



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. J. BEITH

Constituency

BERWICK - UPON - TWEED

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 11 04 04

to 30 1 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 126 : 00 p

Utilities

£ 32 : 60 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 6 : 71 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 21 : 80 p

▶ please specify LAUNDRY

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 307 : 11 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

*5th May 2014***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

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### Your details

Name  
in CAPITAL LETTERS

A. J. BEITH

Constituency

BERWICK - UPON - TWEEED

### Claim details

#### Notes

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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 5 12004 to 31 1 5 12004

Total cost of hotel stays  
attach all receipts

£ : p

~~Mortgage payments~~  
(interest only) or rent

£ 1,916:25 p

Food

£ 270:00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 8:20 p

Cleaning

£ 145:00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 30:50 p

▶ please specify LAUNDRY

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,369:95 p

(i.e. 3,265-25 minus my wife's contribution of £1,500)

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

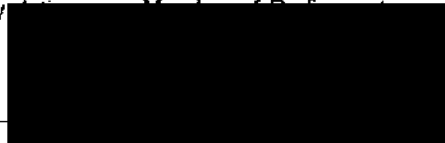
Address of  
second home  
for Additional  
Costs Allowance

**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

L



MP

Date

L

3 June 2004

**Data protection**

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Members' Allowances

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Your details

Name  
in CAPITAL LETTERS

A. J. BELTH

Constituency

BERWICK - UPON - TWEED

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 01 04 to 30 1 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ 234 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 6 : 35 p

Cleaning

£ 175 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 51 : 00 p

▶ please specify LAUNDRY

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 468 : 35 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

*10 July 2004***Data protection**

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Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

A. J. BEITH

Constituency

BERWICK - UPON - TWEED

## 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 1st 1 August 2004 to 31st 1 August 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,916:25 p

(i.e. 3,265-25 minus my wife's contribution of £1,500)

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 145:00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 2,061:25 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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

*3rd August 2004***Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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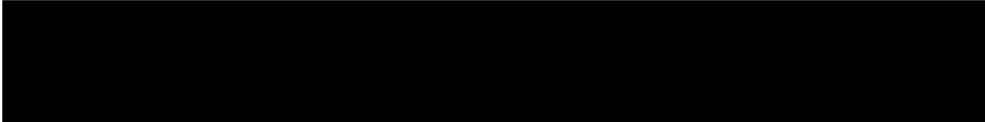
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Members' Allowances

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## Your details

Name in CAPITAL LETTERS

A. J. BEITH

Constituency

BERWICK UPON TWESDALE

## Claim details

Notes

You can only claim for

Please list

Please attach

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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.
- 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 1st JULY 2004 to 31 JULY 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 198:00 p

Utilities

£ 45:74 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 4:23 p

Cleaning

£ 145:00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 26:50 p

▶ please specify LAUNDRY

Other

£ 121:00 p

▶ please specify TV LICENCE

Other

£ : p

▶ please specify \_\_\_\_\_

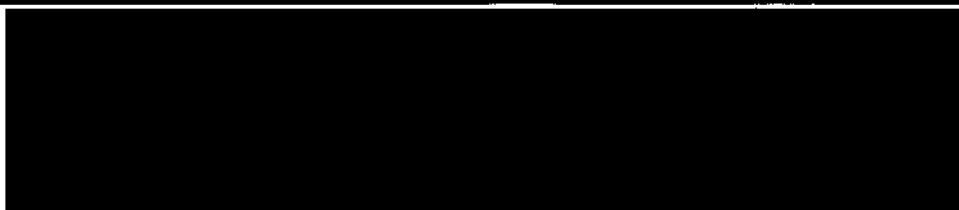
Total

£ 440:47 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

29 July 2004**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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- National Audit Office staff.

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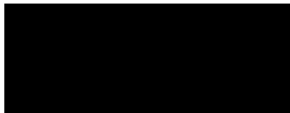
# Member's claim form



## Members' Allowances

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## Your details

Name in CAPITAL LETTERS

A. J. BEITH

Constituency

BERWICK UPON TWEED

## 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 11 9 104 to 30 1 104

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 96:00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 4:11 p

Cleaning

£ 145:00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 22:50 p

▶ please specify Laundry

Other

£ : p

▶ please specify

Other

£ : p

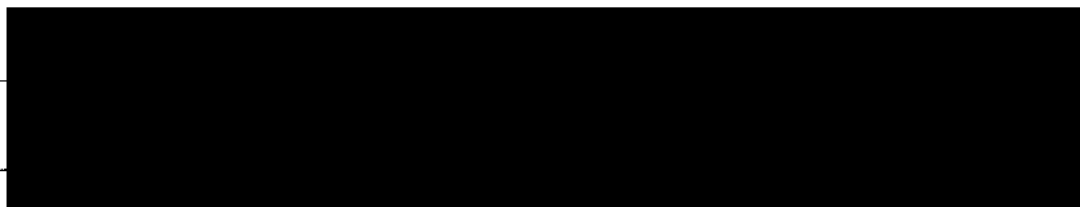
▶ please specify

Total

£ 267:61 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

6 Oct 2004

**Data protection**

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## Your details

Name  
in CAPITAL LETTERS

BEITH, A J

Constituency

BERWICK - UPON - TWEEDE

## Claim details

### Notes

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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 October 2004 to 31 October 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 234:00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 24:26 p

Cleaning

£ 145:00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 36:00 p

▶ please specify LAUNDRY

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 439:26 p

**Details of second home**

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

16 November 2006**Data protection**

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Members' Allowances

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Your details

Name in CAPITAL LETTERS

A. J. BEITH

Constituency

BERWICK - UPON - TWEEDE

Claim details

Notes

You can only claim for

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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.
- 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 1st Nov. 2004 to 31st Nov. 2004

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,916 : 25 p

Food

£ 198 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 26 : 35 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ 25 : 00 p

Repairs/insurance/security

£ : p

Other

£ 38 : 00 p

please specify LAUNDRY

Other

£ : p

please specify

Other

£ : p

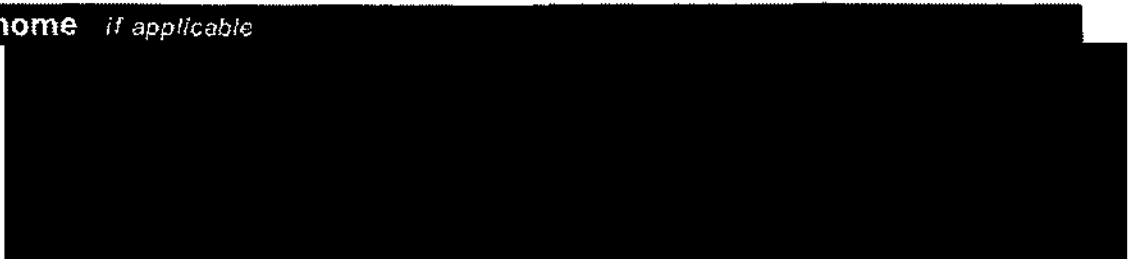
please specify

Total

£ 2,224 : 60 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

31 October 2004

**Data protection**

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## Your details

Name  
in CAPITAL LETTERS

A. J. BEITH

Constituency

BERWICK - UPON - TWEEDE

## Claim details

### Notes

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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 1st Jan 2005

to 31st Jan 2005

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 198:00 p

Utilities

£ 57:12 p

Council Tax/Rates

£ 13:43 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 145:00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 22:00 p

▶ please specify LAUNDRY

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 437:55 p

**Details of second**

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

\_\_\_\_\_ *31st December 2005* \_\_\_\_\_

**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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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

A. J. BEITH

Constituency

BERWICK - UPON - TWEED

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.

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 / 04

to 31 / 12 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 216:00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 16:61 p

Cleaning

£ 175:00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 29:00 p

▶ please specify LAUNDRY

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 436:61 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

\_\_\_\_\_ 4 January 2005

**Data protection**

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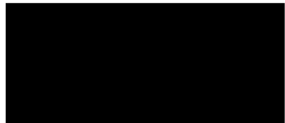
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# Member's claim form

01 MAR 2005



## Members' Allowances

About filling in this form

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## Your details

Name in CAPITAL LETTERS

A. J. BEITH

Constituency

BERWICK - UPON - TWEED

## 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 / Feb / 2005

to 28 / Feb / 2005

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest-only) or rent

£ 1,981 : 25 p ✓

Food

£ 216 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 8 : 70 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ 25 : 00 p

Repairs/insurance/  
security

£ : p

Other

£ 349 : 99 p ✓

▶ please specify Replacement of TV

Other

£ 24 : 50 p

▶ please specify Laundry

Other

£ : p

▶ please specify

Total

£ 2,727 : 94 p ✓

**Details of second home**

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

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.

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

DUPLICATE

-----  
TOTAL 1 Items 349.99

MASTER [REDACTED] GBP 349.99

CUSTOMER'S COPY

Your c  
number  
of d  
To  
you

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

**Validation Claim Summary Sheet**

**ACA**

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** [REDACTED]

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :** [REDACTED]

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

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

*\* Financial Processing purposes only*

Registered by (initials & date)

J.A.G.S. [REDACTED]

Posted by (initials & date)

[REDACTED] 20/4/05





# Member's claim form

05 APR 2005 09:44:50

## 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. J. BEITH

Constituency

BERWICK - UPON - TWEED

## 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 Nov 2005

to 31 Nov 2005

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 216:00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 8:90 p

Cleaning

£ 165:00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 24:00 p

▶ please specify LAUNDRY

Other

£ : p

▶ please specify

Other

£ : p

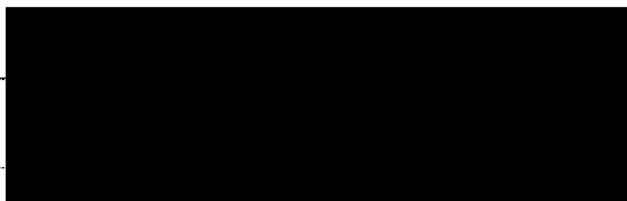
▶ please specify

Total

£ 413:90 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

31 March 2005

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