

INTERNATIONAL TRAVEL INN  
100 LEFEBRE ROAD



NO. 201205





Member's claim form

06 JAN 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 for a cost, please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

STEVEN POLMAN

Constituency

FARMING N

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 05 to 31 12 05

Total cost of hotel stays attach all receipts

£ 89 : 95 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

£ 25 : 00 p ✓ please specify DAY CLEANING

Other

£ : p please specify

Other

£ : p please specify

Total

£ 114 : 95 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 my duties as a Member of Parliament.

Signature

MP

Date

**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.

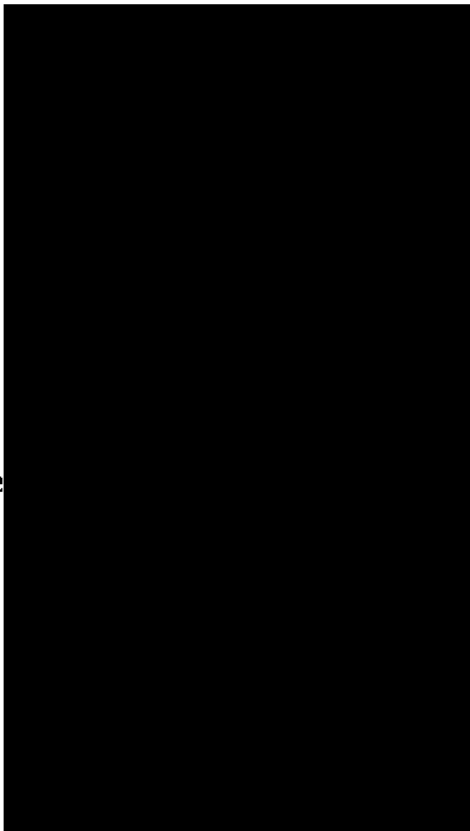
Send your completed  
form to

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

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** 24-25/5/05

**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

✓
✓
N/A
✓
✓
✓

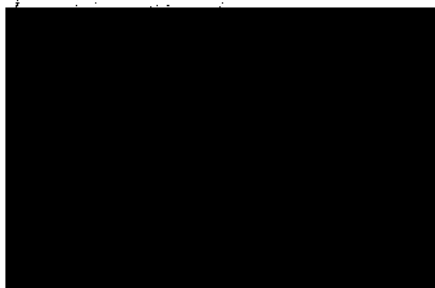
\* Financial Processing purposes only

Registered by (initials & date)

[Redacted] 57/6/05

Posted by (initials & date)

[Redacted] 20 JUN 2005



SALE

AMOUNT	036.85
VERIFIED BY PIN	
PLEASE HOLD	



Additional Costs Allowance  
2005/06, Y1  
Member's claim

Members' Allowances

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Your details

Name STEPHON POUND  
 in CAPITAL LETTERS  
 Constituency DRAWING NORTH

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 24 / 05 / 05 to 25 / 05 / 05

Total cost of hotel stays  £ 96 : 85 p  
 attach all receipts

Mortgage payments £ : p  
 (interest only) or rent

Food £ 25 : 00 p

Utilities £ : p

Council Tax/Rates £ : p

Telephone and telecommunications £ : p

Cleaning £ 40 : 00 p

Service/maintenance £ : p

Repairs/insurance/security £ : p

Other £ : p ▶ please specify \_\_\_\_\_

Other £ : p ▶ please specify \_\_\_\_\_

Other £ : p ▶ please specify \_\_\_\_\_

Total £ 161 : 85 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

*1st June 05***Data protection**

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