



# Member's claim form

9992 215 01

## 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, 08, 06 to 01, 09, 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

£ 165.- p

Housekeeper

Service/maintenance

£ 50.- p

TV/Radio maintenance

Repairs/insurance/security

£ : p

Other

£ 50.- p

▶ please specify

Banking Permit

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 265.- p

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

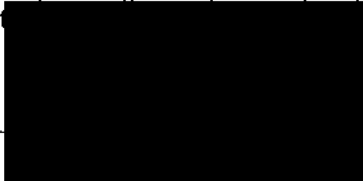
Address of  
second home  
*for Additional  
Costs Allowance*



**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

07/9/06

✓

**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:

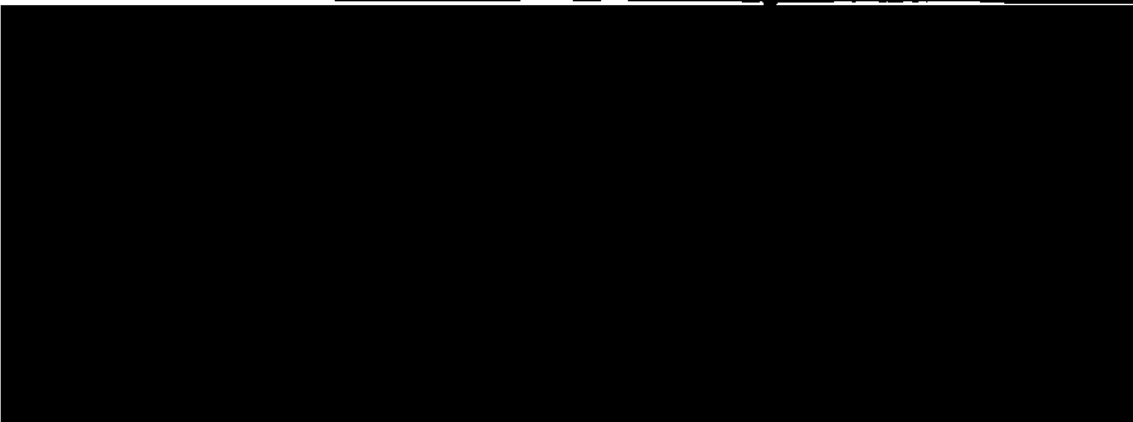
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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



1

**Keen**  
[Redacted]

Date: 23 August 2006

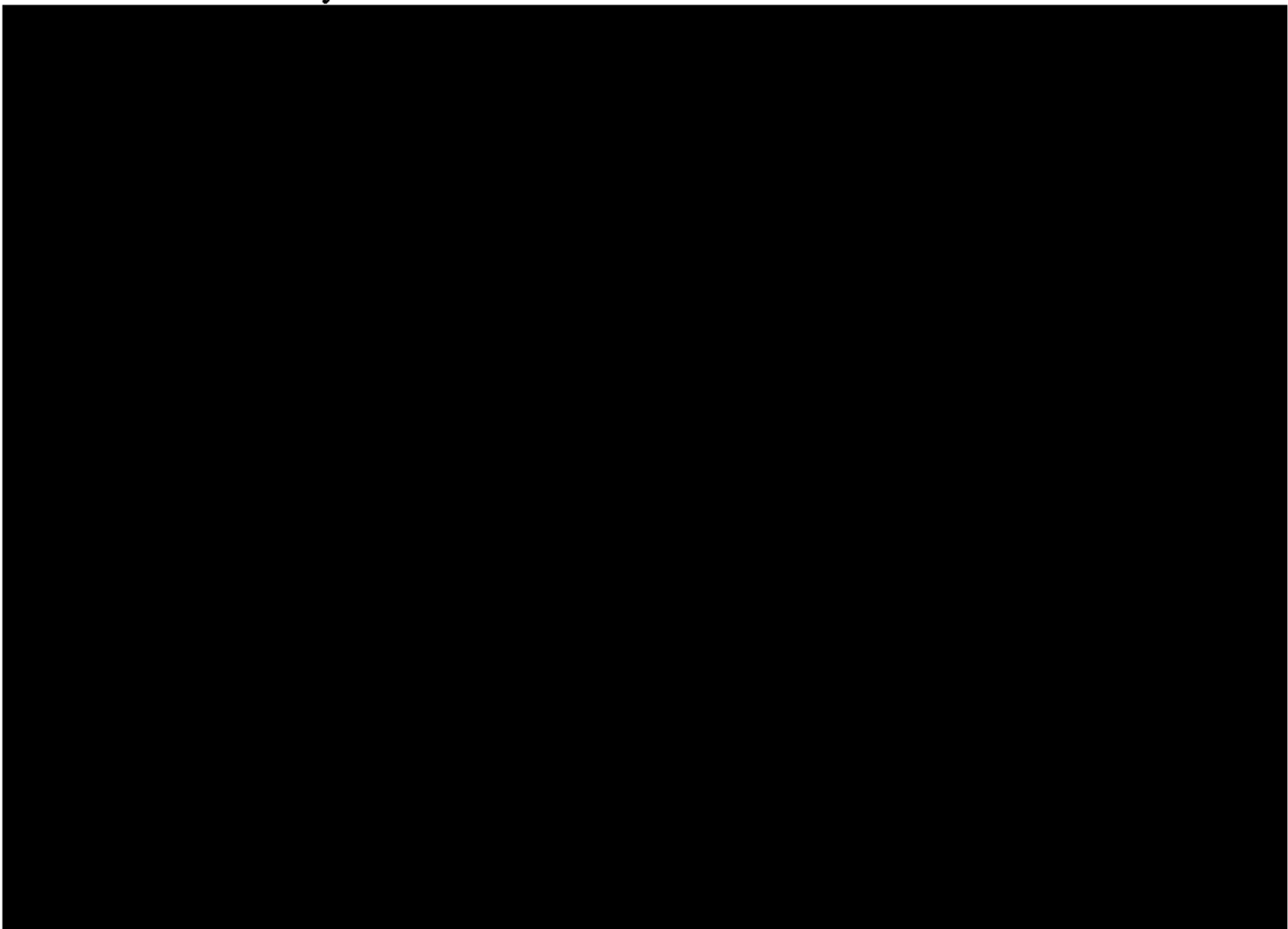
Invoice Number: [Redacted]

**INVOICE**

Re: [Redacted]

To: [Redacted] cleaning services in connection with the above property.

Visit on [Redacted]	55.00
Visit on [Redacted]	55.00
Visit on [Redacted]	<u>55.00</u>
<b>Amount Payable</b>	<b>£165.00</b>



DELIVERY NOTE

(2) [Redacted]

DATE

1/9/06. ✓

Delivered to

Mr Keen

[Redacted]

By

[Redacted]

SERVICE CALL!

Rescue Base 321 Home Cinema System.

Reconfigured Sound Settings.

£50.00

[Redacted Signature Area]

RECEIVED BY

£50.00

3

Keen

Date: 15/08/06 ✓

PARKING PERMIT  
CONTROLLED PARKING ZONE

Dear Mr Keen

£50.00



Member's claim form

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

Jeltham & Heston

Office use only

Costs/Cat 2

Supp/Res ID

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 01/04/06 to 30/06/06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ : p

Food

£ 150:- p

Annual Arge 40 x £15 / 10 x £15 = 150.00

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 16.55 p

Cleaning

£ 275:- p

24/4 165.00  
20/5 220.00  
9/6 165.00  
550.00  
ALAN KEEN 11-7-06  
ALAN KEEN 275

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 65.75 p

▶ please specify 8/6 TV licence 131.50/2 = 65.75

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 507:30 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

2/7/06

**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

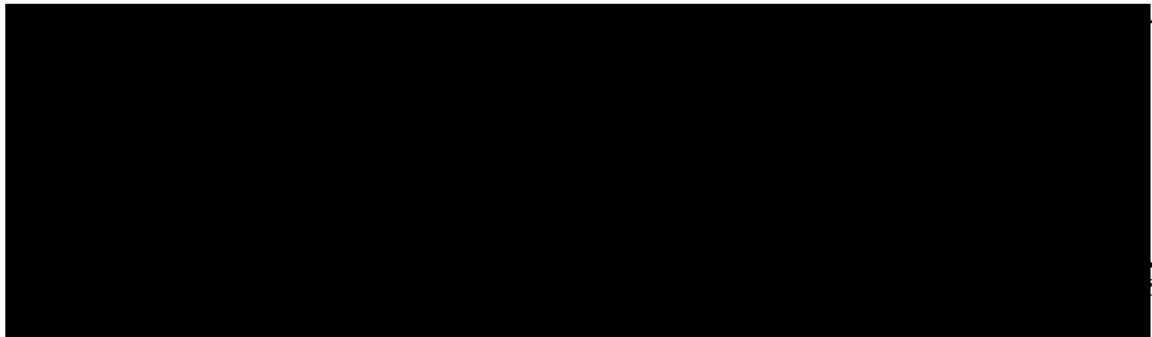
④

MR A KEEN

Date  
25 April 2006

**Total now due                    £ 33.10**





1



Keen

Date: 24 April 2006

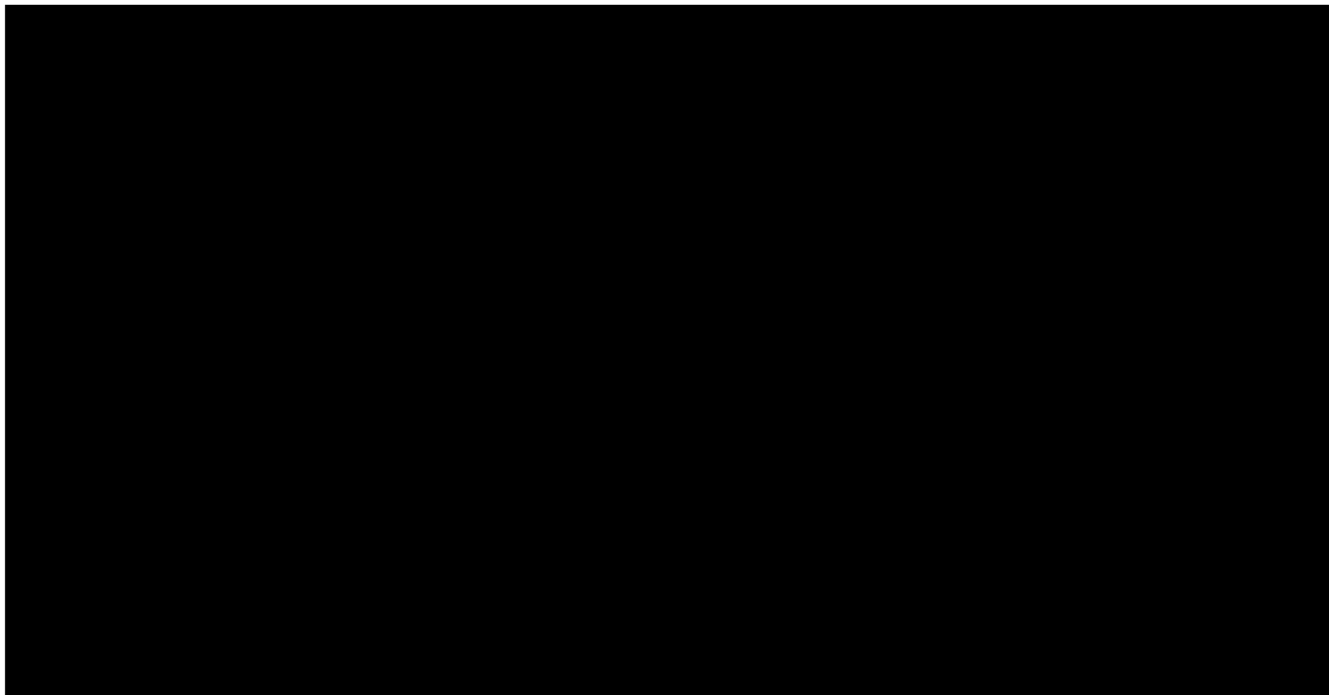
Invoice Number: [redacted]

INVOICE

Re: [redacted]

To: [redacted] cleaning services in connection with the above property.

Visit of [redacted] (inc. ironing)	55.00
Visit of [redacted]	55.00
Visit of [redacted] (cancelled)	0
Visit of [redacted] (inc. ironing)	<u>55.00</u>
<b>Amount Payable</b>	<b>£165.00</b>



Keen

Date: 20 May 2006

Invoice Number

INVOICE

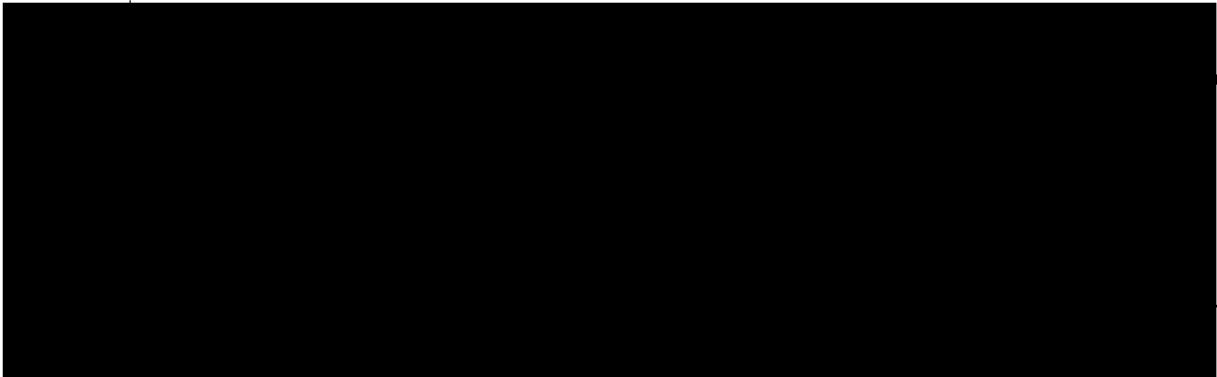
Re:

To:

cleaning services in connection with the above property.

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

3



Keen



Date: 9 June 2006

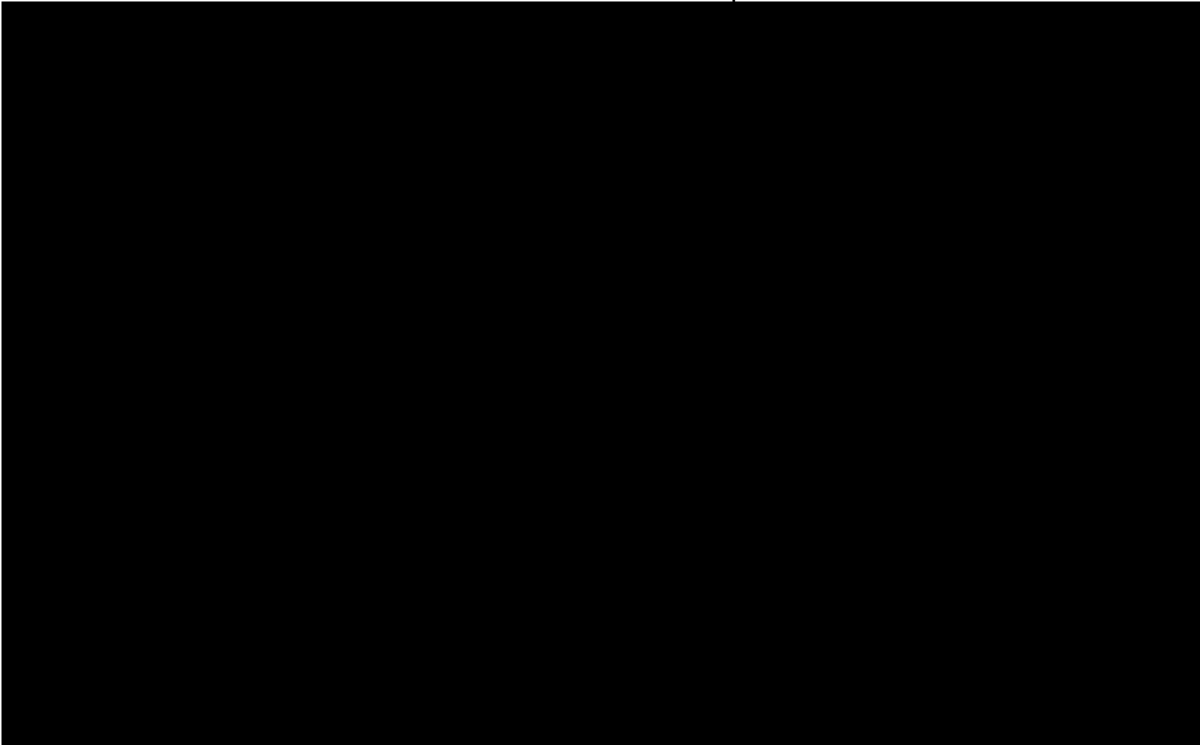
Invoice Number [redacted]

INVOICE

Re: [redacted]

To: [redacted] cleaning services in connection with the above property.

Visit on [redacted] (inc. ironing)	55.00
Visit on [redacted]	55.00
Visit on [redacted]	<u>55.00</u>
<b>Amount Payable</b>	<b>£165.00</b>



5

Mr A Keen

8 June 2006

Dear Mr Keen,

£131.50

licensing



# Member's claim form

06 MAR 2007



## Members' Allowances

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 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.
- 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

03 MAR 2007

Period of claim

from 01/12/06 to 31/03/07

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

£ 33.27 p ①

Cleaning

{ £ 165 : p ②  
225 : p ③  
220 : p ④

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 150. - p ⑤

▶ please specify

Grant Rent Feltham 07.

Other

£ : p

▶ please specify

Other

£ : p

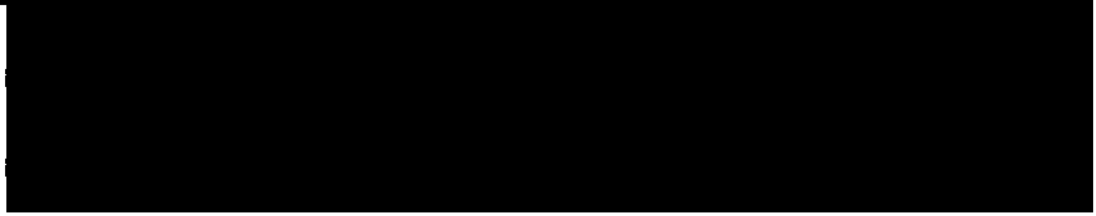
▶ please specify

Total

£ 788.27 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

[Redacted Signature] MP

Date

4/2/07

**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

[REDACTED]

MR A KEEN

Date  
24 January 2007

[REDACTED]

---

**Total now due**                      **£ 33.27**

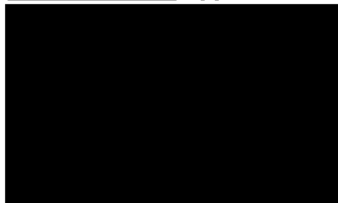
---

[REDACTED]



2

Keen



Date: 21 December 2006

Invoice Number: [Redacted]

INVOICE

Re: [Redacted]

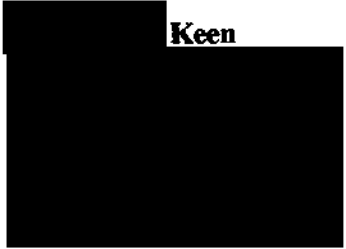
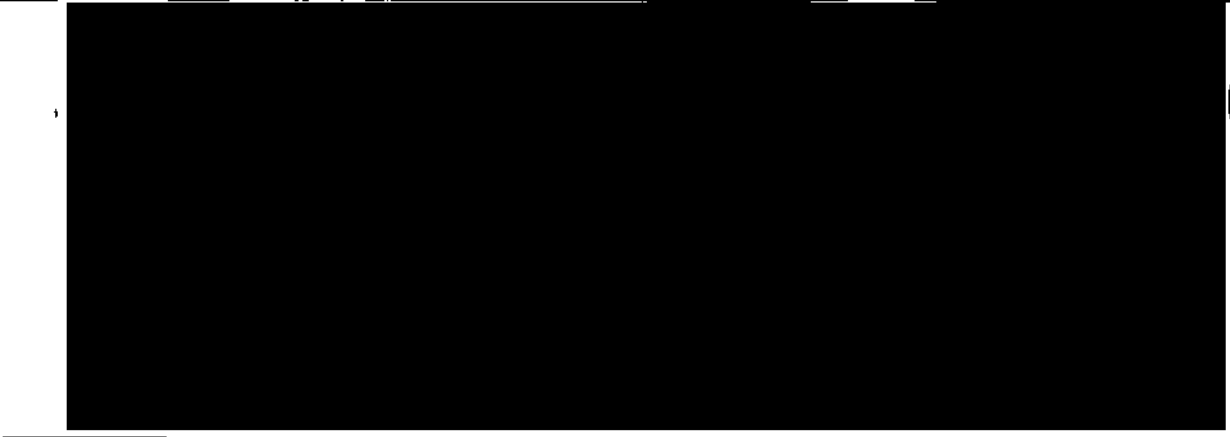
To: [Redacted] cleaning services in connection with the above property.

Visit on [Redacted]	55.00
Visit on [Redacted]	55.00
Visit on [Redacted]	<u>55.00</u>
<b>Amount Payable</b>	<b>£165.00</b>





3



Keen

Date: 29 January 2007

Invoice Number: [redacted]

INVOICE

Re: [redacted]

To: [redacted] cleaning services in connection with the above property.

Visit on [redacted]	55.00
Visit on [redacted]	<b>55.00</b>
Visit on [redacted]	55.00
Visit on [redacted]	<u>55.00</u>
<b>Amount Payable</b>	<b>£220.00</b>





(4)



Keen

Date: 26 February 2007

Invoice Number: [Redacted]

INVOICE

Re: [Redacted]

To: [Redacted] cleaning services in connection with the above property.

Visit on [Redacted]	55.00
Visit on [Redacted]	55.00
Visit on [Redacted]	55.00
Visit on [Redacted]	<u>55.00</u>
<b>Amount Payable</b>	<b>£220.00</b>



5

Mr D Alan Keen

25th January 2007

**GROUND RENT NOTICE**



	£
Rent due 1/1/07 for six months 1/1/07 – 30/6/07	150.00
Credit b/fwd	0.00
Less: payment received	- 150.00
	-----
<b>Total Amount Now Due</b>	<b>NIL</b>
	=====





# Member's claim form

15 JAN 2007

## 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

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.
- 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

2 JAN 2006

Period of claim

from 01/01/07 to 31/01/07

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 <sup>①</sup>

£ 82.50 p

Service/maintenance <sup>②</sup>

£ 996.70 p

Repairs/insurance/  
security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 1079:20 p

Handwritten notes and receipts:

- Handwritten: "Handwritten" (with arrow pointing to a redacted area)
- Handwritten: "December 165.00" (with arrow pointing to a redacted area)
- Handwritten: "Alan Keen 82.50" (with arrow pointing to a redacted area)
- Handwritten: "Alan Keen 82.50" (with arrow pointing to a redacted area)
- Handwritten: "Service charge" (with arrow pointing to a redacted area)
- Handwritten: "Jan 07 to June 07 1993.40/2" (with arrow pointing to a redacted area)
- Handwritten: "Alan Keen 996.70" (with arrow pointing to a redacted area)
- Handwritten: "Alan Keen 996.70" (with arrow pointing to a redacted area)

▶ please specify

▶ please specify

▶ please specify

**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 at my second home only or main home for the purpose of performing my duties as a Member of the House of Commons.

Signature

MP

Date

2/1/07

**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

SERVICE CHARGE DEMAND

Date: 22/12/2006

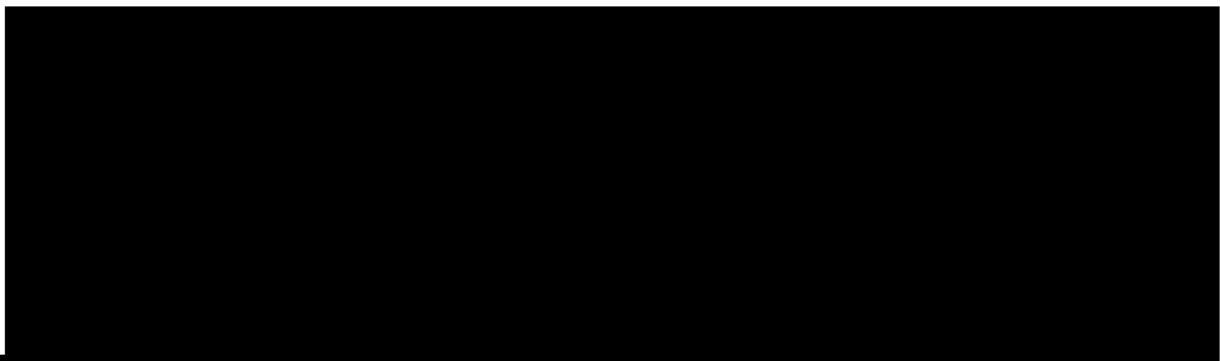
Mr D Alan Keen

Landlord:

Property:

Our Reference:

Date	Description	Amount	VAT	Rate	Ref
18/12/2006	Outstanding Estimated Electricity On Account For The Period Jan 07 To June 07	89.19			
01/01/2007	Service Charges - Half Year in Advance 01/01/2007 - 30/06/2007	1,904.21			
	Totals:	£1,993.40	✓	£0.00	
	<b>Amount Due:</b>	£1,993.40			



Keen



Date: 21 December 2006

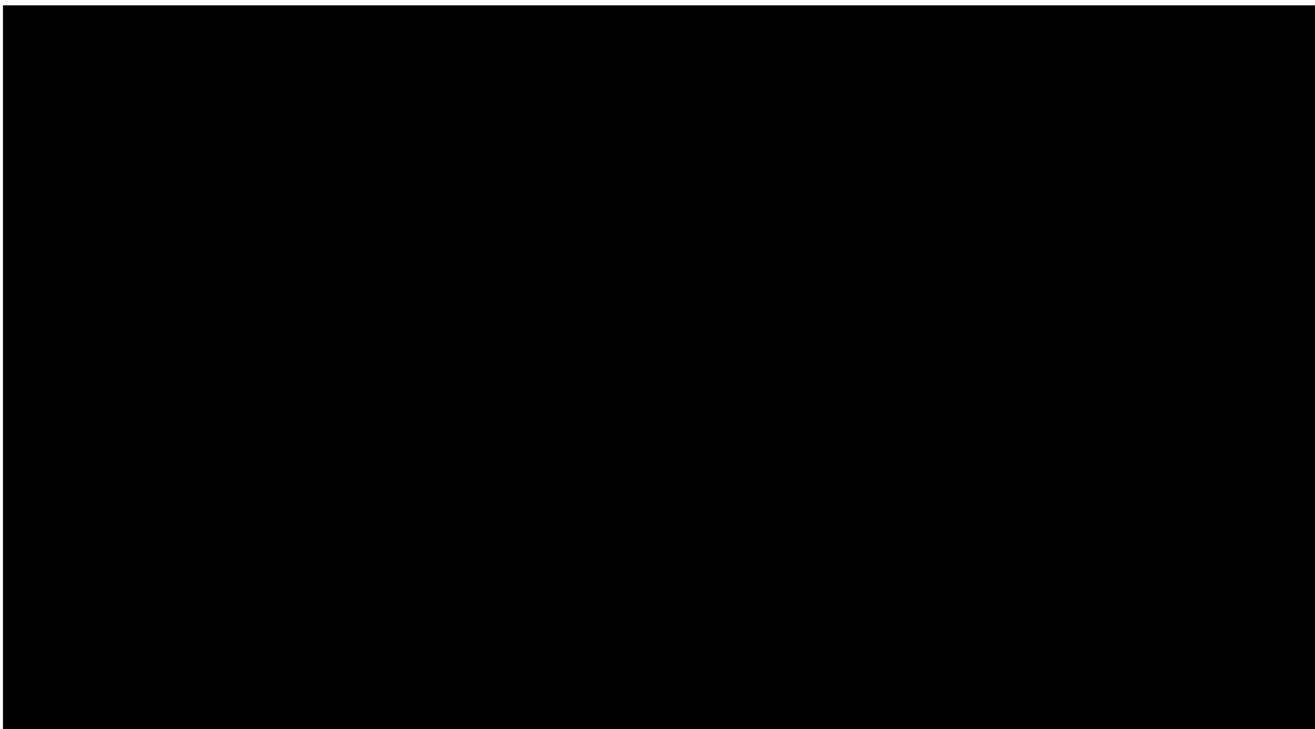
Invoice Number [redacted]

**INVOICE**

Re: [redacted]

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

Visit on [redacted]	55.00
Visit on [redacted]	55.00
Visit on [redacted]	<u>55.00</u>
<b>Amount Payable</b>	<b>£165.00</b>





# Member's claim form

12/11/2003

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1.
- If you have any doubt about whether you can claim for a cost please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

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 01/04/06 to 30/06/06

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

£ 82.50 ✓ p

Service/maintenance

£ 949.71 ✓ p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

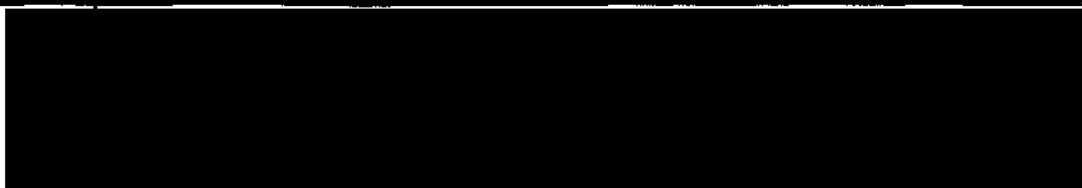
Total

£ 1032.21 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

11/17/06

**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

Keen

Date: 4 July 2006

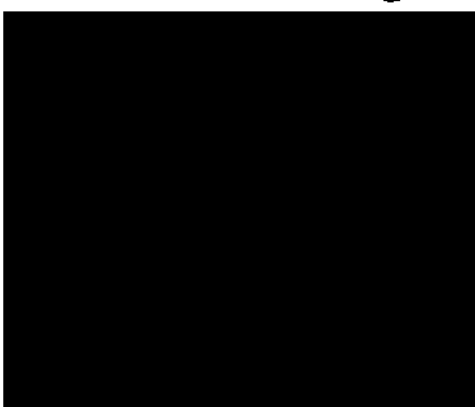
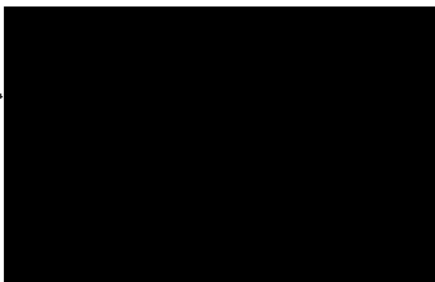
Invoice Number:

INVOICE

Re:

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

Visit of	55.00
Visit of	55.00
Visit of	<u>55.00</u>
<b>Amount Payable</b>	<b>£165.00</b>



SERVICE CHARGE DEMAND

Date: 23/06/2006

Mr D Alan Keen  
[Redacted]

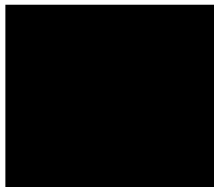


Property: [Redacted]  
Our Reference: [Redacted]

Date	Description	Amount	VAT	Rate	Ref
	Estimated Electricity On Account For [Redacted]	126.91			[Redacted]
	Electricity Balancing Charge For [Redacted]	27.65			[Redacted]
	Service Charges - Half Year in Advance [Redacted]	1,744.87			[Redacted]
	Totals:	£1,899.43	£0.00		
	<b>Amount Due:</b>	<b>£1,899.43</b>			



# Member's claim form



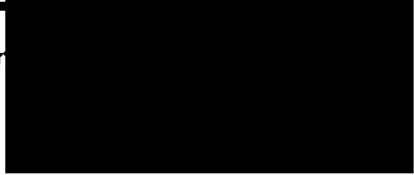
007

1 MAR 2007

## Members' Allowances

### 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 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 01/04/06 to 31/03/07

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 547.26 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

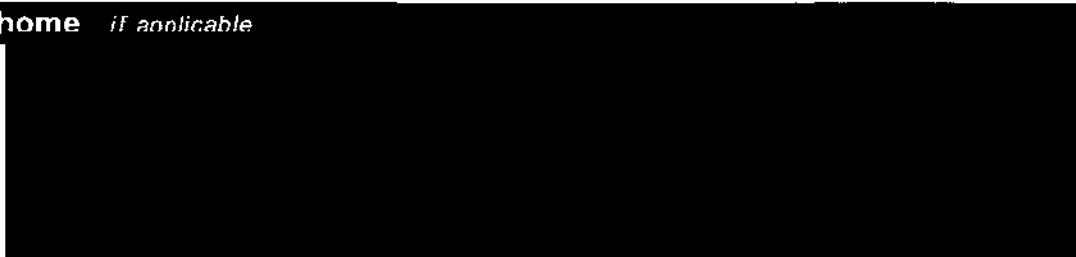
▶ please specify

Total

£ 547.26 p

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

Address of  
second home  
for Additional  
Costs Allowance

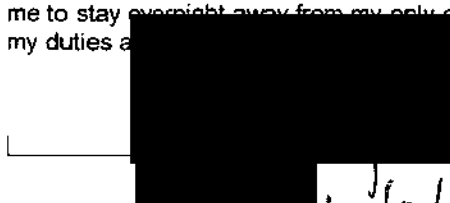


J

**Declaration**

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

Signature



MP

Date

10/3/07

**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.

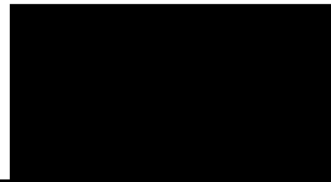
Send your completed form to

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



# Member's claim form

30 JAN 2007



## 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

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 01/02/07 to 28/02/07 ✓

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

£ 80.83 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

£ 1236.44 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

27/1/07 ✓

**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

2<sup>o</sup> FEB 2007

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

- 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 01/03/07 to 31/03/07 ✓

Total cost of hotel stays  
attach all receipts

£ : p

765.85 ✓

Mortgage payments  
(interest only) or rent

£ : p

389.76

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

80.83 ✓

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

£ 1236.44 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 the House of Commons.

Signature

MP

Date

23/2/07

**Data protection**

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

The information you give will be seen by:

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

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



# Member's claim form

19 DEC 2006

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1.
- If you have any doubt about whether you can claim for a cost please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

ANON KEENE

Constituency

Jeltham & Horsham

## Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred 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 / 07 to 31 / 01 / 07

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

£ 86 83 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

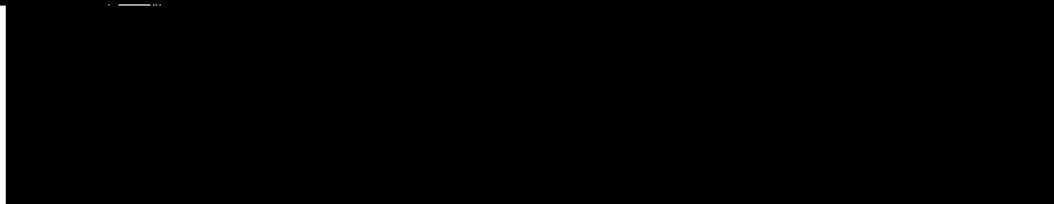
▶ please specify \_\_\_\_\_

Total

£ 1236 44 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to [redacted] my family or main home for the purpose of performing my duties.

Signature

[redacted] MP

Date

20/12/06

**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.

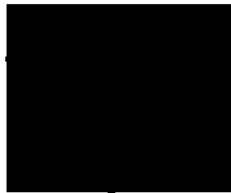
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

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



01 DEC 2006

Members' Allowances

30 NOV 2006

### 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.
- 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 01/12/06 to 31/12/06

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

£ 80.83 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 \_\_\_\_\_

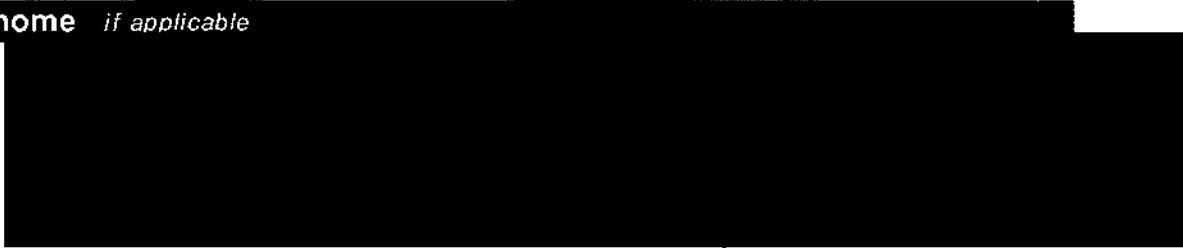
Total

£ 1236.44 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 at [redacted] main home for the purpose of performing my duties as [redacted]

Signature

[redacted] MP

Date

26/11/06

**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.

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Send your completed form to

Members' Allowances Section, Operations Directorate,  
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# Member's claim form

15 DEC 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

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.
- 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 / 11 / 06 to 30 / 11 / 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

£ 265.- p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

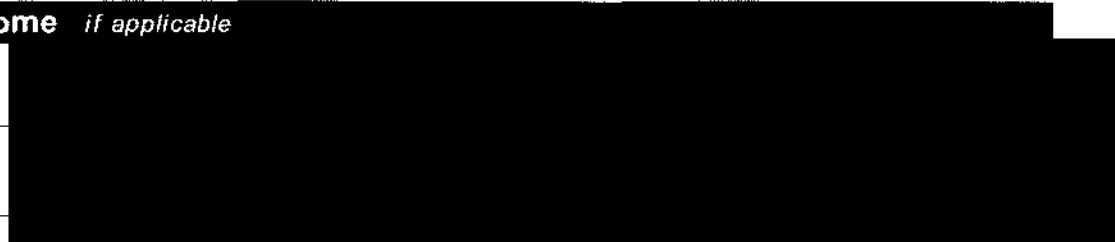
▶ please specify \_\_\_\_\_

Total

£ 265.- 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

Signature

[Redacted Signature]

MP

Date

11/12/06



**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:

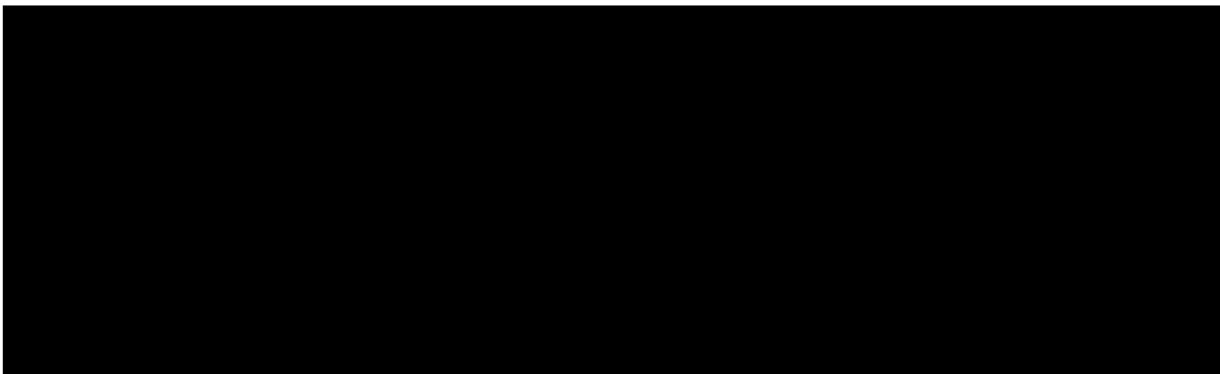
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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

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



Keen



Date: 27 November 2006

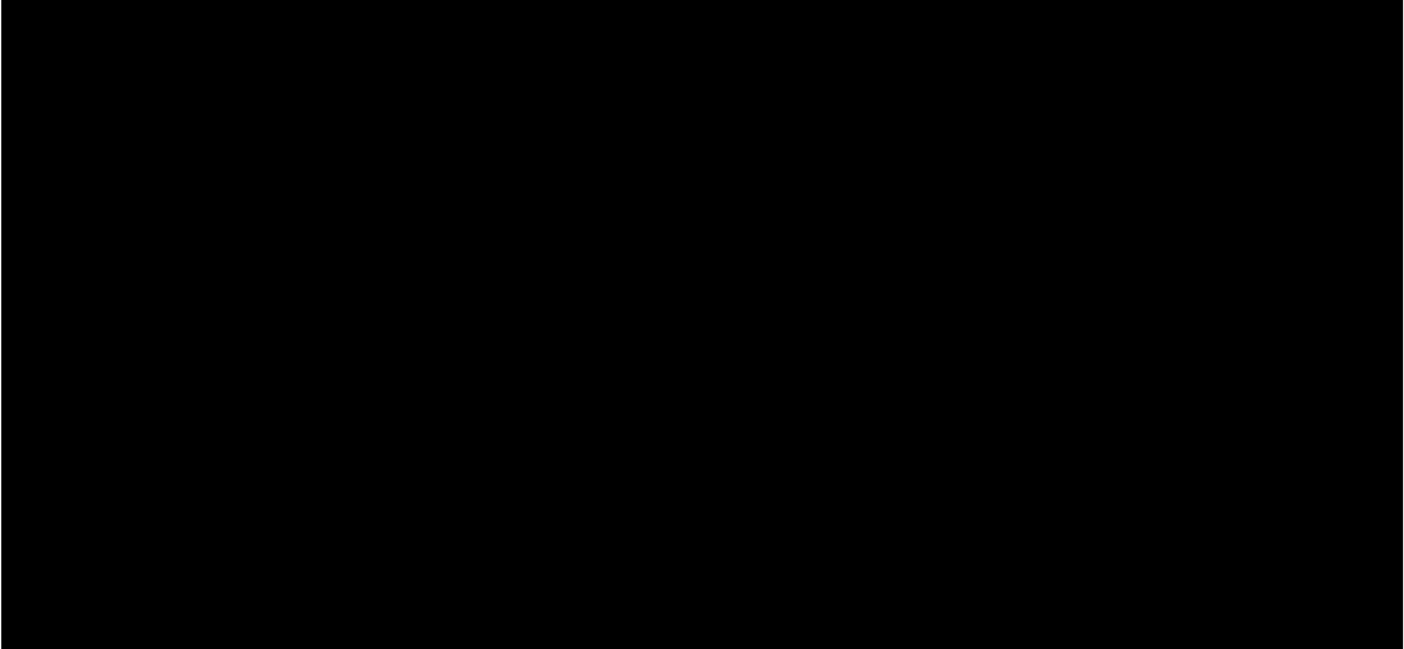
Invoice Number: [redacted]

INVOICE

Re: [redacted]

To: [redacted] cleaning services in connection with the above property.

Visit on [redacted]	55.00
Visit on [redacted] (shorter visit)	45.00
Visit on [redacted]	55.00
Visit on [redacted]	55.00
Visit on [redacted]	<u>55.00</u>
<b>Amount Payable</b>	<b>£265.00</b>







# Member's claim form

3 0 OCT 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

Jeltham & 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.
- 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 01/11/06 to 30/11/06

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

£ 80.83 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

£ 1236.44 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

30/10/06

**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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Members' Allowances Section, Operations Directorate,  
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# Member's claim form

## Members' Allowances

About filling in this form

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

## Your details

Name  
in CAPITAL LETTERS

ALAN KEEN

INV.

Constituency

Feltwell - 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 01/10/06 to 31/10/06

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

£ 80.83 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

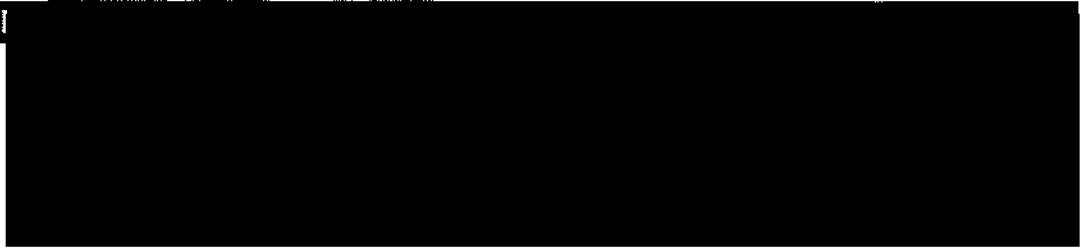
▶ please specify \_\_\_\_\_

Total

£ 1236.44 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

1/9/96

**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

MR DAVID ALAN KEEN

Date:  
1 September 2006

Council tax for period 01.04.2006 to 31.03.2007  
less payments received up to 31.08.2006

£1883.25  
~~£755.25~~

£1128.00



# Member's claim form

INV. A



## 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

- 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 01/09/06

to 30/09/06

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

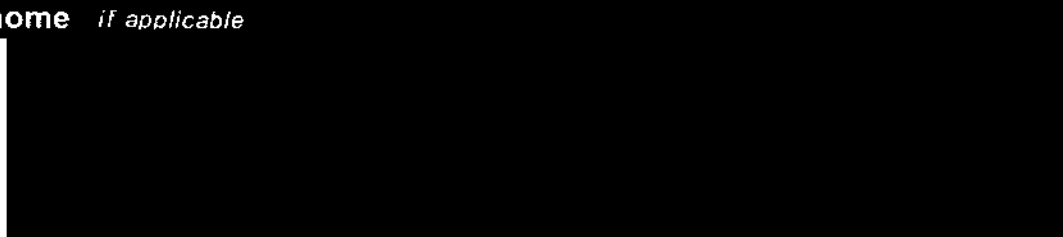
▶ please specify

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 at [redacted] in home for the purpose of performing my duties as [redacted]

Signature

[redacted] MP

Date

13/8/06

**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.

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



# Member's claim form

24 JUL 2006

3 - AUG 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.

INV

## 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.
- 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 / 08 / 06 to 31 / 08 / 06

Total cost of hotel stays  
attach all receipts

£ : p

765 85 ✓

Mortgage payments  
(interest only) or rent

£ : p

389 76

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

76 11

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

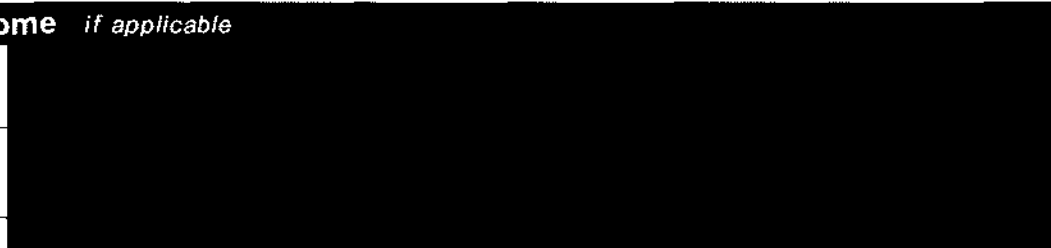
Total

£ 1231 : 72 p



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

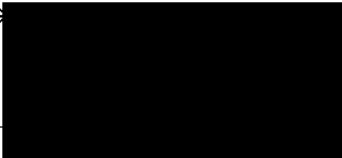
Address of  
second home  
for Additional  
Costs Allowance



**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

21/7/06



**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.

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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

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.

INV



Your details

Name in CAPITAL LETTERS

ALAN KEEN

Constituency

Fulham & Heston

Office use only

Costc/Cat 2

Supp/Res ID

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

01/07/06

to

31/07/06

Total cost of hotel stays

attach all receipts

£ : p

765 85

Mortgage payments (interest only) or rent

£ : p

389 76

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

76 11

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

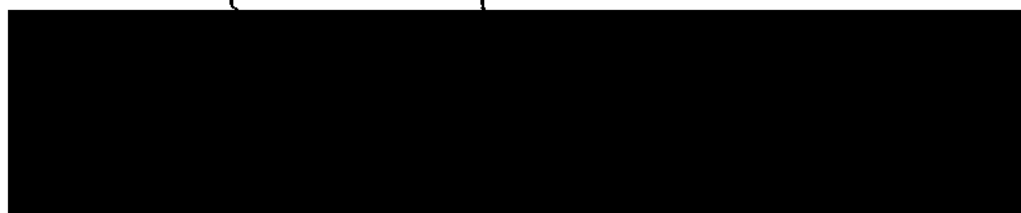
▶ please specify

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

2/7/06

**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



# Member's claim form

26/07

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 13V
- 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

- 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 / 06 / 06 to 30 / 06 / 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 as

Signature

MP

Date

27/5/05

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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



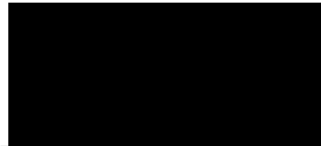
# Member's claim form

Members' Allowances

06/07 ✓

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

- 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 01/05/06 to 31/05/06 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 765 85  
389 76 ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76:11 ✓

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

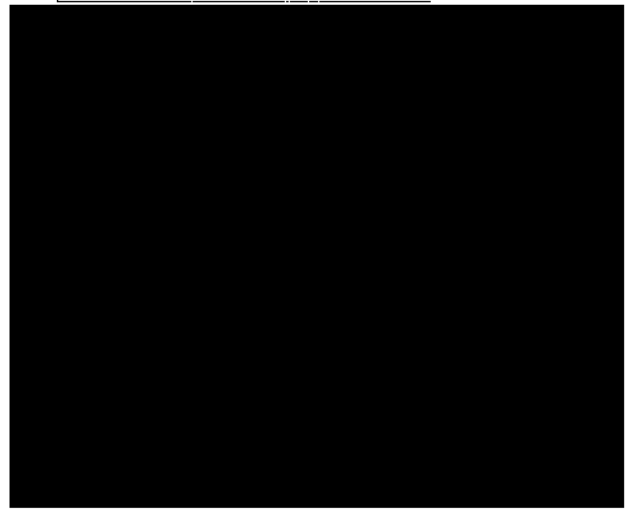
Other

£ : 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

L

MP

Date

L

**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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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

9987 2-1 90

06-07

About filling in this form

- For details of costs you can claim for, see *Green Book* section 133.
- 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

Fulham - Heston

Office use only

Costc/Cat 2



Supp/Res ID



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, 04, 06 to 30, 04, 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

 3/4/06**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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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

29 NOV 2006

## 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

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 / 10 / 06 to 30 / 11 / 06 (x 2)

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

① £ 39.75 p

Cleaning

② £ 205.00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

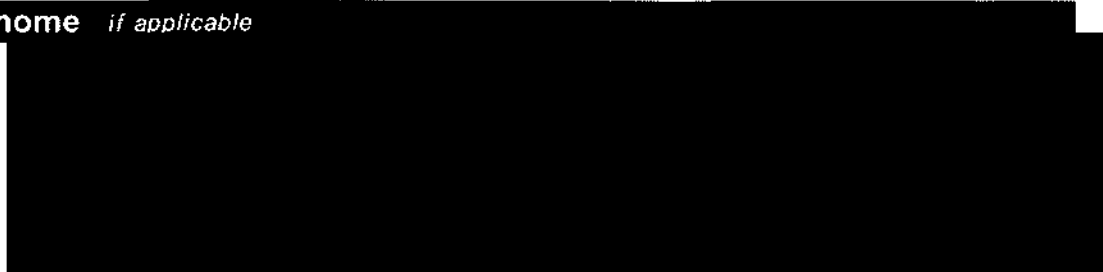
▶ please specify \_\_\_\_\_

Total

£ 244.75 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 in my current position.

Signature

[Redacted Signature] MP

Date

27/11/06

**Data protection**

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The information you give will be seen by:

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

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

24 October 2006



**Total now due**

**£ 39.75**



**Keen**  
[Redacted]

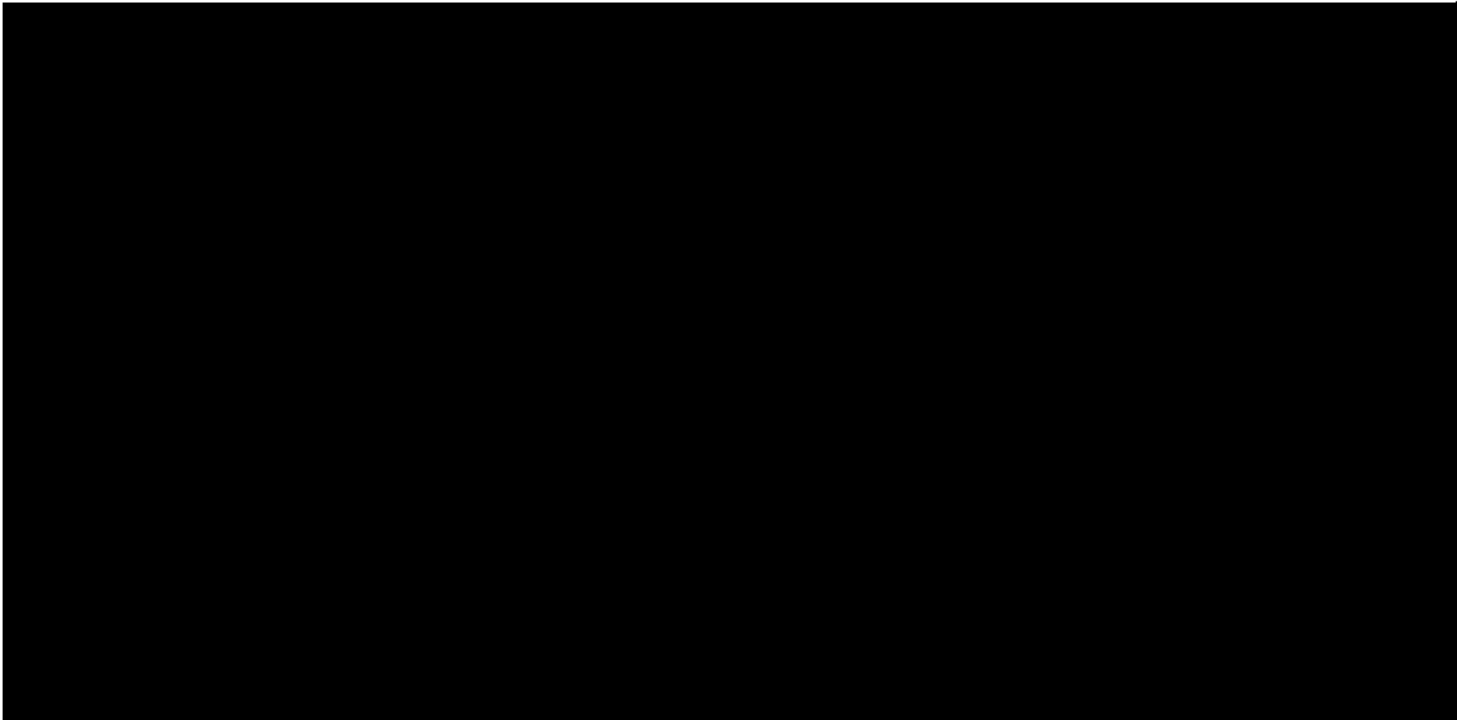
Date: 27 October 2006

Invoice Number: [Redacted] INVOICE

Re: [Redacted]

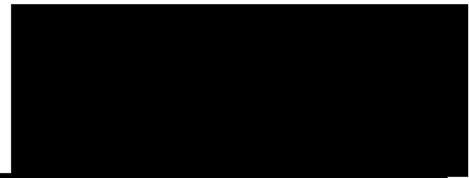
To: [Redacted] cleaning services in connection with the above property.

Visit of [Redacted]	55.00
Visit of [Redacted] (inc ironing 10 shirts)	75.00
Visit of [Redacted] (longer visit)	<u>75.00</u>
<b>Amount Payable</b>	<b>£205.00</b>





# 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

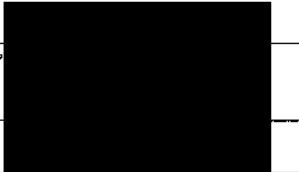
Name in CAPITAL LETTERS

ALAN KEEN

INV.

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.
- 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 01/07/06 to 30/09/06 x 2 ✓

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ 150:- p ✓

Annul Aug - 40 weeks x £15  
This Oct 10 x £15.00 = 150.00

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

① £ 16.50 p ✓

Or 32.99 Alan Keen 16.50  
16.49

Cleaning

② £ 110:- p ✓

220.00 Alan Keen 110.00  
110.00

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 276:50 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable 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

1/10/06

**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

①

MR A KEEN

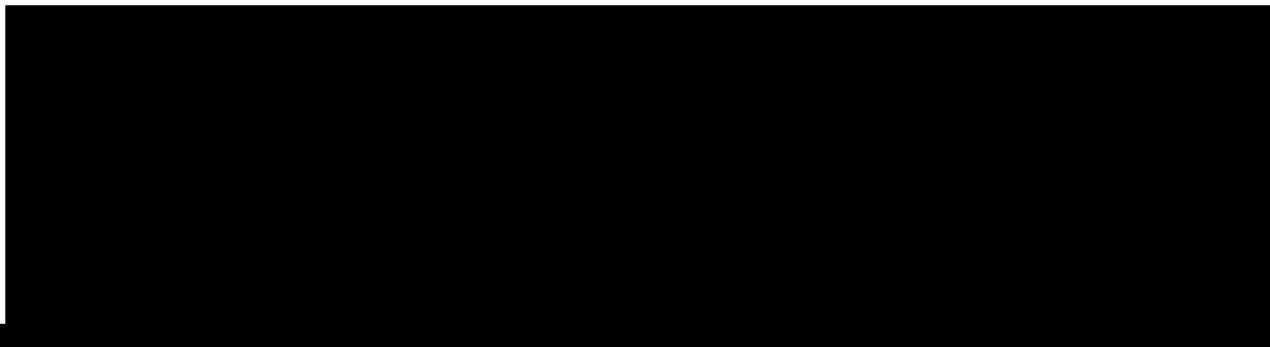
Date  
25 July 2006 ✓

**Total now due**

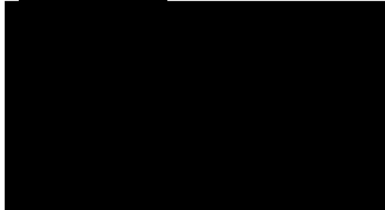
**£ 32.99**

$\frac{1}{2}$





Keen



Date: 25 September 2006

Invoice Number

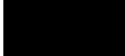


INVOICE

Re:



To:



cleaning services in connection with the above property.

Visit of	55.00
Visit of	55.00
Visit of	55.00
Visit of	55.00
Visit of (cancelled)	<u>No charge</u>
<b>Amount Payable</b>	<b>£220.00</b>

1/2

