



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 MEALE

Constituency

MANSEFIELD

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 1 4 1 0 4 to 3 0 1 4 1 0 4

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 4 0 0 : 0 0 p

Utilities

£ : p

Council Tax/Rates

£ 1 4 6 7 : 0 0 p (May 2005 - Jan 2005)

Telephone and telecommunications

£ : p

Cleaning

£ 2 2 3 : 6 0 p and gardening

Service/maintenance

£ 5 0 : 0 0 p includes alarm maintenance

Repairs/insurance/security

£ 4 4 5 : 0 0 p replacement toilet

Other

£ 7 0 : 1 6 p please specify newspapers

Other

£ 3 6 : 5 0 p please specify dry cleaning

Other

£ : p please specify

Total

£ 2 6 9 2 : 2 6 p invoice enclosed

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted address information]

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

Signature

[Redacted signature]

Date

8/5/04

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

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

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

Send your completed form to

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

INVOICE

TOTAL DUE £ 445.00

Invoice number [REDACTED]
 Invoice date 24th April 2004

Invoice to

Name Mr. & Mrs. A. Meale,
 Address (line 1) [REDACTED]
 Address (line 2) [REDACTED]
 Address (line 3) [REDACTED]
 Address (line 4) [REDACTED]
 Tel- [REDACTED]

DESCRIPTION	TOTAL
New Toilet	
To the taking out of existing toilet and supply and fit new Twyford Clarice close couple pan & cistern complete with black ash toilet seat. To the fitting only of new floor tiles to toilet area.	£445.00
	£445.00
	£000.00p.
	£445.00

This company is not V.A.T. registered and so cannot charge V.A.T. on this invoice.



For the period: 2004/05

Issue Date: 15/03/2004

To: MEALE

Address of the property this bill is for
(if different)

Account number:

Reason for issue: Annual Bill

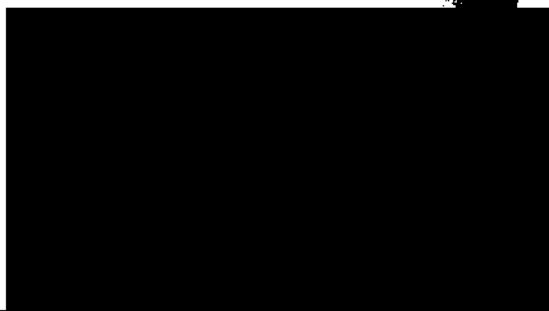
Valuation Band	Annual Charges	Charge	% increase
Band: E		1215.02	0.0
		200.73	2.8
		146.81	9.9
		69.76	

How your bill is worked out

		£
Council tax	01 Apr 2004 to 31 Mar 2005	1632.32
Total amount you must pay		1,632.32



Additional Costs Allowance Member's claim form



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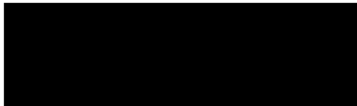
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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach



Period of claim

from 1 1 05 104 to 31 1 05 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 159 : 00 p

gas maintenance agreement

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 204 : 06 p

Cleaning

£ 224 : 83 p

Service/maintenance

£ 196 : 00 p

garden.

Repairs/insurance/
security

£ 339 : 58 p

see attached

Other

£ p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1523 : 47 p

Details of second home *if applicable*

Address of second home _____
for Additional Costs Allowance _____ Postcode _____

Declaration

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

Signature _____ MP

Date _____

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total

162.00
127.00

289.00

60.58

349.58



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Please list

Please attach

Period of claim

from 1 1 £ 104 to 30 16 104

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 350 : 98 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 337 : 49 p

Cleaning

£ 157 : 60 p

Service/maintenance

£ 219 : 58 p

Repairs/insurance/security

£ 347 : 00 p

Other

£ 246 : 00 p

Other

£ 31 : 00 p

Other

£ 60 : 65 p

Total

£ 2147 : 30. p

gas 244-47
 electricity 106-51
 350-98
 BT line £124-62
 mobile £212-87
 337-49

decorating (invoice enclosed)
 please specify gardening.
 please specify dry cleaning (with Franks)
 please specify newspapers

Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*

_____ Postcode _____

Declaration

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Signature

_____ MP

Date

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Please attach

Period of claim

from 1 1 7 1 0 4

to 3 1 1 7 1 0 4

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 93 : 53 p

mobile phone

Telephone and telecommunications

£ : p

Cleaning

£ 179 : 49 p

gardening

£ 164 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 249 : 58 p

Other

£ 57 : 90 p

▶ please specify

newspaper

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1144 : 50 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

_____ Postcode

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Signature

_____ MP

Date

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Members' Allowances

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- For details of costs you...
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Your details

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Constituency

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Please list

Please attach

Period of claim

from 1 1 8 104 to 31 1 8 104

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 144 : 29 p

mobile phone.

Cleaning

£ 218 : 20 p

Service/maintenance

£ 197 : 00 p

garden ip.

Repairs/insurance/security

£ 212 : 05 p

Other

£ 188 : 00 p

please specify top soil for garden.

Other

£ : p

please specify

Other

£ : p

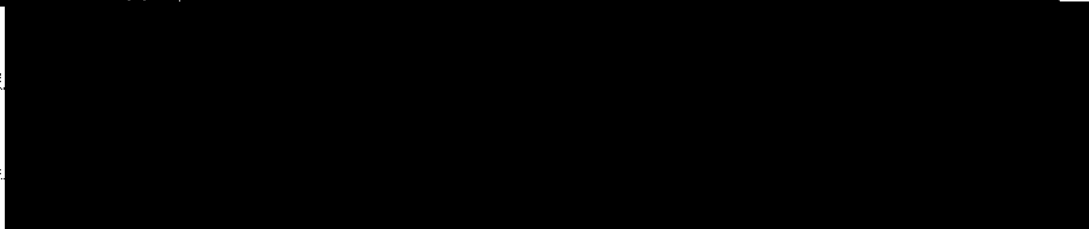
please specify

Total

£ 1359 : 54 p

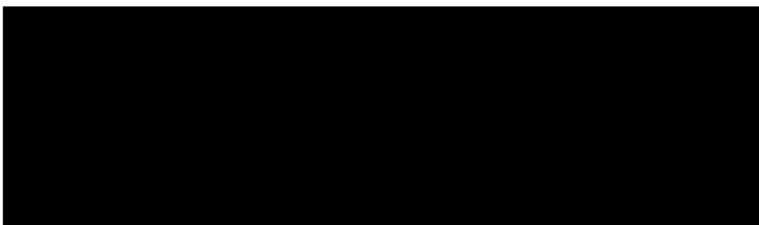
Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*



Declaration

Signature



...arily to enable
...ose of performing

Date

16 Sept 54

Data protection

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Please list

Please attach

Period of claim

from 11 9 04 to 30 9 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 147 98 : 63 68 p

electricity
gas

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 140 : 92 p

Cleaning

£ 214 : 38 p

Service/maintenance

£ 168 54 : 60 : 00 p

gardening
repair to windows

Repairs/insurance/
security

£ : p

Other

£ 118 : 85 p

▶ please specify

mobile phone charges

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 914 : 35 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

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

Signature

Date

3/10/04

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Please list

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Please attach

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

Period of claim

from 1 10 104 to 31 10 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 4 00 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 271 : 61 p

mobile phone

Cleaning

£ 161 : 00 p

Service/maintenance

£ 98 : 00 p

gardening

Repairs/insurance/
security

£ : p

Other

£ 246 : 00 p

▶ please specify 6 months Stay sub @ H1 per month

Other

£ : p

▶ please specify

Other

£ : p

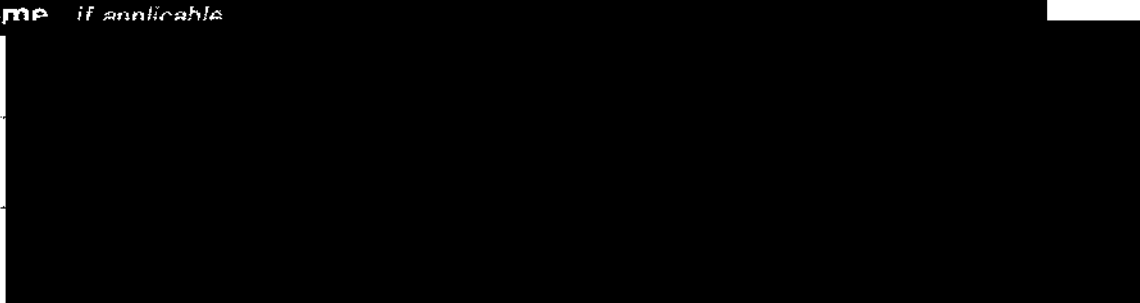
▶ please specify

Total

£ 1176 : 61 p

Details of second home *if applicable*

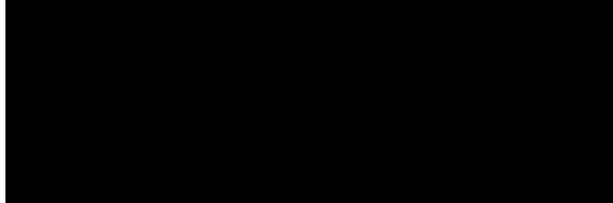
Address of
second home
for Additional
Costs Allowance



Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable
for the purpose of performing

Signature



MP

Date

4/11/04

Data protection

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Additional Costs Allowance

Member's claim form

Members' Allowances

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Your details

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Please list

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Please attach

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

Period of claim

from 1 / 11 / 04 to 30 / 11 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 p

(gas) Utilities

£ 182 : 91 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 166 : 24 p

mobile phone

Cleaning

£ 135 : 48 p

Service/maintenance

£ 170 : 00 p

/gardening.

Repairs/Insurance/security

£ 560 : 33 p

security upgrade (see attached invoice)

Other

£ 69 : 75 p

please specify

newspaper.

Other

£ 17 : 20 p

please specify

laundry

Other

£ : p

please specify

Total

£ 1701 : 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
[redacted] of performing

Signature

Date

7/12/04

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05/11/2004

Quantity Details

1.00 to credit of digital recorder not fitted

Disc %	Disc Amount	Net Amount	VAT Rate	VAT
0.00	0.00	421.28	17.50	73.72

Total Net Amount 421.28

Carriage Net 3.00

Total Tax Amount 73.72

Invoice Total 505.00



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Please list

Please attach

Period of claim

from 1 / 12 / 04 to 31 / 12 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 101 32 : 156 95 p

BT phone
mobile phone

Cleaning

£ 167 : 80 p

Service/maintenance

£ £219 : 00 p

gardening

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1045 : 07 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

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Signature

MP

Date

4/1/05

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Period of claim

from 11/1/05 to 31/1/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ {25 00 / 85 99} p

Garden Cleaning

£ 107 149 : 50 p

Service/maintenance

£ 549 : 91 p

Repairs/insurance/security

£ 159 : 27 p

Other

£ 121 : 00 p

Other

£ 40 : 20 p

Other

£ : p

Total

£ 1637 : 87 p

repair mobile phone bill

Both supplies for garden

please specify TV license

please specify newspaper

please specify

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Declaration

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

Signature _____ MP

Date _____

[Redacted]

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[Redacted]

Invoice

DATE/TAXPOINT	ACCOUNT NUMBER	YOUR ORDER No.
17.1.2005		

INVOICE TO:

ALAN MEALE

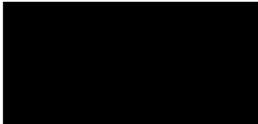
DELIVER TO:

SALESPERSON		DELIVERY DATE	DELIVERY VIA	F.O.B. POINT	TERMS	
		17.1.2005				
QUANTITY	UNIT	DESCRIPTION			UNIT PRICE	TOTAL
17m ³		CONTRACT LANDSCAPE @ £27.53/m ³				468.01

AMOUNT	468.01
VAT	81.90
TOTAL	549.91



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Please list

Please attach

Period of claim

from 1 1 2 1 0 5

to 2 8 1 2 1 0 5

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ : p

gardening
Cleaning

£ 128 00
225 : 40 p

Service/maintenance

£ 241 : 32 p

Repairs/insurance/
security

£ 119 : 00 p

Other

£ 151 : 90 p

▶ please specify mobilephone charges

Other

£ 109 : 25 p

▶ please specify newspapers

Other

£ : p

▶ please specify

Total

£ 1374 : 87 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

and necessarily to enable
for the purpose of performing

MP

Date

4/3/05

Data protection

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

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

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 dedica

Text



Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



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

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

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

** Financial Processing purposes only*

Registered by (initials & date)



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

MEALE

Constituency

MANSFIELD

Claim details

Notes

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 1 / 3 / 05 to 31 / 3 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 400 : 00 p ✓

Utilities

£ 459 : 00 p ✓
192 : 85 p gas & electricity

Council Tax/Rates

£ [REDACTED] p

Telephone and telecommunications

£ 103 : 79 p

Cleaning

£ 102 : 61 p gardening
97 : 36 p house clean

Service/maintenance

£ 2000 : 00 p ✓ *

Repairs/insurance/security

£ : p

Other

£ 162 : 74 p ▶ please specify mobile phone charges

Other

£ 584 : 00 p ✓ * ▶ please specify replacement TV/VCR/DVD

Other

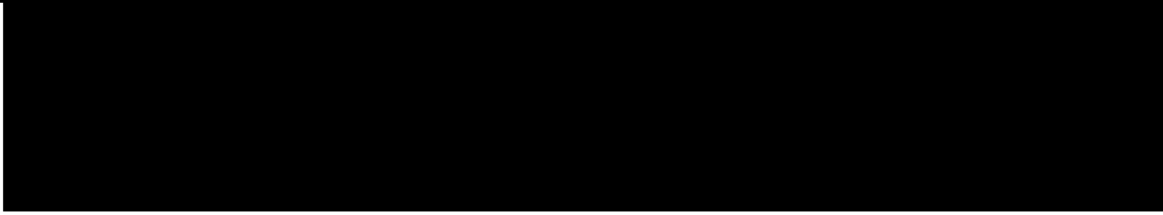
£ 78 : 80 p ▶ please specify Newspapers

Total

£ 4181 : 15 p ✓ copy receipt enclosed

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

+

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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

YOUR GAS BILL

11 March 2005

MR MEALE

Dear Mr Meale,

Your gas bill for this period is

~~£459.00~~

Please pay now. Thank you.

Pay now and save!

INVOICE

TO MR ALAN MEALE

NOTES

DATE 10.01.05
ORDER No.

CUSTOMER No.
INSTRUCTIONS:

QUANTITY	DESCRIPTIONS	UNIT RATE	UNIT TOTAL
1	SONY TV MODEL KD28D1L		£399.00
1	SONY VCR MODEL SLVSE740		£95.00
1	SONY DVD PLAYER DVPNS355		£90.00
		UNIT TOTAL	£584.00
		VAT TOTAL	inclusive
		TOTAL DUE	£584.00

[REDACTED]

Sunday, 20 March 2005 ✓

Dear Mr Meale

RE: [REDACTED]

Please accept this as a receipt for payment of £2,000 for the above works.

[REDACTED]