



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 KEEN

Constituency

Feltham - Heston

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 01/01/06 to 31/03/06 XJ

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 150 : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 255 : p

Service/maintenance

£ 22.91 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

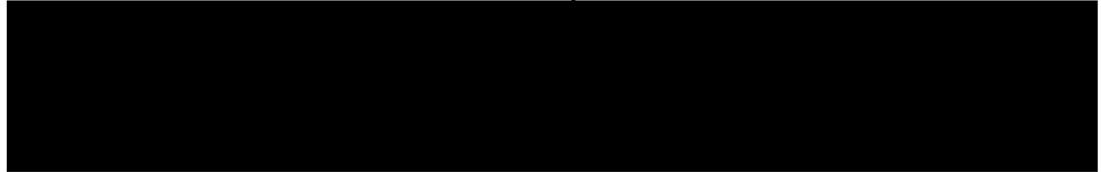
▶ please specify

Total

£ 427.91 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

27/5/06

Data protection

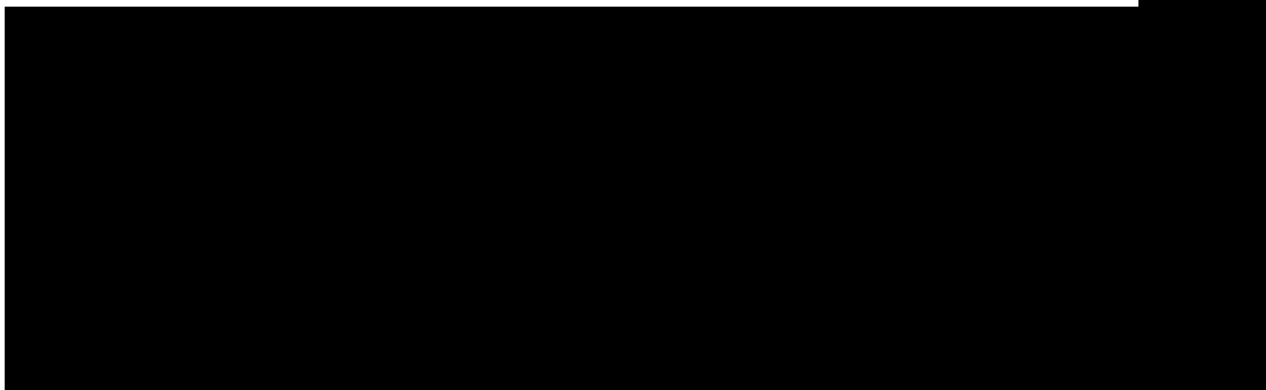
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information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



Keen
[Redacted]

Date: 28 February 2006/

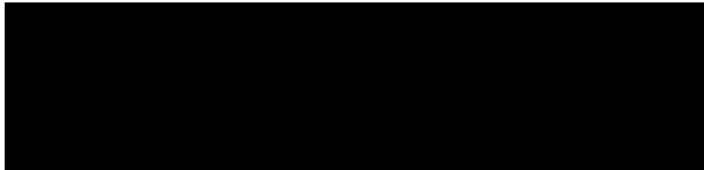
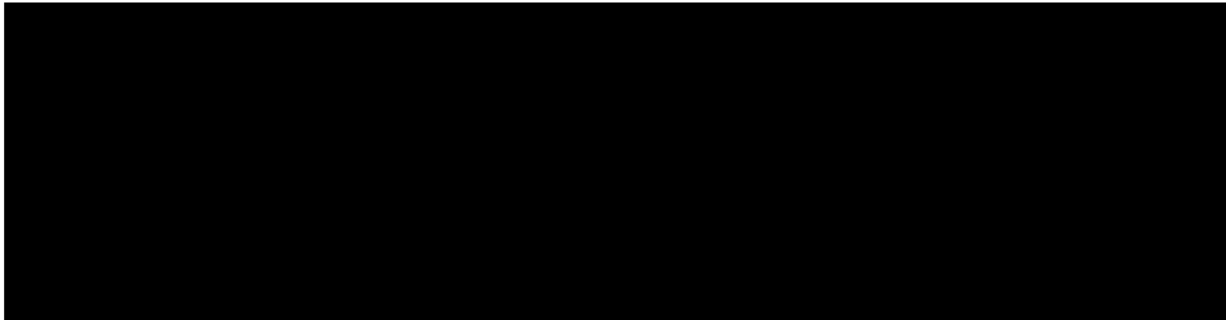
Invoice Number [Redacted]

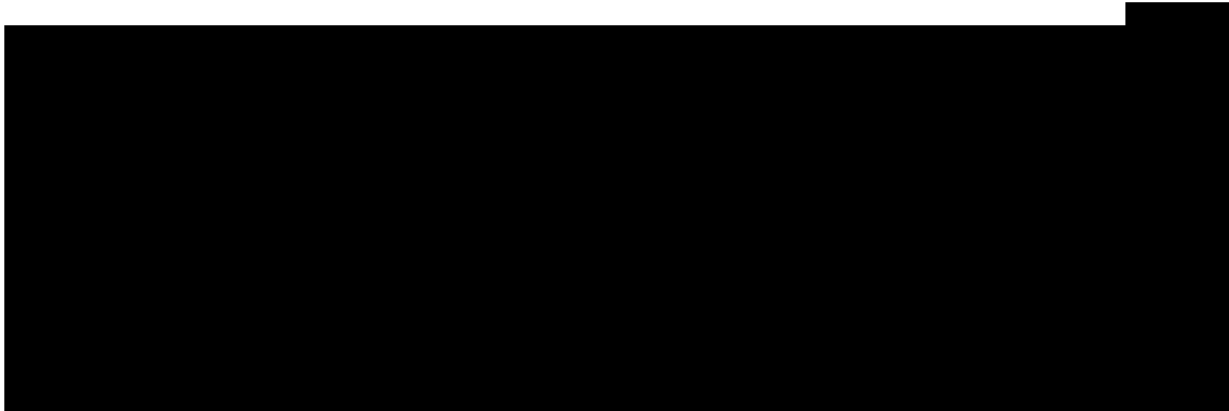
INVOICE

Re: [Redacted]

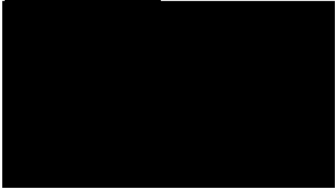
To: Weekly cleaning services in connection with the above property.

Initial visit on [Redacted]	175.00
Visit on [Redacted]	60.00
Visit on [Redacted] (inc. ironing)	<u>55.00</u>
Amount Payable	£290.00





Keen



Date: 28 March 2006

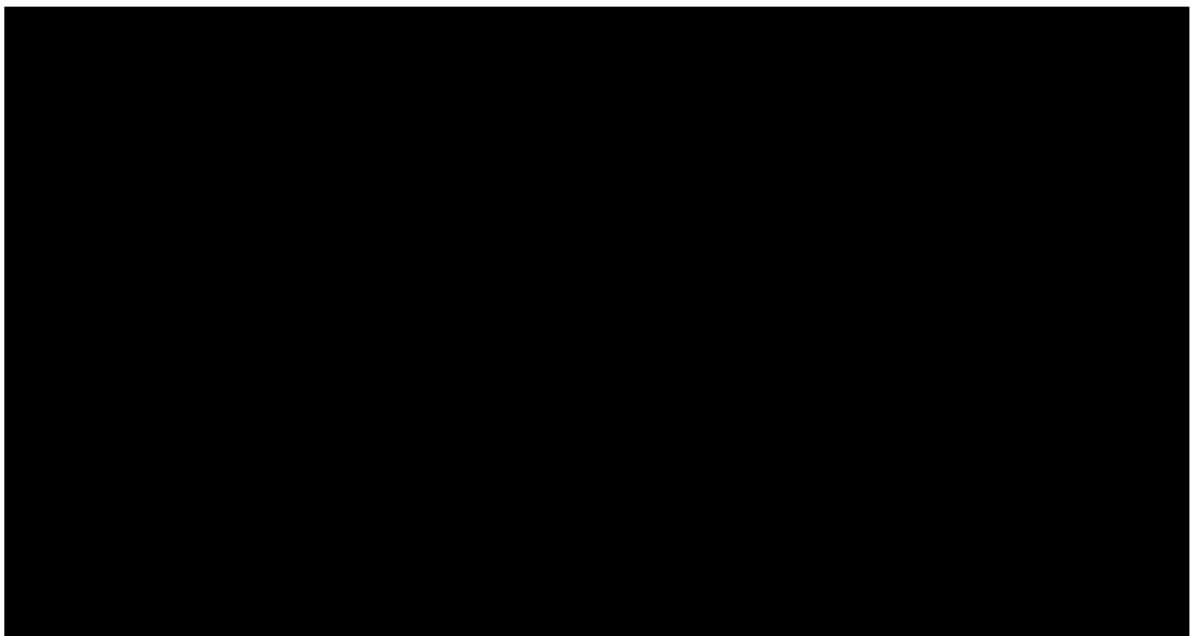
Invoice Number: [redacted]

INVOICE

Re: [redacted]

To: Weekly cleaning services in connection with the above property.

Visit on [redacted]	(inc. ironing)	55.00
Visit on [redacted]		55.00
Visit on [redacted]	(inc. ironing)	55.00
Visit on [redacted]	(inc. ironing)	<u>55.00</u>
Amount Payable		£220.00





Member's c [redacted]

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 KEENE

Constituency

Fulham, Weston

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 01/03/06 to 31/03/06

Total cost of hotel stays attach all receipts

£ 765 : 85 p

Mortgage payments (interest only) or rent

£ 389 : 76 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76 : 11 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

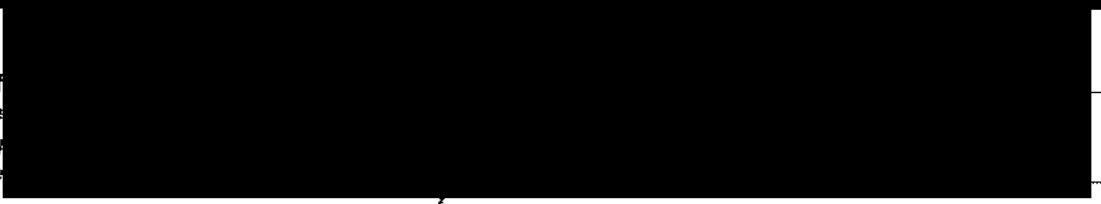
▶ please specify

Total

£ 1231 : 72 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

1/3/06

Data protection

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Send your completed form to

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



Additional Costs Allowance

ACA2

Member [redacted] rm

About filling in this form

- For details of costs you can claim for, see *Green Book* section
- 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 KEEN ✓

Constituency

Filton, Glos



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 01/01/06

to 30/06/06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ : p

(interest only) or rent

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 825 : 24 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

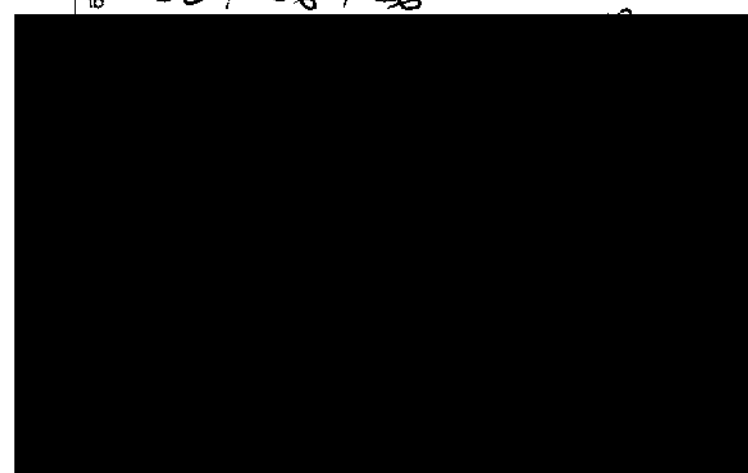
Other

£ : p

▶ please specify

Total

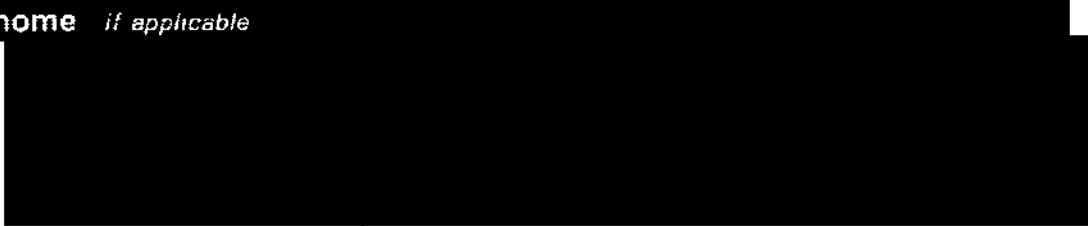
£ 825 : 24 p



8 1/2 x 1656.49

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 in my current employment.

Signature

_____ MP

Date

_____ 17/2/06

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Send your completed
form to

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

SERVICE CHARGE DEMAND

Date: 19/01/2006

Mr D Alan Keen

Landlord:

Property:

Our Reference:

Date	Description	Amount	VAT	Rate	Ref
01/12/2005	Estimated Electricity On Account For The Period 01/12/2005 - 31/05/2006	99.26			
01/01/2006	Service Charges - Half Year in Advance 01/01/2006 - 30/06/2006	1,744.87			
18/01/2006	Electricity Balancing Credit For The Period 01/08/2005 - 30/11/2005	-31.31			
18/01/2006	Balance B/fwd From Previous Agent	-162.33			
	Totals:	£1,650.49	£0.00		
	Amount Due:	£1,650.49			



Additional Costs Allowance

07 FEB 2006

Member's claim for

ACA2

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 KEEN

Constituency

Salisbury - Wiltshire

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 01/02/06 to 28/02/06

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

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1231:72 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

4/2/06

Data protection

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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

23 JAN 2006

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name
in CAPITAL LETTERS

ALAN KEEN /

Constituency

Feltwell, Norfolk

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 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 01, 10, 05 to 31, 12, 05 x 3

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 150.00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 16.06 p

Cleaning

£ 50.00 p

Service/maintenance

£ 25.00
43.62
44.06 p

Repairs/insurance/
security

£ : p

Other

£ 75.00 p

Other

£ : p

Other

£ : p

Total

£ 403.74 p
~~398.74~~

▶ please specify

Ground Rent 1/1/06 to 31/12/06
£180.00/2 = £75.00

▶ please specify

▶ please specify

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

21/1/06

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

Date: 12.10.05

Invoice No: [REDACTED]

Client :

Keen

Address: [REDACTED]

Attending at the above premises:-

Removing defective Curtain bracket
and Curtains.

Fit 2" x 1" batton and secure brackets
to batton.

Re-hang Curtains.

Labour & Materials £50.00

WORK SHEET

ENGINEER..... [REDACTED]

CLIENT NAME..... KEEN

JOB ADDRESS..... [REDACTED]

JOB TELEPHONE NO.....

CONTACT NAME / ORDER.....

DATE: 19.10.2005

ARRIVAL [REDACTED]
TRAVELLING [REDACTED]

DEPARTURE..... [REDACTED]

MATERIALS USED / ORDER NO: N/A

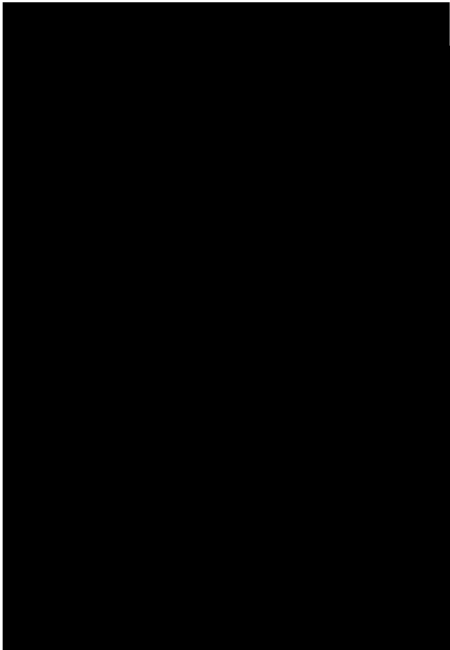
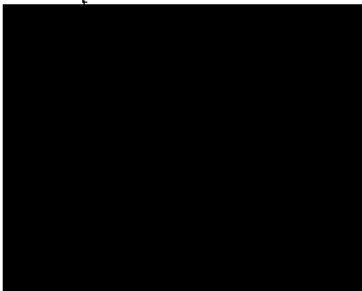
WORK DESCRIPTION:
1) Unblock both Back to Back WC.
2) Flush & Check.

£75.00
+17.5% VAT £12.25

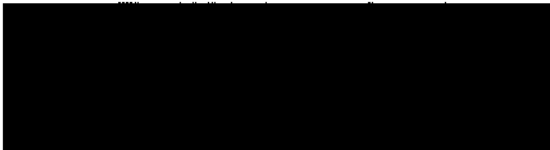
Total = £87.25

NOTES: [REDACTED]

CUSTOMER SIGNATURE..... [REDACTED]
(PLEASE SIGN AND PRINT.)



Keen



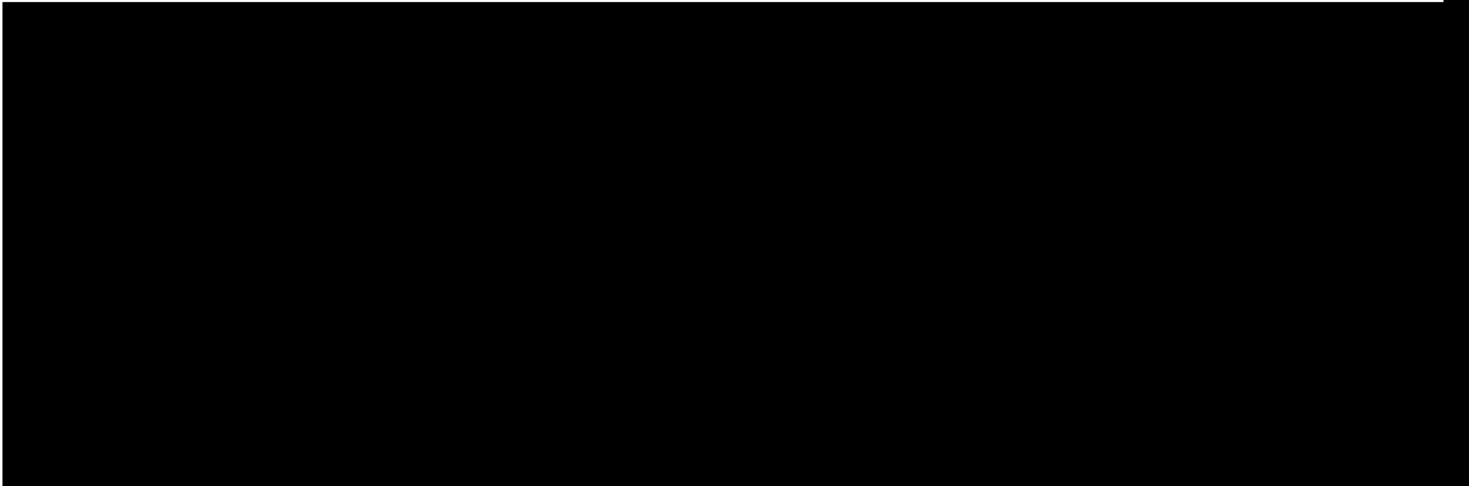
INVOICE

(Works carried out at above 

19/10/05

Attend above following reported problem blocked w.c. Clear blockage and flush clear.
Test and leave operational.

Labour	75.00
VAT @ 17.5%	13.12
TOTAL	£ 88.12



Mr D Alan Keen

11th January 2006

NOTICE TO LONG LEASEHOLDERS OF RENT DUE

	£
Rent due 1/1/06 for six months 1/1/06 – 30/6/06	150.00
Payment received	- 150.00
Credit at 31/12/05	-
Refund cheque enclosed	-
Total Amount Payable	NIL

=====



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

Jeltham & St Leonards

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 01 / 01 / 06 to 31 / 01 / 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 765 85 : 389 76 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76 : 11 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

£ 1231 : 72 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

Signature

MP

Date

2/1/06

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 10.
- 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

Sheffan - West

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.
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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 01/12/05

to 31/12/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 765.85 : p
389.76

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76.11 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

£ 1231.72 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.

Signature

MP

Date

5/12/05

Data protection

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



Member's claim form

Members' Allowances

About filling in this form

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- 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 & Heston

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from 01/11/05 to 30/11/05

Total cost of hotel stays
attach all receipts

£ 765 : 85 p ✓

Mortgage payments
(interest only) or rent

£ 389 : 76 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76 : 11 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

£ 1231 : 72 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

Signature

MP

Date

1/11/05

Data protection

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Send your completed
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Member's claim form

11 OCT 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

ARON KEEN

Constituency

Jellicoe - Haver

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 01, 10, 05 to 31, 10, 05

Total cost of hotel stays
attach all receipts

£ 567 : 29 p

Mortgage payments
(interest only) or rent

£ 275 : 54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76 : 11 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

£ 918 : 94 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

Signature

MP

Date

30/9/05

Data protection

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- 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

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 KEEN

Constituency Feltham & Uxbridge

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 etc.

Period of claim from 01/04/05 to 30/09/05

Total cost of hotel stays <i>attach all receipts</i>	£	:	p
Mortgage payments <i>(interest only) or rent</i>	£	:	p
Food	£	<u>300</u> :-	p
Utilities	£	:	p
Council Tax/Rates	£	:	p
Telephone and telecommunications	£	<u>44</u> : <u>81</u>	p
Cleaning	£	<u>60</u> : .	p
Service/maintenance	£	:	p
Repairs/insurance/security	£	:	p
Other (2)	£	<u>63</u> : <u>25</u>	p ✓
Other	£	<u>75</u> : -	p ✓
Other	£	<u>50</u> : -	p ✓
Total	£	<u>633</u> : <u>06</u>	p

▶ please specify

▶ please specify

▶ please specify

TV licence 126.25/2 = 63.25
6 months to 21/10/05

Ground Rent 150.00/2 = 75.00

Parking Permit 150.00 p/h
(ALAN KEEN ONLY)

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

Signature

MP

Date

17/9/05

Data protection

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Send your completed
form to

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

Your account and bill number

MR A KEEN /

Date

26 April 2005

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

Total now due

£ 45.28

MR A KEEN

Date

26 July 2005

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

Total now due

£ 44.34

Mr A Keen

8 June 2005

Dear Mr Keen,

- Licence and Personal Payment Plan.

Please note that your next payment will be :

2005 £126.50



Additional Cost

Form ACA2

Page 1 of 2

12 SEP 2005

Member's Claim form

0 5 SEP 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,

Your details

Name in CAPITAL LETTERS

ALAN KEEN

Constituency

Julian - Hester

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 01/09/05 to 30/09/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 567 29 : 275 54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76:11 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

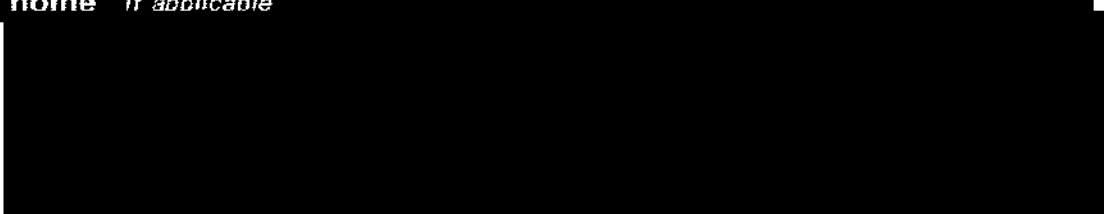
Total

£ 918:94 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

Signature

MP

Date

5/9/05

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



Member's claim form

02 AUG 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

Fulham & Heston

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 / 08 / 05 to 30 / 08 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 567 29 : 275 54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76 : 11 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

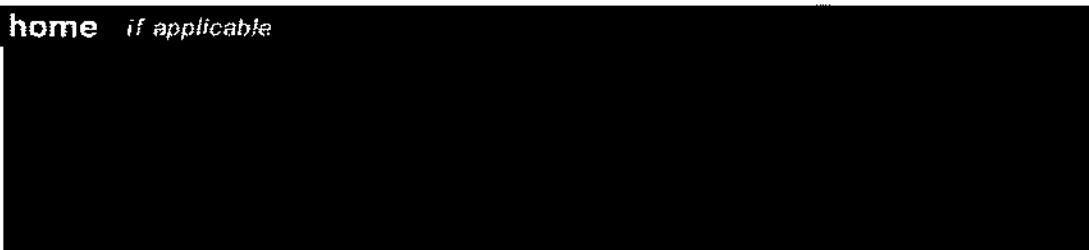
▶ please specify

Total

£ 918 : 94 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 main home for the purpose of performing my duties.

Signature

MP

Date

1/8/05

Data protection

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



Additional C

ACA2

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

ALAN KEEN

Constituency

Jeltham, Horsham



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, 7, 05 to 31, 12, 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

£ 1032:01 p ✓ 1/2 of £2064.02

Repairs/insurance/
security

£ : p

Other

£ 75: - p ✓ 1/2 of £300.00 Grand Rent

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1107:01 p

continued on page 2

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
m
m

Signature

L



MP

Date

L

1/7/05

Data protection

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

STATEMENT AS AT

	<u>Amount due £</u>
On-account Service Charges & Sinking Funds - see invoice below	1,766.51
Electricity balancing charge/(credit) November 2004 - June 2005 - Invoice below	33.96
Estimated electricity on account June - November 2005	113.55
Arrears/(Overpayments)	0.00
Interest to 22 nd June on previous late payments	0.00
TOTAL AMOUNT DUE 1st JULY:	£1,914.02

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

Service Charges Invoice for half year 1/7/05 - 31/12/05

COST AREA		INVOICE FOR HALF-YEAR ON ACCOUNT £
Common Parts		550.57
Residential & Leisure		1,106.66
Car Spaces		0.00
Internal Sinking Fund		69.08
External Sinking Fund		40.20
		<u>£1,766.51</u>

Electricity invoice for the period to June 2005



Management Charge 1914.02
 Grant Rent (bills to 31/12/05) 150.00
 (taken by sink debit)

ANON KEEN 1032.01 ✓



Member's claim form

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 KEEN

Constituency

Feltham - Uxbridge

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 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 01, 06, 05 to 30, 06, 05

Total cost of hotel stays
attach all receipts

£ 567.29 p

Mortgage payments
(interest only) or rent

£ 275.54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76.11 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

£ 918.94 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

Signature

MP

Date

8/6/05

Data protection

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Send your completed
form to

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

Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicate

Text |

Invoice No. 8/5/05

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

Pay £1262-72

* Financial Processing purposes only

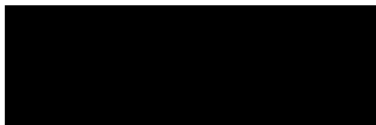
Registered by (initials & date)

28 MAY 2005

Posted by (initials & date)



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

Folkestone & Dover

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, 04, 05 to 31, 05, 05 x2

Total cost of hotel stays
attach all receipts

£ 1134.58 p

Mortgage payments
(interest only) or rent

£ 551.08 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 152.22 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

£ 1847.88 p

£1262.72

2 = 923.94 ÷ 30 = 30.78 x 11 days = 338.58
+ 923.94 = £1262.72

continued on page 2

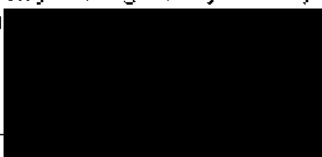
Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

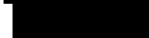
Declaration

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 an MP.

Signature

 MP

Date

 7th May 2005

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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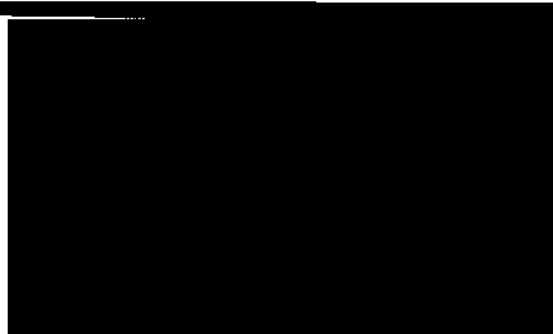
Send your completed
form to

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

Bill for 2005/06

Your Account number

[REDACTED]



MR DAVID ALAN KEEN KEEN [REDACTED]

[REDACTED]

Date:

16 March 2005

Account enquires

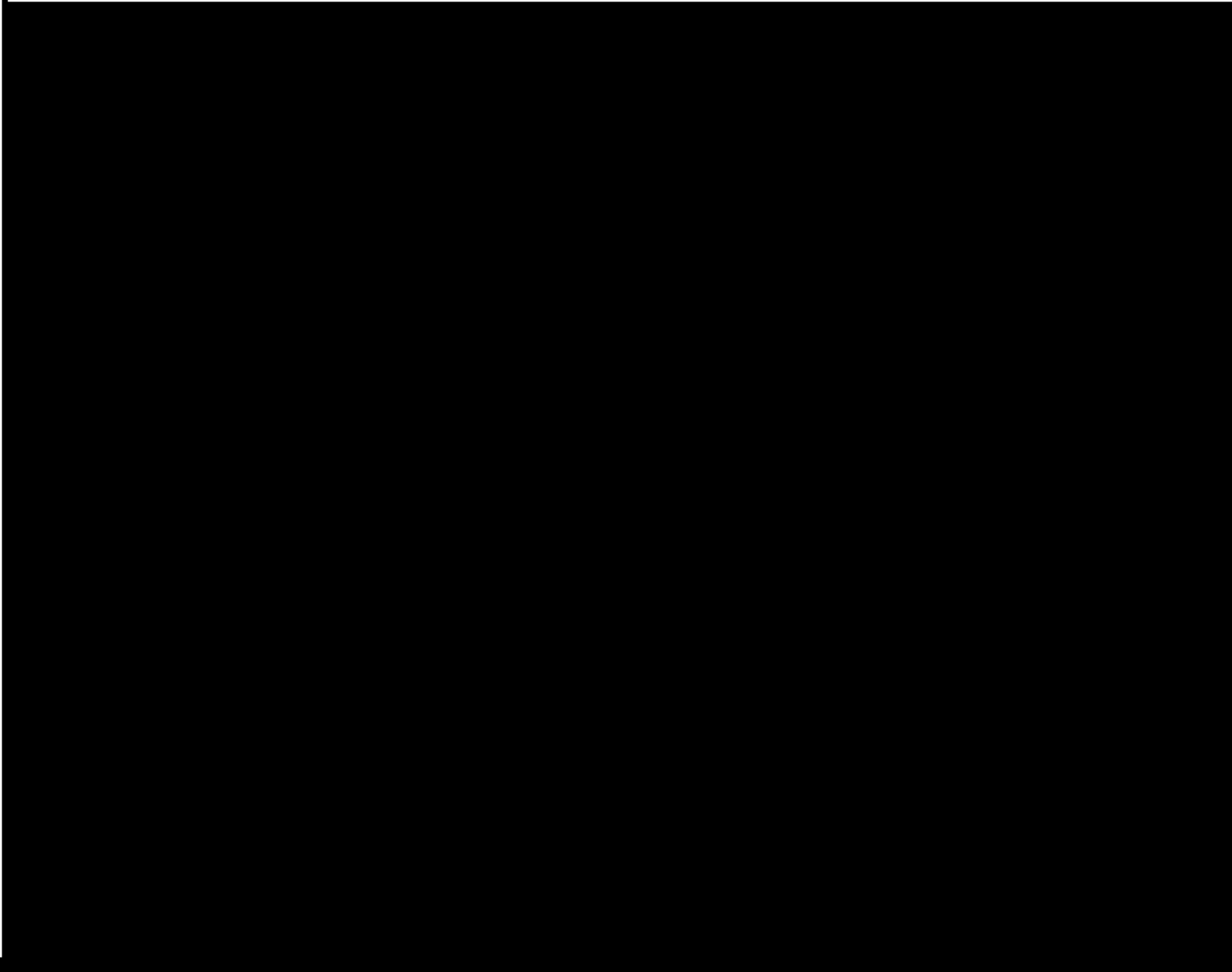
[REDACTED]

[REDACTED]

[REDACTED]

Council tax for period 01.04.2005 to 31.03.2006

£1826.60





Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

ALAN KEEN

Constituency

Feltham - Heston

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, 7, 05 to 31, 7, 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 567.29 : 275.54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76.11 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

£ 918.94 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

Signature

MP

Date

2/7/05

Data protection

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form to

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