

Financial Processing }

Transaction

Registratio

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a de

**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

<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)



.....

Posted by (initials & date)

1.3.APR.2005.....



# Member's claim form

04 APR 2005

## 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

ADRIAN SANDERS

Constituency

TORBAY

## 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 / 3 / 05 to 31 / 3 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400:00 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 16:50 p

Cleaning

£ 65:00 p

Service/maintenance

£ [REDACTED] p

Repairs/insurance/  
security

£ 125:00 p

Other

£ 60:00 p

▶ please specify

[REDACTED] car park

Other

£ : p

▶ please specify

Other

£ : p

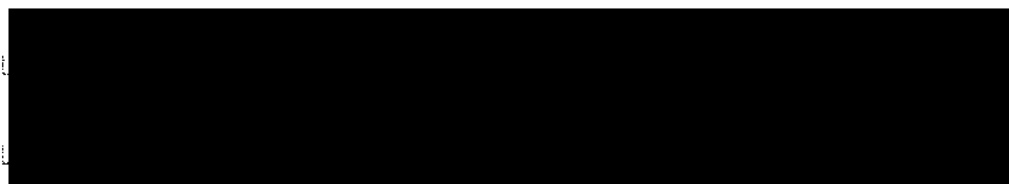
▶ please specify

Total

£ 666:50 p

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

Address of  
second home  
for Additional  
Costs Allowance

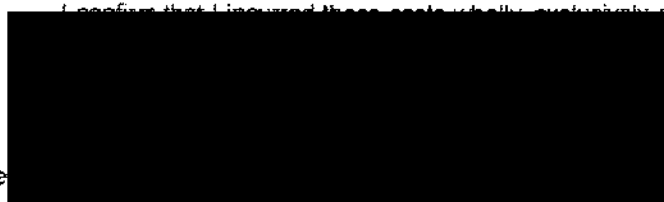


✓

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
for the purpose of performing

Signature



MP

Date



30/3/05

**Data protection**

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

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.

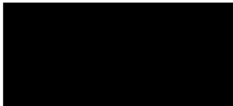
Send your completed  
form to

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



Member's claim form

01 MAR 2005



Members' Allowances

About filling in this form

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Your details

Name in CAPITAL LETTERS

ADRIAN SANDETS

Constituency

TORBAY

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 11 21 05 to 28 12 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400:00 p

Utilities

£ : p

Council Tax/Rates

£ 2:36 p

Telephone and telecommunications

£ : p

Cleaning

£ 65:00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 60:00 p

▶ please specify

Other

£ 37:98 p

▶ please specify

Other

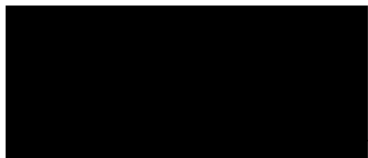
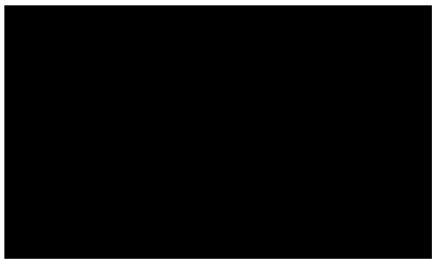
£ 249:00 p

▶ please specify

Total

£ 814:34 p

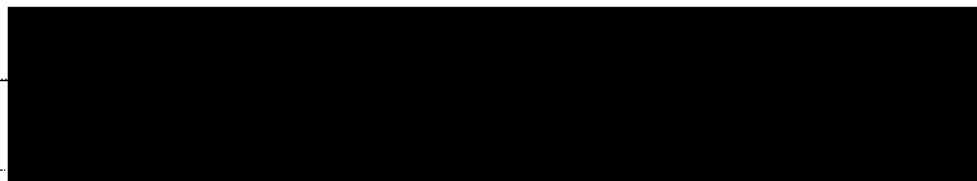
continued on page 2



car park  
Bedside Lamp  
Folding spare bed


**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  
home for the purpose of performing

Signature



MP

Date

 28/2/05**Data protection**

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

The information you give will be seen by:

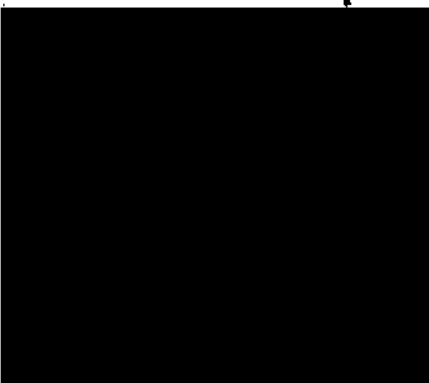
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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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.

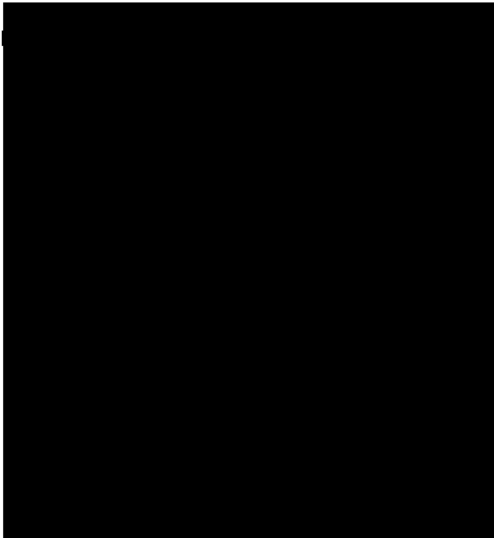
Send your completed  
form to

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



PRICE	119.99
TAXES	616.77
TOTAL	637.76
CASH	137.99





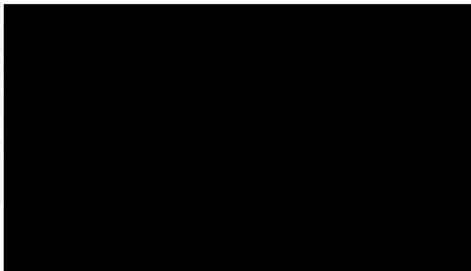
SALE

CUSTOMER COPY

AMOUNT

£249.00

VERIFIED BY PIN





Member's claim form

01 FEB 2005

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name in CAPITAL LETTERS

A SANDERS

Constituency

TORBAY

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 01/10/05 to 31/11/05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400:00 p

Utilities

£ 27:44 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 1:53 p

Cleaning

£ 65:00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 139:99 p

▶ please specify DVD Player for flat

Other

£ 33:98 p

▶ please specify Electrical cable

Other

£ 60:00 p

▶ please specify Car Park

Total

£ 727:94 p



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

Address of second home for Additional Costs Allowance



J

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to perform my duties for the purpose of performing

Signature



MP

Date

5/2/05

**Data protection**

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

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.

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Send your completed form to

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Page 2 of 2

10 January 2005

**Electricity bill**

MR A SANDERS

Please pay

**£27.44**

JVC	G RIB SCT J126**	£	33.98
2	x 698741 @ £16.99		

AMOUNT DUE		£	<u>33.98</u>
------------	--	---	--------------

CASH		£	40.00
------	--	---	-------

TOTAL TENDERED		£	<u>40.00</u>
----------------	--	---	--------------

CASH CHANGE		£	6.02
-------------	--	---	------



642 88000000  
PARADISE  
Winter Spas  
Price 10.00

Revised 11  
63310  
AUTHOR

614



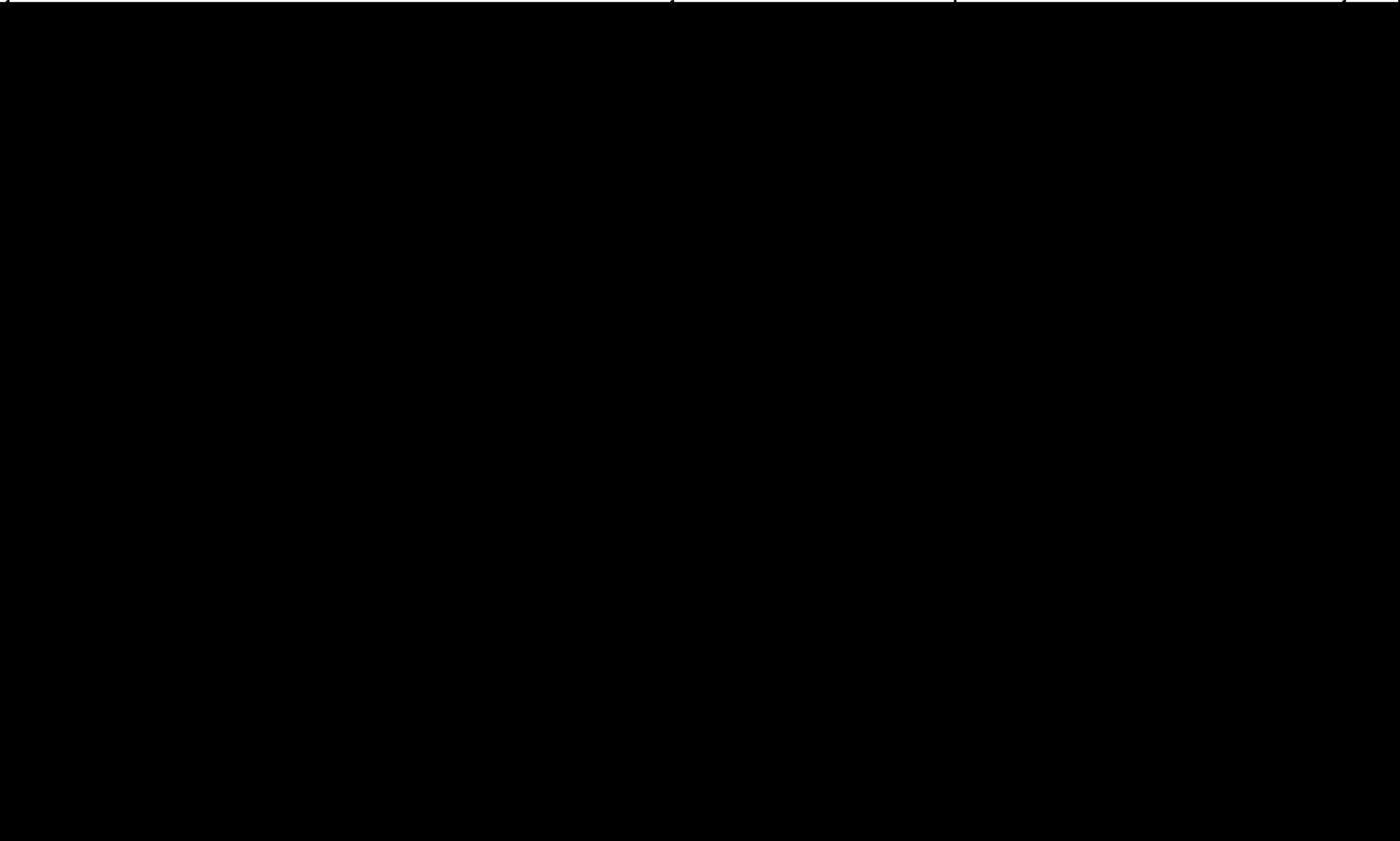
Mr A SANDERS  
 [Redacted Address]

[Redacted Address]

Postcode

Tel No. (Home) [Redacted] Special delivery instructions  
 Tel No. (Work)

Line	Qty	Description	Colour/Fabric/Finish	Unit price		Total	
				£	p	£	p
		PANASONIC	NV-VP312B			139	74
		DVD VCR COMBI					





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

ADRIAN SANDERS

Constituency

TORBAY

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 / 12 / 04 to 31 / 12 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : 93 p

Cleaning

£ 65 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 80 : 00 p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 545 : 83 p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

**Declaration**

Signature

[Redacted]

MP

Date

[Redacted] 31/12/04

**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

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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## Your details

Name  
in CAPITAL LETTERS

ADRIAN SANDERS

Constituency

TORBAY

## 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 1/1/05 to 1/1/05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 2737:00 p

Rent per grantee

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 25:00 p

Rental

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

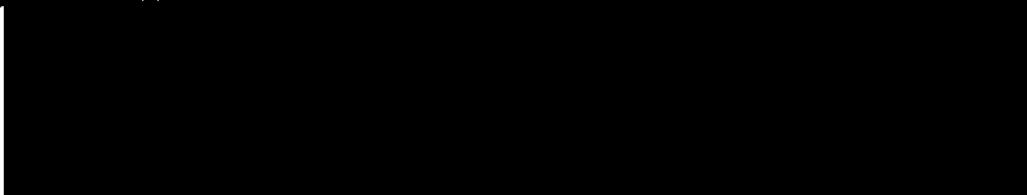
Total

£ 2762:00 P



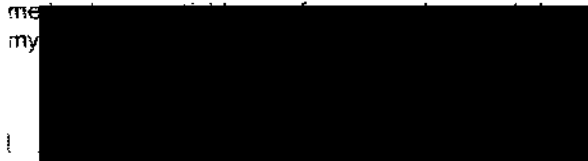
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance


**Declaration**


I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to perform my duties for the purpose of performing my

Signature



MP

Date

 1/1/05
**Data protection**

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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

ADRIAN SANDERS

Constituency

TORBAY

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 / 11 / 04

to

30 / 11 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 2 : 12 p

Cleaning

£ 65 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 125 : 00 p

▶ please specify

Other

£ : p

▶ please specify

Car Park

Other

£ : p

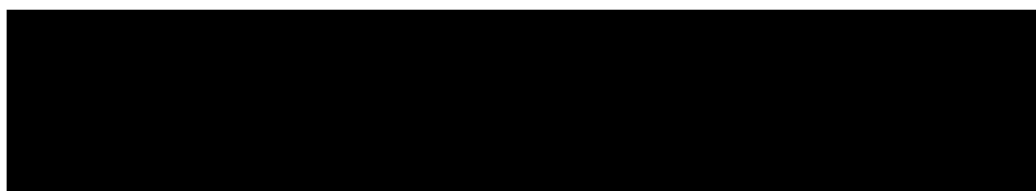
▶ please specify

Total

£ 592 : 12 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 remain at my main home for the purpose of performing my duties.

Signature



MP

Date

 30/10/09**Data protection**

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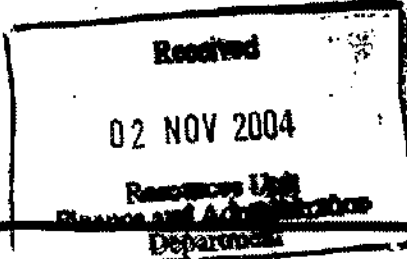
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

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# Member's claim form



Members' Allowances

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

ADRIAN SANDERS

Constituency

TORBAY

## 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 / 10 / 04 to 30 / 10 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ 400:00 p

Utilities

£ 22:67 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 1:01 p

Cleaning

£ 65:00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 38:00 p

▶ please specify

Car Park

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 526:68 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 [Redacted] duties.

Signature

[Redacted]

MP

Date

[Redacted]

31/10/04

**Data protection**

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

MR A SANDERS

## Electricity bill

28 September 2004

Please pay

**£22.67**



# Member's claim form

Members' Allowances

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## Your details

Name  
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ADRIAN SANDERS

Constituency

TORBAY

## Claim details

### Notes

You can only claim for

- costs you have actually paid
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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 or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 1 9 1 0 4 to 3 0 1 9 1 0 4

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 300:00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 65:00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 80:00 p

▶ please specify

Car Park

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 445:00 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

Signature

[Redacted]

MP

Date

[Redacted]

30/9/04

**Data protection**

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# Member's claim form

## Members' Allowances

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

ADRIAN SANDERS

Constituency

TORBAY

## 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.
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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 / 10 / 04 to 1 / 1 /

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2737.00 p rent

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 25.00 p Rental

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

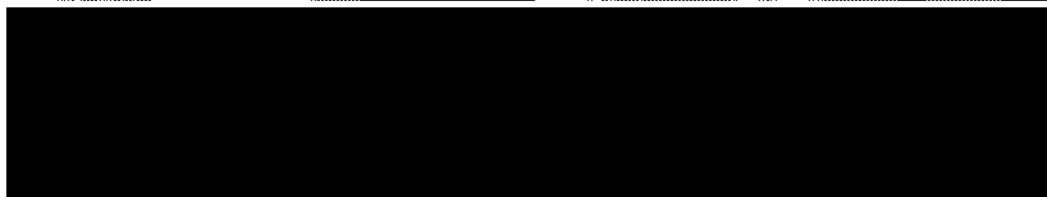
£ : p ▶ please specify

Total

£ 2762.00 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

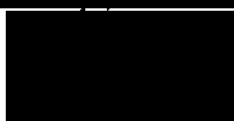
I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
me for the purpose of performing

Signature



MP

Date



1/10/04

**Data protection**

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- National Audit Office staff

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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

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

ADRIAN SANDERS

Constituency

TORBAY

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 1 8 1 0 4 to 1 1 8 1 0 4

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 100:00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 1:50 p

Cleaning

£ 65:00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 102:98 p

▶ please specify

Digi box & batteries

Other

£ 25:00 p

▶ please specify

Car Park

Other

£ : p

▶ please specify

Total

£ 294:48 p

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

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

I have incurred these costs wholly and exclusively and necessarily to enable  
to remain in home for the purpose of performing

Signature



MP

Date



31/8/04

**Data protection**

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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.

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# SALES RECEIPT

Customer Under

11:54 01/08/04 Page 1

Manager :  
Salesperson:

Customer Address :  
MR A H SANDERS

0

ITEM DETAILS	QTY	VALUE	PAYMENT DETAILS	VALUE
SALE				
184 140740 SONY VTX-D800U	1	99.99		102.98
486 170500 DURC AAB6 SPECIA	1	2.99		

POSTCODE CHECKED

Total 102.98

Total paid 102.98



# Member's claim form

## Members' Allowances

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 1592.

## Your details

Name in CAPITAL LETTERS

ADRIAN SANDERS

Constituency

TORBAY

## 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 1 7 1 0 4 to 3 1 1 7 1 0 4

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400.00 p

Utilities

£ 22.19 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 25.00 p Rental  
5.35 p call

Cleaning

£ 65.00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 28.00 p please specify Batteries/light bulbs/plug/repair/insurance

Other

£ 50.00 p please specify Car Park

Other

£ 62.99 p please specify Bedside lamp

Total

£ 658.53 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

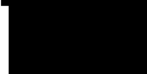
I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature



MP

Date

 31/7/04**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

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

30 June 2004

**Electricity bill**

MR A SANDERS

Please pay

**£22.19**





# 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

A Saunders

Constituency

Terbury

## 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 1 7 1 0 4

to 1 1

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2737:00 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

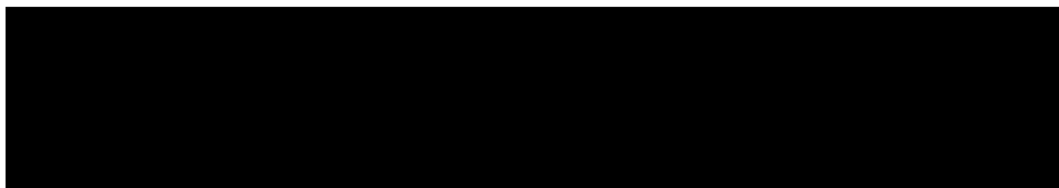
▶ please specify

Total

£ 2737:00 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  
[redacted] home for the purpose of performing

Signature



MP

Date

 30/6/04**Data protection**

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# 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

Constituency

A SANDERS

TORBAY

## 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 1 6 1 0 4 to 3 0 1 6 1 0 4

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400:00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 1:95 p

Cleaning

£ 54:16 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 16:50 p

▶ please specify electric plugs

Other

£ 12:60 p

▶ please specify light bulbs

Other

£ 29:00 p

▶ please specify Car Park

Total

£ 584:21 p

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

Address of  
second home  
for Additional  
Costs Allowance

L

L

**Declaration**

I confirm that I have provided the information above exclusively and necessarily to enable  
me to claim the Additional Costs Allowance on my second home for the purpose of performing  
my duties as a Member of the House of Commons.

Signature

L

MP

Date

L

30/6/04

**Data protection**

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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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Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 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 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

ADRIAN SANDERS

Constituency

TORBAY

## 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 5 1 0 4 to 3 1 5 1 0 4 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400:00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 54:16 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 36:00 p

▶ please specify

Other

£ 34:99 p

▶ please specify

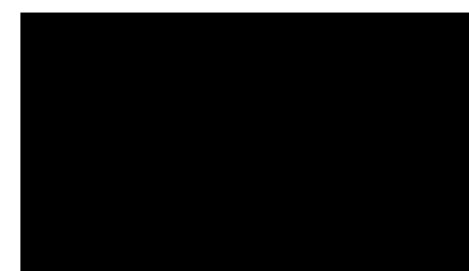
Other

£ 60:00 p

▶ please specify

Total

£ 585.05 p



CAR PARK  
(C) Holder  
Wall Clock (Radio Gen Station)

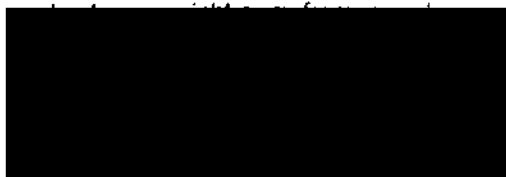
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**


I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
[redacted] in home for the purpose of performing

Signature



MP

Date

 31/5/04**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:

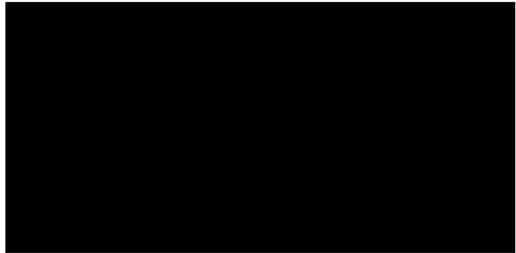
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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



E

00334525	V OLIVI CHIANTI	5.49
00335317	***OUDINOT BRUT	12.99
00261227	GARG PINOT G	4.49
00205856	LG EGG MAYO	1.78
00263290	SOFT F/H 400G	0.79
00239219	MULTISO 400G	1.09
00406598	RDG SLT/VIN150G	1.39<
01748849T27	RADIO CON STATION	60.00*<

Ridges £1 with any Wine	
EQ.39 Discount	0.39-
T27 20% OFF SELECTED HOME PRMO	
20% Discount	12.00-

Balance to pay 8 items	75.63
------------------------	-------





M29385010 BLACK DBL WAVE CD	2	69.98
M91877019 4 TROLLEY WHITE	1	19.99

TOTAL SALE £	89.97
VISA £	89.97
CHANGE £	0.00







04/05

# Member's claim form

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see [redacted]
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name ADRIAN SANDERS  
 in CAPITAL LETTERS  
 Constituency TORBAY

## 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 4 to 1 1 4 1 0 4

Total cost of hotel stays £ : p  
*attach all receipts*

Mortgage payments £ 2638 : 75 p  
*(interest only) or rent*

Food £ : p

Utilities £ : p

Council Tax/Rates £ 544 : 50 p

Telephone and telecommunications £ : p

Cleaning £ : p

Service/maintenance £ : p

Repairs/insurance/security £ : p

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

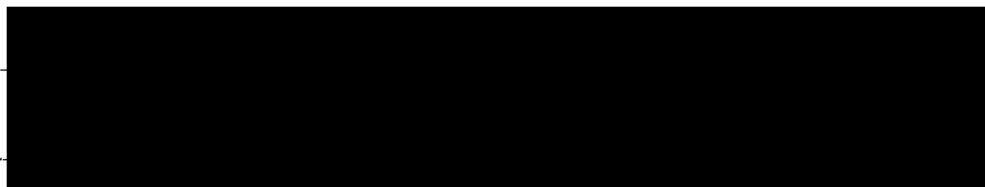
Other £ : p ▶ please specify \_\_\_\_\_

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

Total £ 3183 : 25 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 [redacted] me for the purpose of performing my duties [redacted]

Signature

[redacted] MP

Date

[redacted] 1/6/04

**Data protection**

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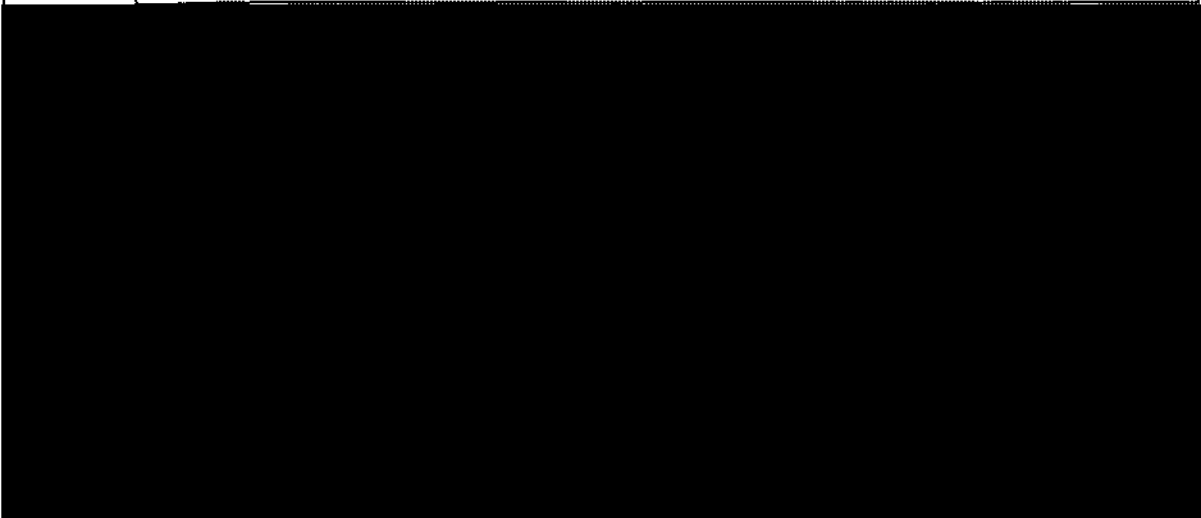
Date of Issue: 15-MAR-2004

MR A SANDERS	
[REDACTED]	
[REDACTED]	
Account reference	[REDACTED]

Address of property (if different)	
[REDACTED]	
Property reference	[REDACTED]



		Percentage (%) Change From Last Year	
[REDACTED]		5.2 % Increase	363.67
[REDACTED]		7.5 % Increase	241.33
Council Tax for your property 2004 to 2005		6.1 % Increase	605.00
Charge for Period 01-APR-2004 - 31-MAR-2005			605.00
<b>Adjustments</b>			
Discount 10% : 2nd Home/Company Property	Period		
	01-APR-2004	31-MAR-2005	-60.50
			544.50



MR A SANDERS



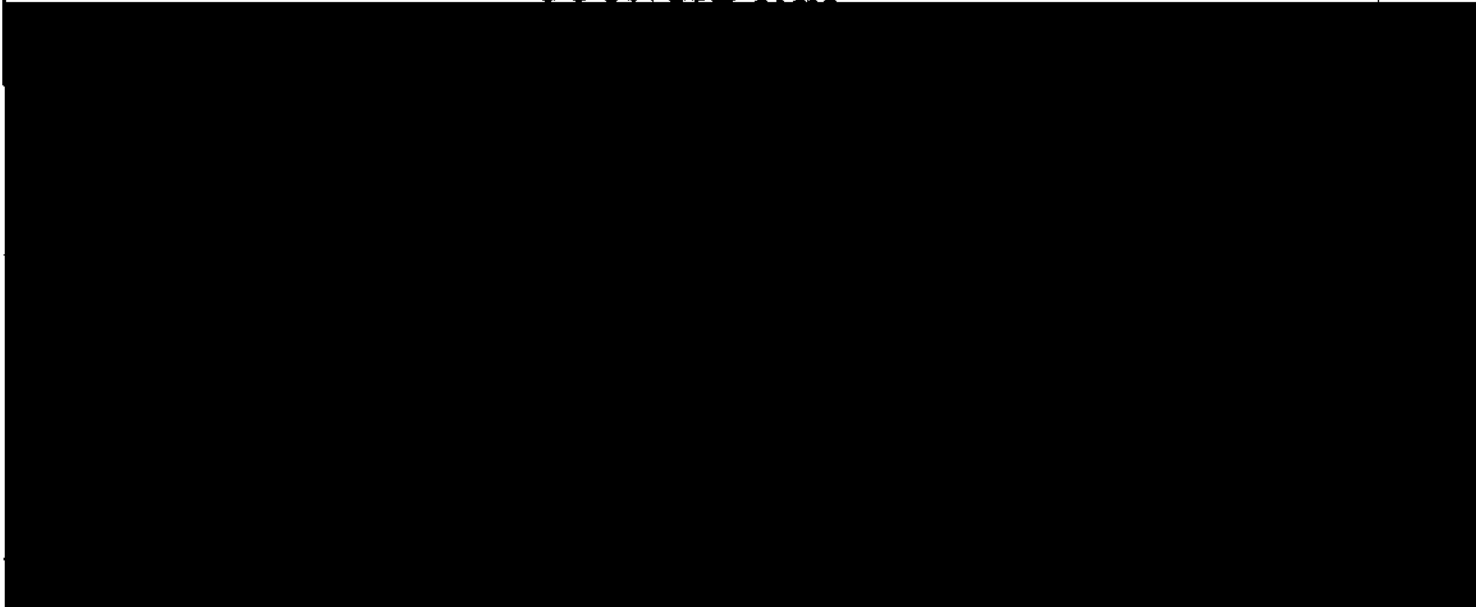
**Date of issue**

15-MAR-2004

**Account Reference**



### COUNCIL TAX



**Date of Payment**

**Amount Due**

**Date of Payment**

**Amount Due**

01-APR-2004

544.50