



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 WHITEHEAD

Constituency

SOUTHAMPTON TEST

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 1st March 2006 to 31st March 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 475 : 00 p ✓

Food

£ 280 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 97 : 00 p ✓

Telephone and telecommunications

£ 34 : 21 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 65 : 83 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 952 : 04 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

Signature

Date

9.4.2006

**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



Additional Costs Allowance

ACA2

Member

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Your details

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Constituency

SO OTHAMPTON TBST

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Please list

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

Please attach

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

Period of claim

from 1st / Feb / 2006 to 28th / Feb / 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 475 : 00 p

Food

£ 210 : 00 p

Utilities

£ 207 : 64 p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ 34 : 21 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 65 : 83 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p


▶ please specify

Total

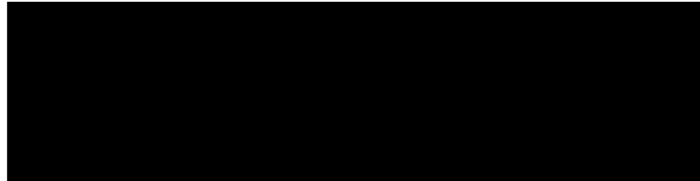
£ 1089 : 68 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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purpose of performing



Signature

Date

15. 3. 2008**Data protection**

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FEB 2006

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SOUTHAMPTON TEST

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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 1st / 1 / 2006 to 31st / 1 / 2006

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 730 : 85 p

(interest only) or rent

Food

£ 210 : 00 p

Utilities

£ 38 : 25 p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ 34 : 21 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 65 : 83 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1178 : 17 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  
purpose of performing

Signature

Date

9. 2. 2006

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01 JAN 2006

Member's claim

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Please list

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

Please attach

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

Period of claim

from 1 / 12 / 2005 to 31 / 12 / 2005

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 730 : 85

(interest only) or rent

Food

£ 210 : 00

Utilities

£ :

Council Tax/Rates

£ 97 : 00

Telephone and telecommunications

£ 34 : 21

Cleaning

£ :

Service/maintenance

£ :

Repairs/insurance/security

£ 65 : 83

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1207 : 89 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

**Signature**

**Date**

3. 1. 2006

**Data protection**

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16 DEC 2005

Membe

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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 / 2005 to 30 / 11 / 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 730 : 85 p

Food

£ 280 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ 34 : 21 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 65 : 83 p

Other

£ 105 : 75 p

please specify

Boiler repair

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1373 : 64 p

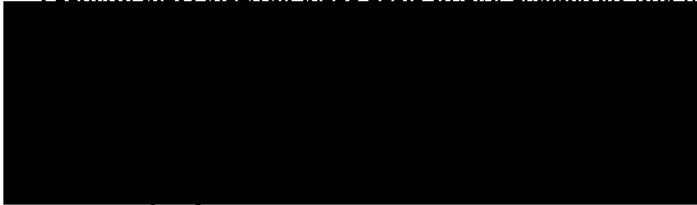
**Details of second**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature



Date

18/12/05

**Data protection**

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CUSTOMERS NAME

ADDRESS

TELEPHONE

SITE NAME

SITE ADDRESS

SITE TEL NO

REASON FOR CALL

TIME OF ARRIVAL

TIME OF COMPLETION

Rates: Labour

£ 30 PER 1/2 HR

INVOICE

PER 1/2 HR

CALCULATION OF COST	SERVICE CHARGE	30.00
	1st MAN Labour	
	2nd MAN Labour	60.00
	PLANT HIRE	
	MATERIALS	
	SUNDRIES	
	PARKING	
	SUB TOTAL	90.00
	VAT	15.75
	TOTAL	105.75
	LESS DEPOSIT	
	AMOUNT DUE	105.75

NO

DAY  28 DAY  60 DAY

PAYMENT METHOD

CREDIT CARD NO



# Additional Costs Allowance

## Member's claim form

L.3

About filling in this form

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### Your details

Name in CAPITAL LETTERS

ALAN WHITHEAD

Constituency

SOUTHAMPTON TEST

### 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 1st / Oct / 2005 to 31st / Oct / 2005

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 730 : 83 p

Food

£ 140 : 00 p

Utilities

£ 13 : 77 p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ 34 : 21 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 65 : 83 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1081 : 64 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

**Signature**

**Date**

8. 11. 2005

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Additional Costs Allowance

Member's claim

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all items costing £250 or more and include receipts - except for food, for which receipts are not required.
receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1st / Sept / 2005 to 30th / Sept / 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 730 : 83 p

Food

£ : p

Utilities

£ 50 : 65 p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ 34 : 21 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 65 : 83 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 978 : 52 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

**Signature**

**Date**

2.10.2005

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Additional Costs Allowance

Member's cl [redacted]

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Constituency

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Please list

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

Please attach

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

Period of claim

from 1st August 2005 to 31st August 2005

Total cost of hotel stays attach all receipts

£ : [redacted]

Mortgage payments (interest only) or rent

£ 730 : 83

Food

£ :

Utilities

£ :

Council Tax/Rates

£ 97 : 00

Telephone and telecommunications

£ 34 : 2

Cleaning

£ :

Service/maintenance

£ : p

Repairs/insurance/security

£ 65 : 83

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

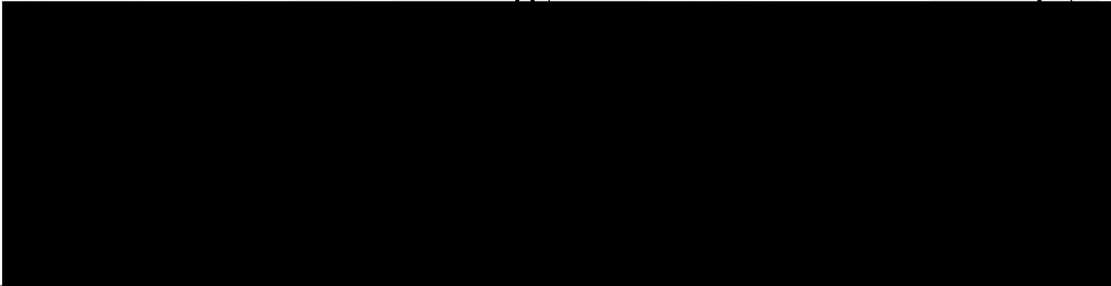
Total

£ 927 : 87 p



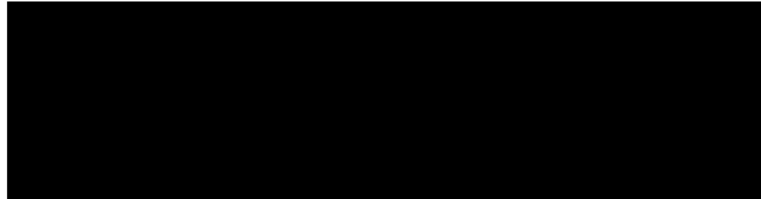
**Details of second home** *if applicable*

**Address of  
second home**  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
[redacted] use of performing

**Signature**



**Date**

2. 10. 2005

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01 AUG 2005

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

Please attach

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

Period of claim

from 1st / June / 2005 to 30th / June / 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 730 : 83 p

Food

£ 280 : 00 p

Utilities

£ 155 : 73 p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ 34 : 75 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 65 : 83 p

Other

£ 126 : 50 p

▶ please specify TV licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1490 : 64 p



Member's claim form

5002 NOV 10

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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 1st / June / 2005 to 30th / June / 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 730 : 83

Food

£ 280 : 00

Utilities

£ 155 : 73

Council Tax/Rates

£ 97 : 00

Telephone and telecommunications

£ 34 : 75

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 65 : 83 p

Other

£ 126 : 50 p

▶ please specify TV licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1490 : 64 p



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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 1st / July / 2005 to 31st / July / 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 730 : 83 p

Food

£ 210 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 837 : 34 p

Repairs/insurance/security

£ 65 : 83 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1941 : 00

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

**Address of  
second home**  
*for Additional  
Costs Allowance*

**Declaration**

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

**Signature**

**Date**

1st August 2005

**Data protection**

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**Send your completed  
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Validation Team, Operations Directorate,  
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Our Ref: [REDACTED]  
Date: 28 Jun 05

Mr & Mrs A P V Whitehead

Dear Mr & Mrs Whitehead,

**OVERDUE ACCOUNT**

**Amount Now Due £1,049.66**

According to our records the above sum is still outstanding. This may be an oversight but payment is now required by return. Please be aware that interest may be chargeable on all overdue balances.

If payment has been made within the last seven days please ignore this letter.

Please note that our reference number should be written on the back of your cheque and attached to the remittance advice below.

[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 WHITEHEAD

Constituency

SO UTHAMPTON TEST

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 1st / June / 2005 to 30th / June / 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 730 : 83 p

Food

£ 280 : 00 p

Utilities

£ 155 : 73 p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ 34 : 75 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 65 : 83 p

Other

£ 126 : 50 p

▶ please specify

TV licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1490 : 64 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**

8.8.2005

**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





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 159

Your details

Name in CAPITAL LETTERS

ALAN WHITEHEAD

Constituency

SOUTHAMPTON TBST.

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 costs

Period of claim

from 1st April 2005 to 15th April 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 730 : 83 p

Food

£ 140 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 101 : 19 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 106 : 17 p

Repairs/insurance/security

£ 55 : 20 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1132 : 29 p

Pay 503.93

**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] purpose of performing

Signature

Date

2nd June 2005

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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



Additional Costs

er's C

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 WHITHEAD

Constituency

SOUTHAMPTON TEST.

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

Period of claim

from 6th / May / 2005 to 31st / May / 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 730 : 83 p

Food

£ 140 : 00 p

Utilities

£ 213 : 21 p

Council Tax/Rates

£ 101 : 19 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 106 : 17 p

Repairs/insurance/security

£ 55 : 20 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

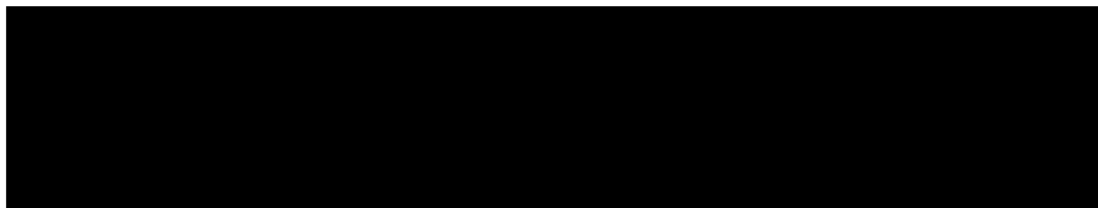
Total

£ 1346 : 66 p

Don't £1151.28

**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

Signature



Date

2nd June 2005

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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