P

Council Tax/Rates

£ 297 : 00 P

Telephone and  
telecommunications

£ 240 : 00 P

Cleaning

£ 286 : 92 P

Service/maintenance

£ 240 : 00 P

Repairs/insurance/  
security

£ 190 : 00 P

Other

£ 28 : 00 P

▶ please specify TV LICENCE

Other

£ 150 : 00 P

▶ please specify Parking

Other

£ 240 : 00 P

▶ please specify MATTRESS & BEDDING

Total

£ 5548 : 92 P



continued on page 2

**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

31.12.07

**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

DATE & TAX POINT 27 OCT 2005

ACCOUNT No. [REDACTED]

VAT REGISTRATION No. [REDACTED]

INVOICE No. [REDACTED]

R G CABORN ESQ

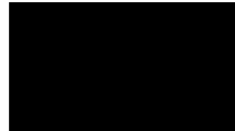
PREMISES [REDACTED]

PAYMENT IS DUE ON 14/11/05

Description	Basic Charges	VAT Rate	VAT Charges
<u>RENT</u> (ADV) FOR PERIOD FROM 06/03/2005 TO 24/12/2005	9704.86	0	0.00
[REDACTED]			
TOTAL AMOUNT	9704.86		
VAT TOTAL			
AMOUNT B/F	0.00		
TOTAL DUE	9704.86		



# Member's claim form



## Members' Allowances

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- 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 1500

## Your details

Name  
in CAPITAL LETTERS

RICHARD G CABORN

Constituency

SHEFFIELD CENTRAL

## 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 7 1 07 to 30 1 9 1 07 (x 3)

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 3237 : 00 p ✓ (quarterly)

Food

£ 400 : 00 p ✓

Utilities

£ 240 : 00 p ✓

Council Tax/Rates

£ 297 : 00 p ✓

Telephone and telecommunications

£ 240 : 00 p ✓

Cleaning

£ 287p : 92 p ✓

Service/maintenance

£ 240 : 00 p ✓

Repairs/insurance/security

£ 190 : 00 p ✓

Other

£ 28 : 00 p ✓ please specify TV LICENCE

Other

£ 150 : 00 p ✓ please specify PARKING

Other

£ 240 : 00 p ✓ please specify REPLACEMENT FLOORING

Total

£ 5548 : 92 p ✓

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

**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

[Redacted]

MP

Date

L 30. 9. 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.

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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



# Member's claim form

## Members' Allowances

About filing 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 1582

## Your details

Name in CAPITAL LETTERS

RICHARD G. CABORN

Constituency

SHEFFIELD CENTRAL

## 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 4 1 0 7 to 30 1 6 1 0 7 x 3

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 3 2 3 7 : 0 0 p

Food

£ 4 0 0 : 0 0 p

Utilities

£ 2 4 0 : 0 0 p

Council Tax/Rates

£ 2 9 7 : 0 0 p

Telephone and telecommunications

£ 2 4 0 : 0 0 p

Cleaning

£ 2 8 6 : 9 2 p

Service/maintenance

£ 2 4 0 : 0 0 p

Repairs/insurance/  
security

£ 1 9 0 : 0 0 p

Other

£ 2 8 : 0 0 p

Other

£ 1 5 0 : 0 0 p

Other

£ 2 0 0 : 0 0 p

Total

**£ 5 5 0 8 : 9 2 p**

TV LICENCE  
▶ please specify

PARKING

CLEANING MATERIALS  
▶ 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

Date

30.6.07

**Data protection**

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

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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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# COUNCIL TAX BILL

2007/08

02/04/2007

Mr Richard G Caborn Mp

Work Group

Account Number

%change

Gross Charge		01/04/2007 to 31/03/2008	£1,100.34
Discount	Furnished/0 resident of 10%	01/04/2007 to 31/03/2008	£110.03 CR
Amount Due			£990.31

PROPERTY REFERENCE AND ADDRESS

BILLING REASON

Annual Billing