



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

ALAN DUNCAN

Constituency

RUILAND + MELTON

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, 3, 06 to 31, 3, 06

Total cost of hotel stays  
attach all receipts

£ 1350 : 00 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

£ : p

Other

£ : p

▶ please specify

Other

£ : p

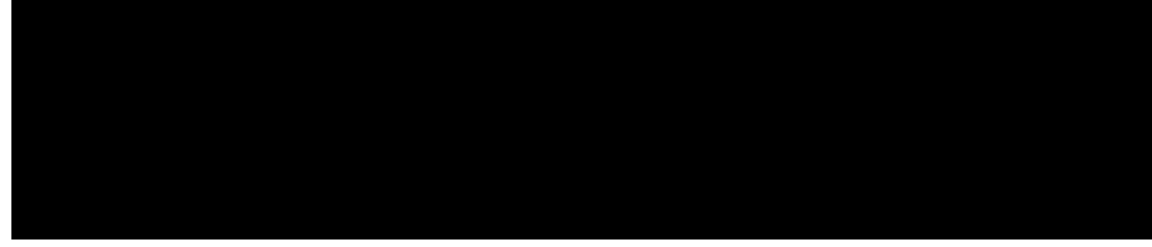
▶ please specify

Total

£ 1350 : 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 as a Member of Parliament.

**Signature**



**Date**

12. 4. 06

**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



# Additional Costs Allowance

## Member's claim form

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### Your details

Name  
in CAPITAL LETTERS

ALAN DUNCAN

Constituency

RUTLAND + MELTON

### Claim details

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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 or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1, 2, 06 to 28, 12, 06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1381 : 51 p

Electricity Food

£ 506 : 80 p

Utilities

£ 621 : 36 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 77 : 64 p

Repairs/insurance/  
security

£ : p

Other

£ 131 : 50 p

▶ please specify

TV LICENCE

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2871 : 70 p

continued on page 2

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

Address of  
second  
for Ad  
Costs All

**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

21. 3. 06

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

Mr A Duncan

Date of Bill: 10 February 2006

New Balance

Revised Electricity Bill

£506.80

INVOICE ADDRESS

DELIVERY ADDRESS

MR A DUNCAN

As Invoice Address

INVOICE DATE	ACCOUNT No.	CUSTOMER ORDER No.	AREA	ORDER	INVOICE
23/02/06					
ITEM CODE	DESCRIPTION		UNIT QUANTITY	NETT PRICE PER UNIT	GOODS TOTAL
	28 SEC KERSENE			33.70	591.77

*Paid*

VAT 30%	GOODS	VAT RATE	VAT

**PAYMENT NOW DUE**

Invoice Goods	Invoice VAT	Invoice Total
591.77	29.59	621.36

Customer N

Date/Tax Point 03/03/06

Invoice Address:

Mr Duncan

Account No.:

Site Address:

Tel. No.:

Serial No.:

Installation Date:

Last Call Date:

Insurance Policy No.:

Type of Call: 1st service

Work Carried Out:

*ROUTINE BOILER SERVICE.*

Test Results

Stock Code	Description	Qty	£	p
		1	9	98
		1	4	10
		1	4	00
			48	00
			-	-
			66	08
			11	56
			77	64

Labour Charge	48	00
Call Out Charge	-	-
Sub Total	66	08
VAT 17.5%	11	56
TOTAL DUE	77	64

Telephone

Mr A J C Duncan

Licence Number  
Our Reference

6 February 2006

**Quarterly Direct Debit - Licence and Personal Payment Plan**

Dear Mr Duncan,

*For* Mr A J C Duncan

TV Licence number  
Valid until: 28 February 2007

Licence Fee: £131.50





Member's

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Your details

Name in CAPITAL LETTERS

ALAN DUNCAN

Constituency

RUILAND + MELTON



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 / 06 to 31 / 1 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1381 : 51 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 1845 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3226 : 51 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

Date

6.2.06

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Send your completed  
form to

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



INVOICE

Mr Alan Duncan MP



For maintenance of garden - all weeding, mowing, planting and general care as per contract 

£1845

---

Date: 1.2.06



Additional Costs

Member's

About filling in this form

- For details of costs
- If you have any doubts please call 020 7211 1234

**Your details**

Name ALAN DUNCAN  
in CAPITAL LETTERS

Constituency RITLAND + MELTON



**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 / 12 / 05 to 31 / 12 / 05

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

Mortgage payments £ 1381 : 51 p  
*(interest only) or rent*

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 £ 1381 : 51 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

11.1.06

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Memorandum

About filling in this form

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Your details

Name in CAPITAL LETTERS

ALAN DUNCAN

Constituency

RUTLAND + MELTON

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 / 11 / 05 to 30 / 11 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1381 : 51 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

£ 1381 : 51 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

Date

4.12.05

**Data protection**

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



Additional Costs Allowance

ACA2

Member

09 NOV 2005  
08 NOV 2005

About filling 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 please call 020 7219 1340.

Your details

Name  
in CAPITAL LETTERS

ALAN DUNCAN

Constituency

RUTLAND + MELTON

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 / 10 / 05 to 31 / 10 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1381 : 51 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

£ 1381 : 51 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**

**Date**

8. 11. 05

**Data protection**

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Member's claim form

About filling in this form

- For details of costs you can claim for, see C...
- If you have any doubt about whether you ca... please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ALAN DUNGAN

Constituency

RUTLAND + MELBORN

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 / 9 / 05 to 30 / 9 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1381 : 51 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

£ 1381 : 51 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**

**Date**

12.10.05

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



Additional Costs Allowance

ACA2

Member's

31 AUG 2005

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

ALAN DUNCAN

Constituency

ROTLAND + MELTON

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 / 8 / 05 to 31 / 8 / 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1142 : 22 p

Food

£ : p

Oil — Utilities

£ 624 : 99 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

£ 1767 : 21 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

Date

31. 8. 05

**Data protection**

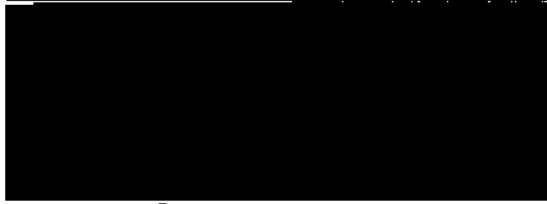
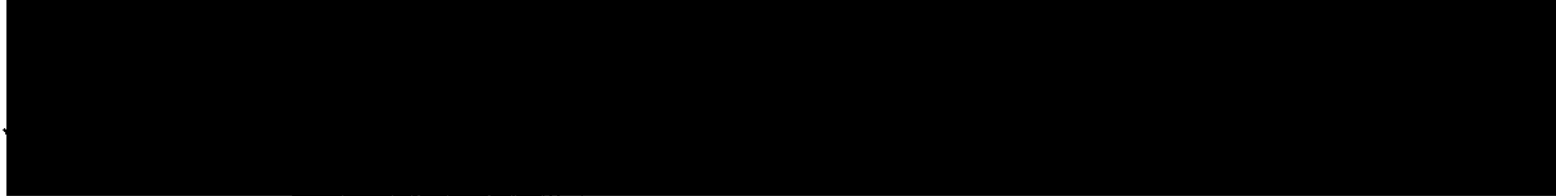
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form to

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



MR A DUNCAN

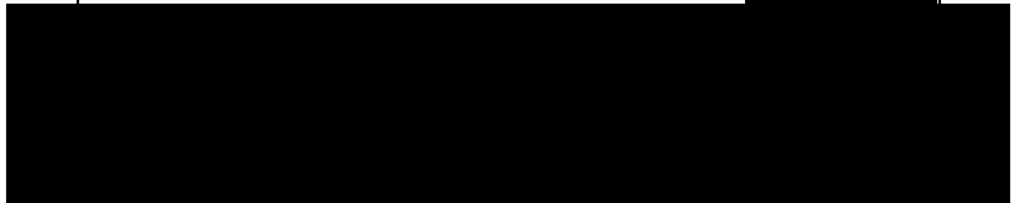


INVOICE ADDRESS

DELIVERY ADDRESS

As Invoice Address

INVOICE DATE	ACCOUNT No.	CUSTOMER ORDER No.	AREA	ORDER	INVOICE
15/08/05					
ITEM CODE	DESCRIPTION	UNIT QUANTITY	NETT PRICE PER UNIT	GOODS TOTAL	VAT CODE
	28 Sec		32.45	624.99	



**PAYMENT NOW DUE**

VAT CODE	GOODS	VAT RATE	VAT

Invoice Goods	Invoice VAT	Invoice Total
624.99	31.25	656.24





Add

ACA2

10 AUG 2005

Member's claim form

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Your details

Name in CAPITAL LETTERS

A. DUNCAN

Constituency

RUTLAND & MELTON

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 17 05 to 31 17 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1142 : 22 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 339 : 46 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1481 : 68

**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

8. 8. 05

**Data protection**

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



Your account and bill number

MR A.J.C DUNCAN

Date  
10 July 2005

Bill for

**Total now due**

**£ 34.71**

*Please make sure we receive the total now  
21 July 2005.*

Your account and bill number

MR A.J.C DUNCAN

Date  
10 July 2005

Bill fo

**Total now due**

**£ 53.06**

Your account and bill number

MR A.J.C DUNCAN

Date  
10 July 2005

Bill for

**Total now due**

**£ 45.99**

Your account and bill number

MR A.J.C DUNCAN

Date  
4 July 2005

for

**Total now due**

**£ 205.70**



Additional

ACA2

# Member's claim form

05 JUL 2005

Page 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

A. DUNCAN

Constituency

Rutland + Melton

### 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 AS per invoice to / /

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

£ 1597 : 20 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1597 : 20 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**

**Date**

3.7.05

**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

**RENEWAL INVOICE**

Mr A Duncan

30 June 2005

Ref. [REDACTED]

AUTHORISED AND REGULATED BY THE  
FINANCIAL SERVICES AUTHORITY

Your insurance cover falls due for renewal on the date shown below and **PAYMENT**

Renewal Date:

15 July 2005

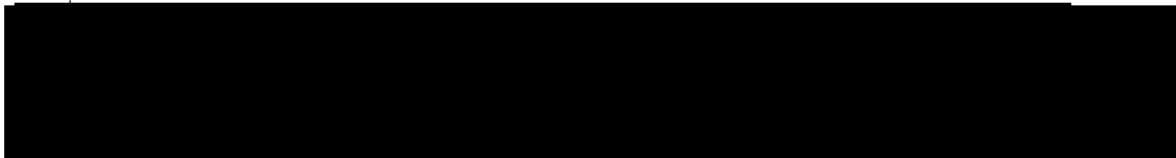
Total Premium £1,597.20



About filling in this form

### Your details

Name JUNCAN, ALAN  
 in CAPITAL LETTERS  
 Constituency RUTLAND + MELDON



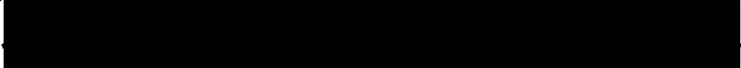
### Claim details

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 11 / 5 / 05 to 31 / 5 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1142 : 22 p  $\div \frac{26}{31} = £957.99.9$

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

£ 1142 : 22 p  $\div \frac{26}{31} = £958.00$

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**

**Date**

9.6.05

**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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**Send your completed  
form to**

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

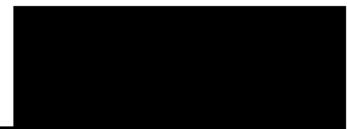


Member's claim form

04 JUL 2005

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.



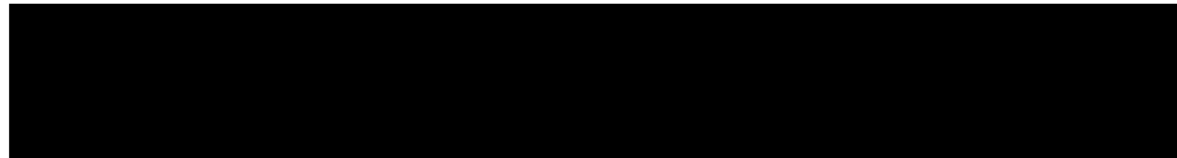
Your details

Name in CAPITAL LETTERS

A. DUNCAN

Constituency

RUTLAND & MELTON



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 16 / 05 to 30 / 6 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1142 : 22 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 538 : 95 p

Repairs/insurance/security

£ : p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1681 : 17 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**

**Date**

1.7.05

**Data protection**

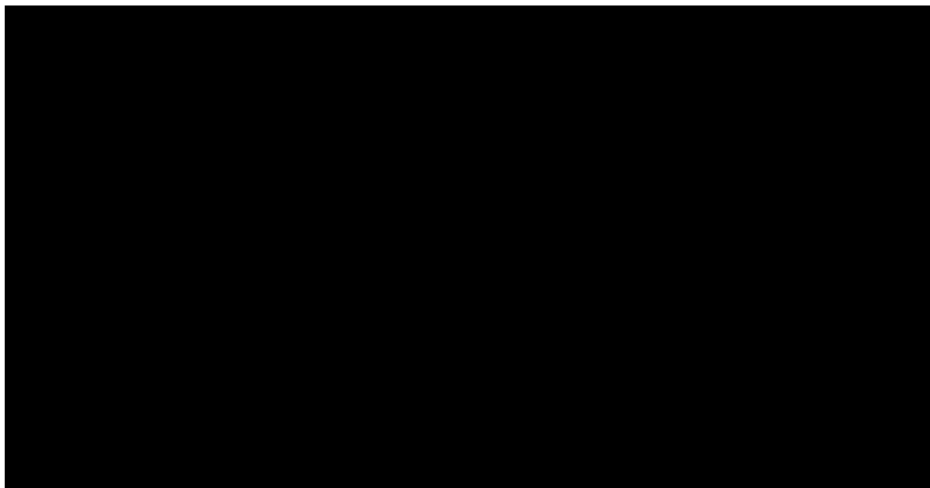
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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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**Send your completed  
form to**


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



INVOICE

1st July 2005

Maintenance 

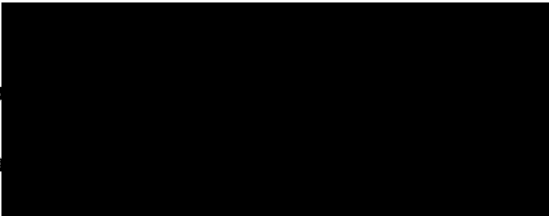
25th May - 22nd June 2005 

TOTAL:           **£538.95**

Financial Processing }

Transaction No

Registration No

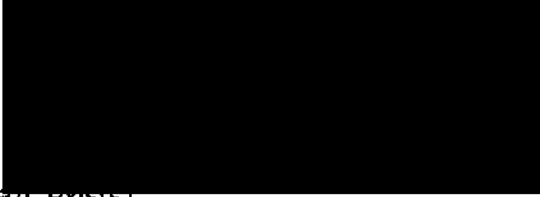


**ACA**

**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 a/c exists)

**Text** (



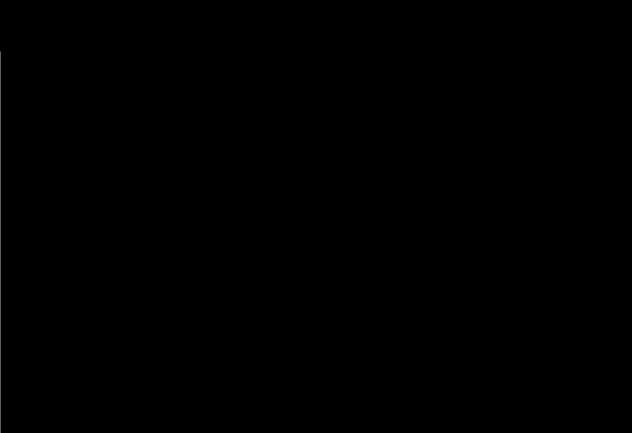
**Invoice No.** 11/5/05 .

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

**Expenditure type (Cat5) :**



Pay £ 1163.43 .

\* Validation purposes only (please tick to indicate compliance)

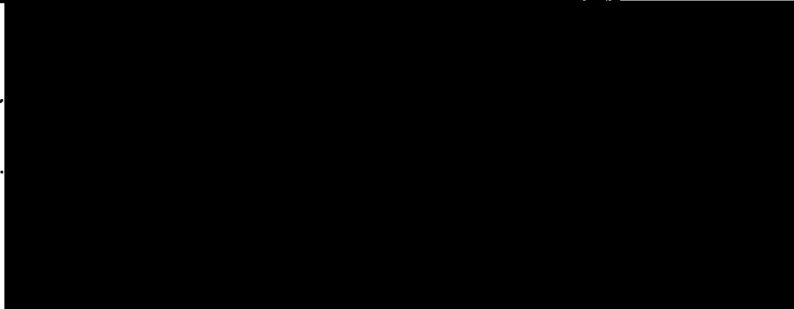
Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 <sup>nd</sup> home address
Budget checked
Claim signed
Claim correctly dated

✓
✓
✓
✓
✓
✓

\* Financial Processing purposes only

Registered by (initials & date) ...

Posted by (initials & date) ...





# Member's claim form

11 MAY 2005

05/06

## 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

ALAN DUNCAN

Constituency

RUTLAND + MELTON

## 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 1-11 / 4 / 05 AND 5-10 / 5 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 75 : 56 p

Council Tax/Rate

£ : p

Telephone and telecommunications

£ 194 : 42 p

Cleaning

£ : p

Service/maintenance

£ 540 : 00 p

Gardening

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

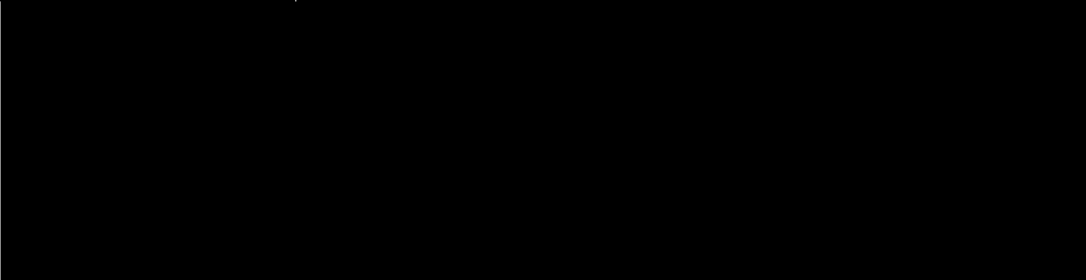
Total

£ 1417 : 39 p

1163.43

**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

11.5.05

**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.

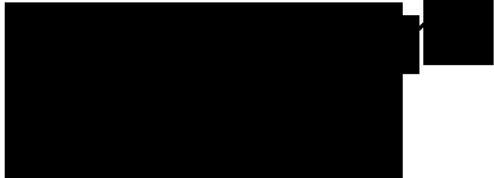
Send your completed  
form to

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



INVOICE

Mr Alan Duncan MP



For maintenance of garden - all weeding, mowing, planting and general care as per contract [redacted] per hour

£ 540 —

---

Date: 10. 5. 65



MR ALAN DUNCAN



Total

**£194.42**

by Direct Debit on or  
after 04 May 2005

Mr A Duncan

New Balance

£75.56

Electricity Bill

This is not a tax invoice

Customer Reference Number

Mr A Duncan

Date of Bill: 2 February 2005

Electricity Bill

New Balance

£253.96

MR A DUNCAN

Account Number

Account Balance

Bill Date

5 April 2005

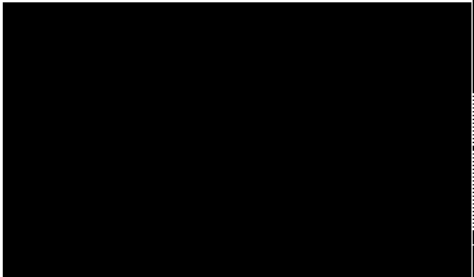
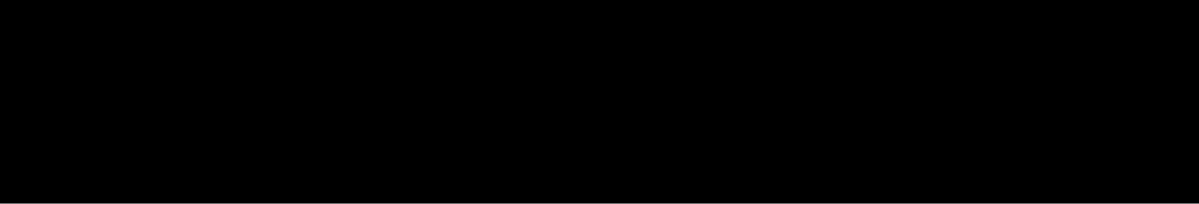
## Water Services Amended Bill

Bill Period : 3 February 2004 to 24 March 2005

Total charges for this period

✓ £121.54

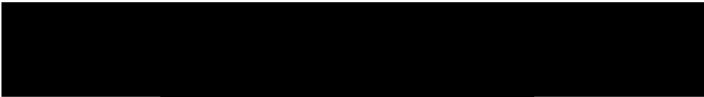
This Statement is for information only.



MR A.J.C DUNCAN



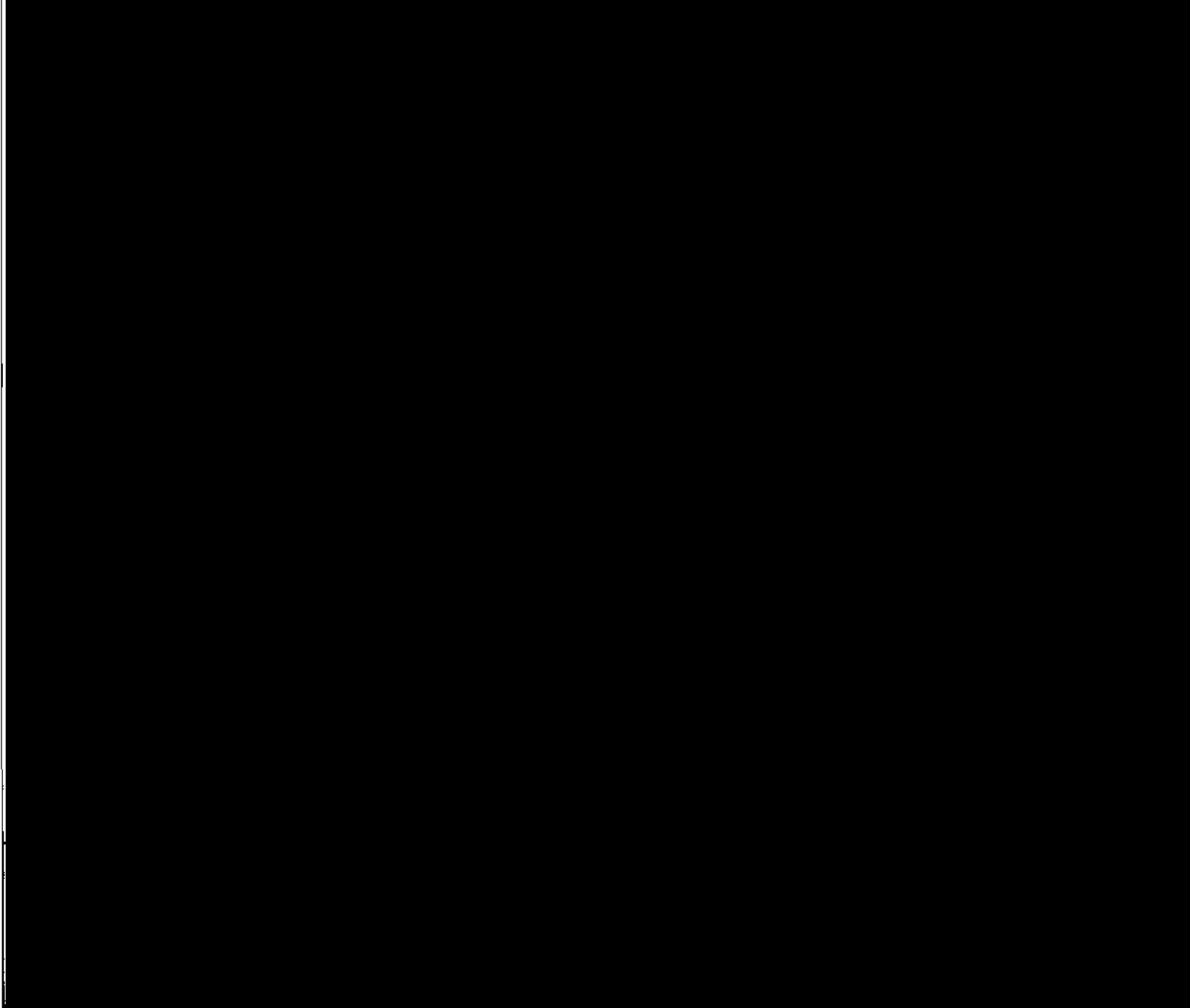
Date  
10 April 2005



Bill for

**Total now due**

**£ 34.59**



Your account and bill number

MR A.J.C DUNCAN

Date  
10 April 2005

Bill for

**Total now due**                      **£ 49.13**

Your account and bill number

MR A.J.C DUNCAN

Date  
10 April 2005

Bill for

**Total now due**

**£ 36.23**

Your account and bill number

MR A.J.C DUNCAN

Date  
4 April 2005

for

---

**Total now due** **£ 111.76**

---

*Please make sure we receive the total now due by  
15 April 2005.*