



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

ALAN KEEN

Constituency

Feltham, Uxbridge

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 01/04/04 to 31/08/04

Total cost of hotel stays
attach all receipts

£ 2890.50 p

578.10 x 5 Letts 5/8/04 ①

Mortgage payments
(interest only) or rent

£ 1402.70 p

280.54 x 5 - ②

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 364.60 p

72.92 x 5

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

£ 4657.80 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

6/8/04

Data protection

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Send your completed
form to

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

Mr D A Keen &

Account Summary

Opening Balance	350,065.44 D
Payments In	1,134.58
Payments Out	1,156.21
Closing Balance	350,087.07 D

23 March to 19 April 2004

Paid out	Paid in	Balance
		350,065.44 D
	1,134.58	
1,156.21		350,087.07 D
		350,087.07 D

$1,156.21 \times 12 = \underline{\underline{13,874.52}}$

HSBC

Mr D A Keen &

23 March to 19 April 2004

Paid out	Paid in	Balance
		170,058.70 D
	551.06	
561.59		170,058.20 D
		170,069.20 D

$561.59 \times 12 = \pounds 6732.96$

MR DAVID ALAN KEEN

Council tax for period 01.04.2004 to 31.03.2005

£1750.70

Amount payable for 2004/2005

£1750.70



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Your details

Name
in CAPITAL LETTERS

Constituency

ALAN KEEN

Fulham - Weston

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 04 to 30 9 04

Total cost of hotel stays
attach all receipts

£ _____ : _____ p

Mortgage payments
(interest only) or rent

£ 578 10 : 280 54 p

Food

£ _____ : _____ p

Utilities

£ _____ : _____ p

Council Tax/Rates

£ 72 92 : _____ 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

£ 931 56 p



Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Declaration

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

Signature

[Redacted] MP

Date

20/9/04

Data protection

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Member's claim for

Members' Allowances

About filling in this form

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Your details

Name in CAPITAL LETTERS

ALAN KREN

Constituency

Feltham - Heston

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

31/10/04

Total cost of hotel stays
attach all receipts

£ : p

578 10

Mortgage payments
(interest only) or rent

£ : p

280 54

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

72.92

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

£ 931.56 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

4/10/04

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Your details

Name
in CAPITAL LETTERS

ALAN KEEN

Constituency

Jeltham & Horsham

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 1/11/04 to 30/11/04

Total cost of hotel stays
attach all receipts

£ 578 : 10 p

Mortgage payments
(interest only) or rent

£ 280 : 54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72.92 p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

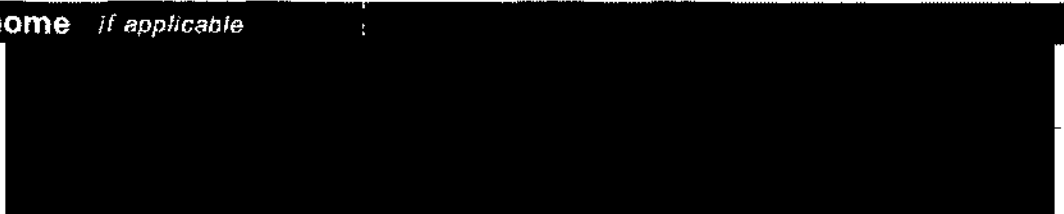
▶ please specify

Total

£ 931 : 56 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

9/11/04

Data protection

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Your details

Name in CAPITAL LETTERS

ALAN KEEN

Constituency

Fulham & Hammersmith

Claim details

Notes

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Please attach

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

Period of claim

from 1 / 4 / 04 to 31 / 8 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 160.00 p

Utilities ①

£ 105.82 p

1/2 of £211.64

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 12.50 p

Cleaning

£ 80.- p

Miscellaneous

Service/maintenance ②

£ 1002.92 p

1/2 of £2005.83

Repairs/insurance security ③

£ 89.28 p

1/2 of £178.57

Other ④

£ 60.50 p

▶ please specify TV licence 1/2 of 121.00

Other ⑤

£ 195.25 p

▶ please specify 1/2 of £390.50

Other ⑥

£ 184.80 p

▶ please specify 1/2 of £369.60

Total

£ 1995.07 p

1/2 of £300.00
▶ please specify Ground Rent £150.00

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

24th August 2004

Data protection

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Mr D Alan Keen

ELECTRICITY INVOICE

16th August 2004

TOTAL AMOUNT NOW DUE :

£211.64

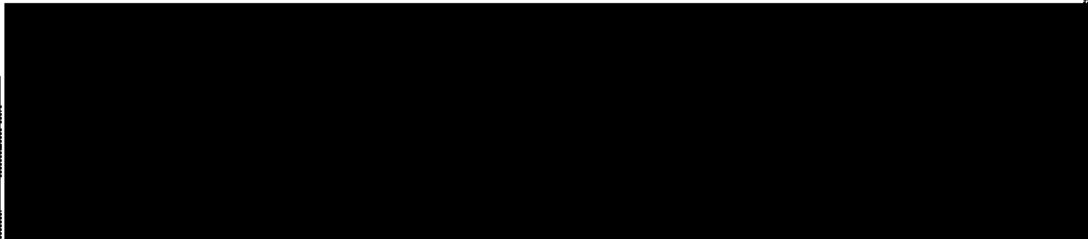


Mr D Alan Keen



17th August 2004

FINAL DEMAND



TOTAL AMOUNT NOW DUE :

£2,005.83

=====

PLUMBING

Sold to

Mr Keen

Invoice date

5/7/04

Order no.

Sold by

Cash

Cheque

Credit
Card

Account

C.O.D.

Goods
Retd.

Transaction/Terms

POST

Delivery

VAT rate

17.5%

VAT

26.59

TOTAL

151.98

26.59

178.57

For Mr A Keen

TV Licence

30 June 2005

Licence Fee: £121 00

Leather Panel

661 32502	1	195.00
661 32707	1	195.00
	TOTAL	390.00

CUSTOMER COPY

304 DES LIVING	2200851358024	50.00
304 DES LIVING	2200851358024	50.00
TOTAL;SALE TRANSACTION		£100.00
SWITCH		100.00

CUSTOMER INFORMATION

04 SHERIDAN 1012 1012 1012
4) 20% CONCESSION FROM
04 SHERIDAN 1012 1012 1012
4) 20% CONCESSION FROM
04 SHERIDAN 1012 1012 1012
4) 20% CONCESSION FROM
04 SHERIDAN 1012 1012 1012
4) 20% CONCESSION FROM

FORMER NAME: ...
SHEP
6
EN: ...
EFT



SALE

440 9312785628555		
SHERIDAN CN		25.00
Rebate	20.00%	-5.00
Price to pay		20.00
44 9312785628555		
SHERIDAN CN		25.00
Rebate	20.00%	-5.00
Price to pay		20.00
440 9312785628708		
SHERIDAN CN		59.00
Rebate	20.00%	-11.80
Price to pay		47.20
	TOTAL	87.20



Invoice

David Alan Keen

Date:

15/06/2004

Invoice re:

Account Number

Invoice

Description

Amount

£

150.00

Rent 01/07/04-31/12/04



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Your details

Name in CAPITAL LETTERS

ALAN KEEN

Constituency

Folkestone & Hythe

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 1/12/04 to 31/12/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 578 10 : 280 54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72 92 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

£ 931 56 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

5/12/04

Data protection

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Additional Costs Allowance

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

ARANS KEEN

Constituency

Jeltham, West Sussex

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.

Please list

Please attach

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

Period of claim

from 1 / 02 / 05 to 28 / 02 / 05

Total cost of hotel stays
attach all receipts

£ 578 10 p ✓

Mortgage payments
(interest only) or rent

£ 280 54 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72 92 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

£ 931 56 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

1/2/05

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Your details

Name
in CAPITAL LETTERS

ALAN KEEN

Constituency

Fulham & Heston

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.

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 31 / 1 / 05

Total cost of hotel stays
attach all receipts

£ 578 10 p

Mortgage payments
(interest only) or rent

£ 280 54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72 92 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

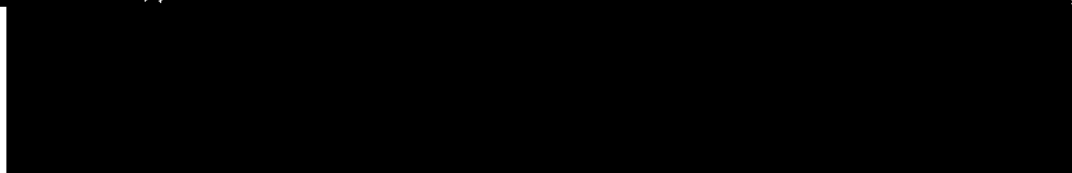
▶ please specify

Total

£ 931 56 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

_____ 10/1/05

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Your details

Name
in CAPITAL LETTERS

ALAN KEEN

Constituency

Feltham & Uxbridge

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 30 11 / 04 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

£ : p

Other

£ 1360: - p

▶ please specify

Decorating - Repair
1/2 of £2720 = £1360.

Other

£ : p

▶ please specify

Other

£ : p

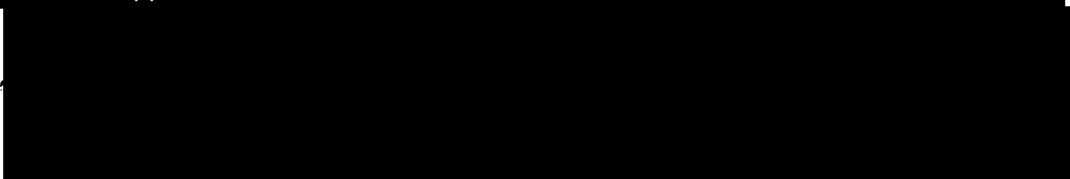
▶ please specify

Total

£ 1360: - p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Declaration

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Signature



MP

Date

5/12/04

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INVOICE

BUILDERS



Date 30.11.04

Invoice

Client

Address

KEANE

TOTAL DUE £320.00

2720.00

HSBC

23 March 2003 to 22 March 2004

Account Name
Mr David Alan Keen

Your House Mortgage Loan details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD	<i>3478.59</i>		350,074.85 0

TOTAL *6 months*

£ 6872.92

Mr D A Keen &

23 March 2003 to 22 March 2004

Account Name
Mr David Alan Keen

Your House Mortgage Loan details

Date	Payment type and details	Paid out	Paid in	Balance
22 Mar 03	BALANCE BROUGHT FORWARD			350,000.00 D
01 Apr 03	CR MORTGAGE PAYMENT		1,274.59	
	DR INTEREST TO 31MÄR2003	1,274.59		350,000.00 D
01 May 03	CR MORTGAGE PAYMENT		1,268.75	
	DR INTEREST TO 30APR2003	1,268.75		350,000.00 D
02 Jun 03	CR MORTGAGE PAYMENT		1,268.75	
	DR INTEREST TO 31MAY2003	1,268.75		350,000.00 D
01 Jul 03	CR MORTGAGE PAYMENT		1,268.75	
	DR INTEREST TO 30JUN2003	1,268.75		350,000.00 D
01 Aug 03	CR MORTGAGE PAYMENT		1,268.75	
	DR INTEREST TO 31JUL2003	1,268.75		350,000.00 D
01 Sep 03	CR MORTGAGE PAYMENT		1,240.94	
	DR INTEREST TO 31AUG2003	1,240.94		350,000.00 D
01 Oct 03	CR MORTGAGE PAYMENT		1,134.58	
	DR INTEREST TO 30SEP2003	1,203.38		350,066.80 D
03 Nov 03	CR MORTGAGE PAYMENT		1,134.58	
	DR INTEREST TO 31OCT2003	1,156.22		350,090.44 D
01 Dec 03	CR MORTGAGE PAYMENT		1,134.58	
	DR INTEREST TO 30NOV2003	1,118.99		350,074.85 D
	BALANCE CARRIED FORWARD			350,074.85 D

3478.59

HSBC

Mr D A Keen &

23 March to 19 April 2004

Account Name
Mr David Alan Keen

Your Equity Release Loan details

Date	Payment type and details	Paid out	Paid in	Balance
22 Mar 04	BALANCE BROUGHT FORWARD			170,050.70 D
01 Apr 04	CR MORTGAGE PAYMENT		551.08	
	DR INTEREST	561.59		
	TO 31MAR2004			170,069.20 D
19 Apr 04	BALANCE CARRIED FORWARD			170,069.20 D

1st Oct 2003 to 31st March 2004
6 x £561.58 = £3369.48

MR DAVID ALAN KEEN

17 March 2004

Council tax for period 01.04.2004 to 31.03.2005

£1750.70

Amount payable for 2004/2005

£1750.70

23 March 2003 to 22 March 2004

Account Name
Mr David Alan Keen

Your House Mortgage Loan details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD	<u>3478.59</u>		350,074.85 D
02 Jan 04	CR MORTGAGE PAYMENT		1,134.58	
	DR INTEREST			
	TO 31DEC2003	1,156.24		350,096.51 D
02 Feb 04	CR MORTGAGE PAYMENT		1,134.58	
	DR INTEREST			
	TO 31JAN2004	1,156.31		350,118.24 D
01 Mar 04	CR MORTGAGE PAYMENT		1,134.58	
	DR INTEREST			
	TO 29FEB2004	1,081.78		350,065.44 D
22 Mar 04	BALANCE CARRIED FORWARD			350,065.44 D

TOTAL for 6 months £ 6872.92

Mr D A Keen &

23 March 2003 to 22 March 2004

Account Name
Mr David Alan Keen

Your House Mortgage Loan details

Date	Payment type and details	Paid out	Paid in	Balance
22 Mar 03	BALANCE BROUGHT FORWARD			350,000.00 D
01 Apr 03	CR MORTGAGE PAYMENT		1,274.59	
	DR INTEREST			
	TO 31 MAR 2003	1,274.59		350,000.00 D
01 May 03	CR MORTGAGE PAYMENT		1,268.75	
	DR INTEREST			
	TO 30 APR 2003	1,268.75		350,000.00 D
02 Jun 03	CR MORTGAGE PAYMENT		1,268.75	
	DR INTEREST			
	TO 31 MAY 2003	1,268.75		350,000.00 D
01 Jul 03	CR MORTGAGE PAYMENT		1,268.75	
	DR INTEREST			
	TO 30 JUN 2003	1,268.75		350,000.00 D
01 Aug 03	CR MORTGAGE PAYMENT		1,268.75	
	DR INTEREST			
	TO 31 JUL 2003	1,268.75		350,000.00 D
01 Sep 03	CR MORTGAGE PAYMENT		1,240.94	
	DR INTEREST			
	TO 31 AUG 2003	1,240.94		350,000.00 D
01 Oct 03	CR MORTGAGE PAYMENT		1,134.58	
	DR INTEREST			
	TO 30 SEP 2003	1,203.38		350,068.80 D
03 Nov 03	CR MORTGAGE PAYMENT		1,134.58	
	DR INTEREST			
	TO 31 OCT 2003	1,156.22		350,090.44 D
01 Dec 03	CR MORTGAGE PAYMENT		1,134.58	
	DR INTEREST			
	TO 30 NOV 2003	1,118.99		350,074.85 D
	BALANCE CARRIED FORWARD			350,074.85 D

Handwritten: 3478.59

Mr D A Keen &

7

23 March to 19 April 2004

Account Name
Mr David Alan Keen

Your Equity Release Loan details

Date	Payment type and details	Paid out	Paid in	Balance
22 Mar 04	BALANCE BROUGHT FORWARD			170,058.70 D
01 Apr 04	CR MORTGAGE PAYMENT		551.08	
	DR INTEREST	561.58		
	TO 31 MAR 2004			170,058.20 D
19 Apr 04	BALANCE CARRIED FORWARD			170,069.20 D

Handwritten circle around the value 561.58 in the table.

1st Oct 2003 to 31st March 2004
 $6 \times \underline{\underline{561.58}} = \underline{\underline{3369.48}}$

MR DAVID ALAN KEEN

17 March 2004

Council tax for period 01.04.2004 to 31.03.2005

£1750.70

Amount payable for 2004/2005

£1750.70

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID [REDACTED]

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text [REDACTED]

Invoice No. invoice date 11/04/05

Account code / Allowance [REDACTED]

Members cost centre (Cat1) [REDACTED]

Financial Year/PIRO (Cat2) [REDACTED]

Expenditure type (Cat5) : [REDACTED]

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

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd 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)

[REDACTED]

27/04

Posted by (initials & date)

[REDACTED]



Member's claim form

04/05

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 KEEN

Constituency

Fulham - St. John

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, 9, 04 to 31, 3, 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 240.- p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

① ② £ 64.21 ③ ④ p

Cleaning

£ 112.- p

Service/maintenance

£ : p

Repairs/insurance
security

③ £ 213.44 p

Other

④ £ 75.- p

Other

£ : p

Other

£ : p

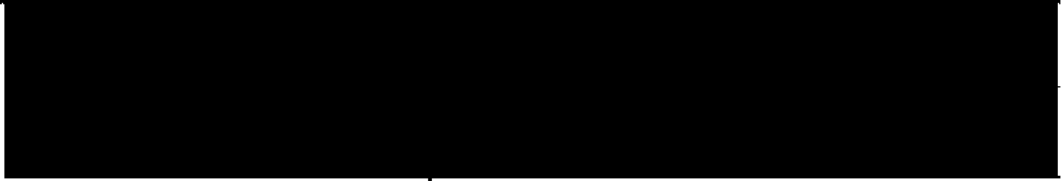
▶ please specify _____

Total

£ 704.65 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 April 2005

Data protection

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

The information you give will be seen by:

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

We will normally keep the information you give for three years following the year in which you incurred the expense.

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

Send your completed
form to

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

MR A KEEN

Date
23 December 2004

If you have a query
please see reverse for
our contact details.

bill

Total now due

£ 78.43

MR A KEEN

Date
26 January 2005

If you have a query
please see reverse for
our contact details.

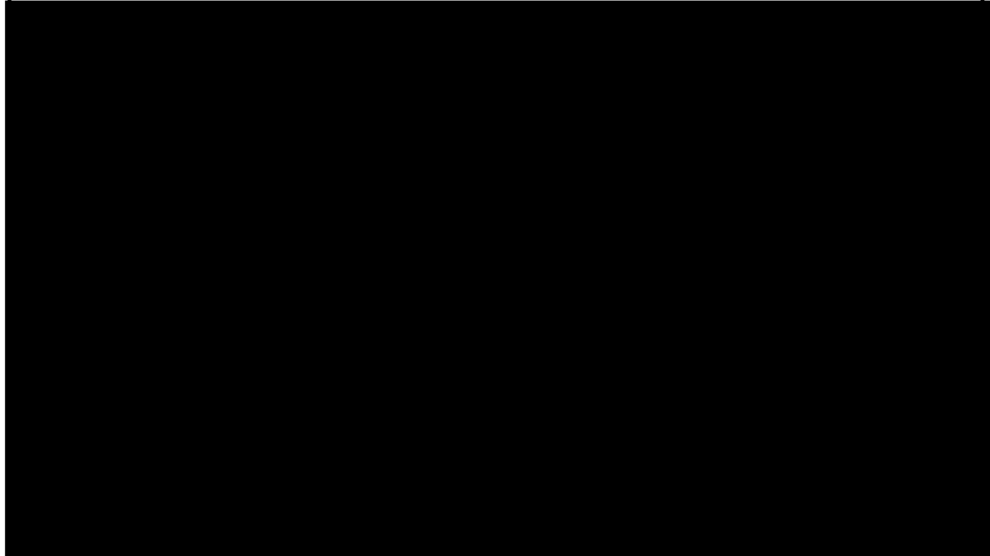
Bill for

Total now due

£ 34.99

PLUMBING

ID		keen ✓	
Address		Invoice date: 6/12/04	
		Order no. _____	
Cash	Cheque ✓	Credit Card	Account
			C.O.D.
			Goods Ret.
			Transaction/Terms: P.O.C
			Delivery: _____



bypass		LABOUR+PARTS		189.	20
VAT rate	7.5 %	VAT	63	57	TOTAL
				363	31
				63	57
				426	88

Mr D Alan Keen

GROUND RENT INVOICE

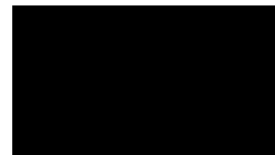
4th December 2004

£
150.00
150.00
7.50

£307.50
=====



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

ALAN KEEN

Constituency

Fulham & St. James

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 1/01/05 to 30/06/05

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

£ 905.17 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 905.17 p

1/2 of £1810.35 (1/2 year to 30/6/05)

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

6/2/05

Data protection

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- National Audit Office staff.

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Send your completed
form to

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

WHITEHOUSE APARTMENTS: SERVICE CHARGES 2005

Mr D Alan Keen

10th January 2005

STATEMENT AS AT 1/1/05

TOTAL AMOUNT NOW DUE:

£1,810.35

See overleaf for how to pay, and charges for late payment.

ANN KEEN
905.18
ALAN KEEN
905.17

1810.35



Member's claim form

08 MAR 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

ALAN KEEN

Constituency

Feltham - Uxbridge

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, 3, 05 to 31, 3, 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 578 10 : 280 54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72 92 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

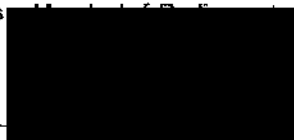
£ 931 56 p

601.69

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 

Signature

MP

Date

6/3/05

Data protection

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

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