



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 WILLIAMS

Constituency

SWANSEA WEST

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- 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 01/01/04 to 31/03/04

Total cost of hotel stays
attach all receipts

£ NIL : p

Mortgage payments
(interest only) or rent

£ NIL : p

Food

£ 300 : p

Utilities

£ 118 : 44 p

GAS/WATER

Council Tax/Rates

£ 83 : p

Final of 10 instalments -

Telephone and telecommunications

£ 246 : 57 p

Telephone bills included

+ 5x

TV RENTAL

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 105 : 60 p

GAS

8x

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 853 : 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 me to stay overnight away from my only or main home for the purpose of performing my duties

Signature

_____ MP

Date

1.4.04

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

MR A WILLIAMS

Date
5 January 2004

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

Total now due

£ 11.28

Your account and bill number

MR A WILLIAMS

Date
5 January 2004

If you have a query
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our contact details.

Total now due

£ 40.34



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Your details

Name
in CAPITAL LETTERS

ALAN WILLIAMS 16 JUN 2004

Constituency

SWANSEA WEST

DFA

Claim details

Notes

You can only claim for

Please list

Please attach

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- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 APR 04 to 31 MAY 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 300 : 00 p

Utilities

£ 82 : 20 p

Gas/Water

Council Tax/Rates

£ 175 : 79 p

Telephone and
telecommunications

£ 75 : 58 p
41 : 72 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/Insurance/
security

£ : p

Other

£ 69 : 79 p

▶ please specify

Grades ~

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 745 : 08 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

14 - June - 04

Data protection

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The information you give will be seen by:

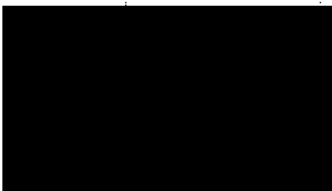
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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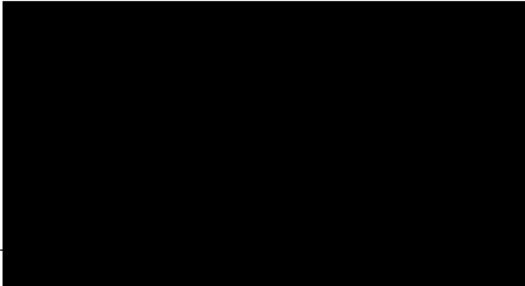
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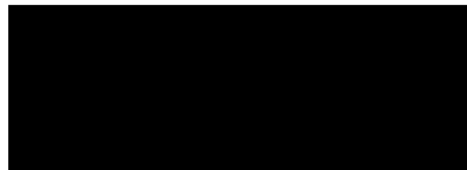


Impatiens N.G. Mixed	18	2.99	53.82
2100001061807			
Impatiens N.G. Mixed	1	2.99	2.99
2100001061807			
Impatiens N.G. Mixed	1	2.99	2.99
2100001061807			
Phalaenopsis	1	9.99	9.99
2100001062477			
Sub total			69.79
.....			
Total value of sale			69.79



hire Agreement Regulated by the Consumer Credit Act 1974

The sum we will lend you



Your Name & Address

MR ALAN WILLIAMS



Equipment Details



TOTAL MONTHLY RENT

or

SUGGESTED TOTAL COST

TOTAL MONTHLY PAYMENT

Your account and bill number

MR A WILLIAMS

Date
5 April 2004

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

Total now due

£ 41.72

MR ALAN J WILLIAMS



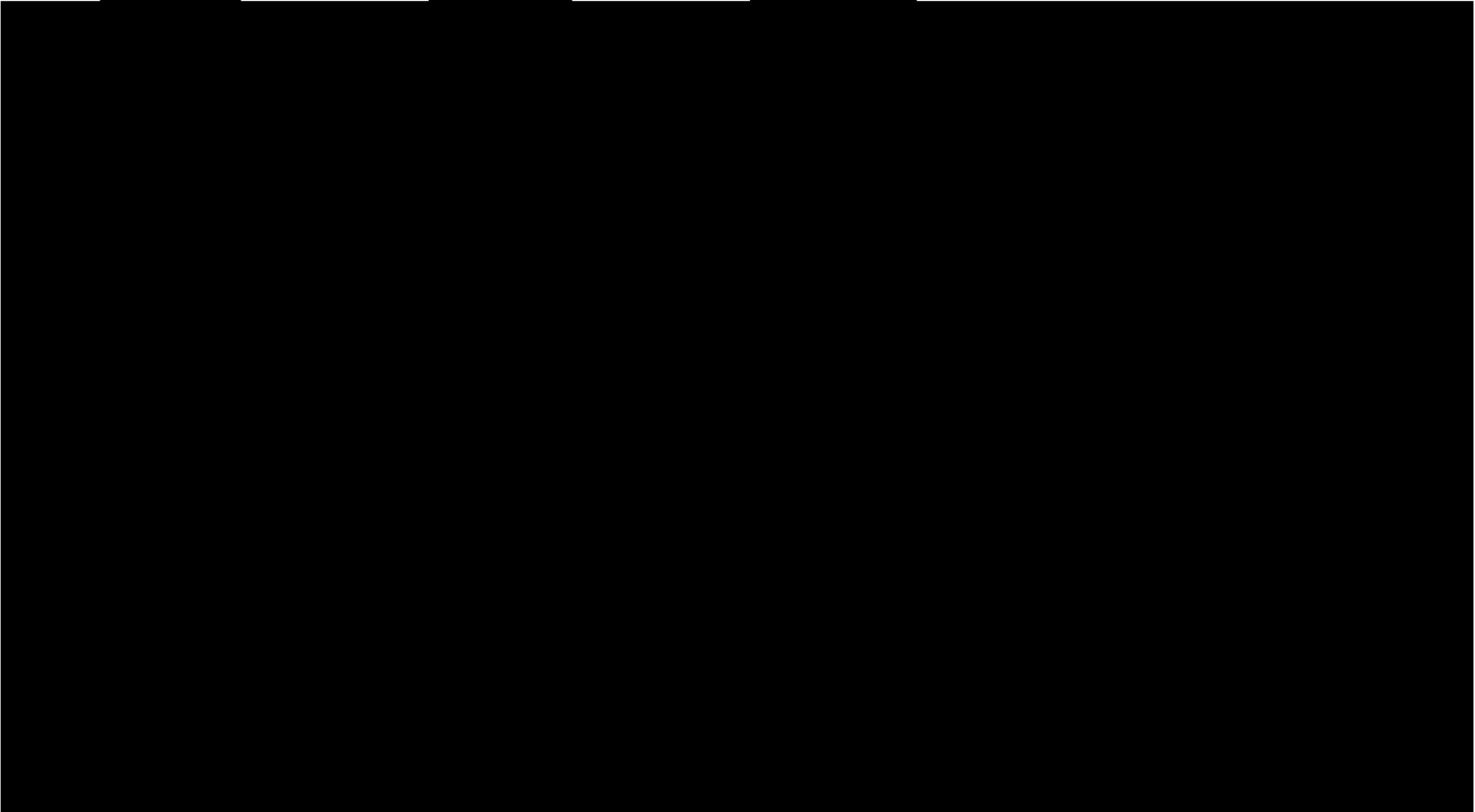
Your charges, which are detailed below are based on a rateable value (RV) of £212

Water:	
Standing Charge	£82.30
plus 43.84p per £ of RV	£92.94
Customer discount: (see enclosed leaflet)	-£4.50
Sewerage: Surface Water Drainage and Foul	
Standing Charge	£105.60
plus 61.96p per £ of RV	£131.36
Customer discount: (see enclosed leaflet)	-£4.50

Thank you for paying by Direct Debit.

For this billing period, the new monthly instalments debited from your account will be:-

£33.60	£33.60	£33.60
£33.60	£33.60	£33.60
£33.60	£33.60	£33.60
£33.60	£33.60	£33.60



Date of issue
Dyddiad cyhoeddi **15/03/2004**

Reason for bill
Rheswm dros y bil

Annual
Blynyddol

MR AJ WILLIAMS [REDACTED]	Charge in respect of/Tâl ynglyn a	[REDACTED]
	This property is in band/Mae'r eiddo hyn ym mand [REDACTED]	

[REDACTED]	£	
	756.49	
	7.59	
	115.71	
COUNCIL TAX FOR THE YEAR TRETH GYNGOR AM Y FLWYDDYN	01/04/2004 TO/1 31/03/2005	879.79

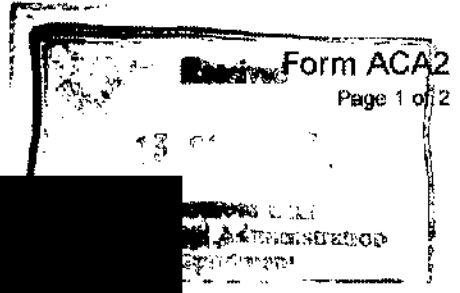
01/04/2004	31/03/2005	Charge For Period	[REDACTED]	879.79
[REDACTED]				

[REDACTED] 879.79

[REDACTED]	1 X 87.79
	9 X 88.00
	1 X 87.79
	9 X 88.00



Additional Costs Allowance



Member's claim form

Members' Allowances

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Your details

Name in CAPITAL LETTERS
Constituency

ALAN WILLIAMS
SWANSEA WEST

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 04 to 30 1 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 600 : 00 p
151 16

Utilities

£ 104 : 40 p

Council Tax/Rates

£ 352 : 00 p
73 22

Telephone and telecommunications

£ 13 : 79 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 202 : 15 p

Other

£ 60 : 80 p

Other

£ 54 : 54 p

Other

£ : p

Total

£ 1672 : 06 p

TV RENTAL
GAS/WATER

please specify

please specify

please specify

boarder fees

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

_____ 13.10.04

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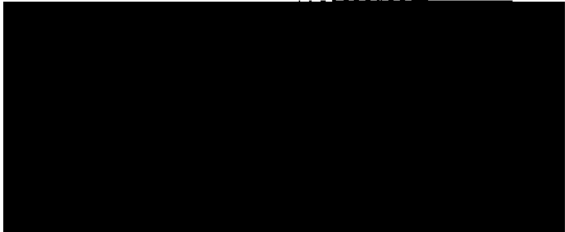
Send your completed
form to

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



ReadStart	1	6.99	6.99
709714102719			
Don Border Line 2 Gr	1	4.99	4.99
7250001726020			
Junior Driver Explor	1	5.99	5.99
7070398017617			
CON Tracker Stool Bl	1	5.99	5.99
5038836001347			
Vitax SK Brushwood	1	5.59	5.59
5012042022501			
Small Bowl Hamster /	1	7.99	7.99
5015811001424			
Small Bowl Doss	1	7.99	7.99
5015811001417			
CON Hunter Ultralish	1	24.99	24.99
5038836001859			
(10WT) 10in Pot/Tra	1	24.99	24.99
2106001276847 A*			
Void next line			
(10WT) 10in Pot/Tra	1	24.99	24.99
2100001276847 A*			
CON Tracker Stool Bl	1	5.99	5.99
5038836001347			
Sub total			76.51
Total value of sale			76.51

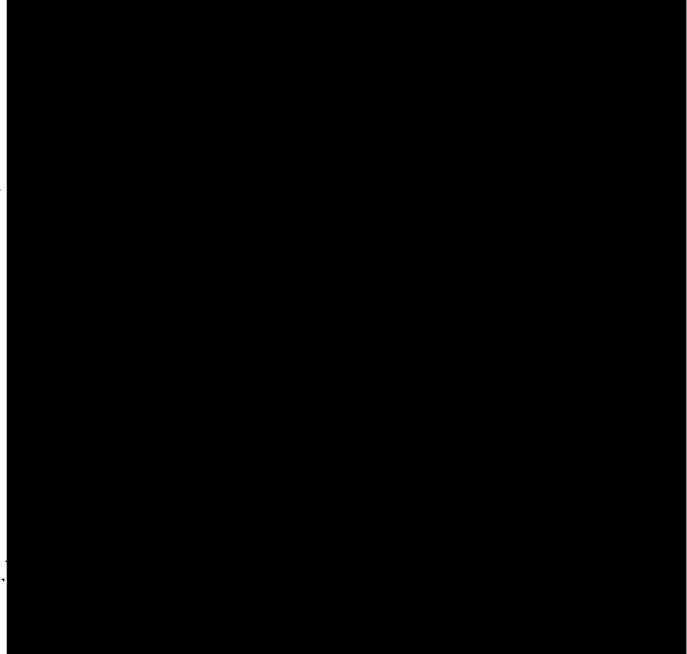
LESS 21.97

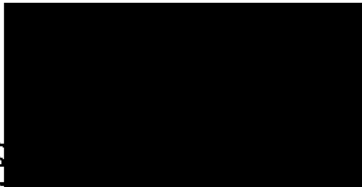


CUSTOMER COPY

1308 BATHSHOP	6.40
1308 BATHSHOP	6.40
1308 BATHSHOP	16.00
1308 BATHSHOP	16.00
1308 BATHSHOP	16.00

TOTAL SALE TRANSACTION 680.80





Home P		Confirmation of Renewal	
[Redacted]		Renewal Date	
WILLIAMS ALAN J		4 AUG 2004	
Renewal Premium	£202.15	Amount Due	£202.15
Buildings Sum Insured	£96300	Contents Sum Insured	£20100



Your account and bill number

MR A WILLIAMS

Date
5 July 2004

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

Total now due **£ 73.22**

Your account and bill number

MR A WILLIAMS

Date
5 July 2004

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

Total now due **£ 13.79**



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Name in CAPITAL LETTERS

ALAN WILLIAMS

Constituency

SWANSEA WEST

Claim details

Notes

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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 11 10 106 to 31 10 105

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 600 : 00 p

Utilities

£ 151 : 16 p

Council Tax/Rates

£ 352 : p

Telephone and telecommunications

£ 76 : 91 p

Cleaning

£ : p

Service/maintenance

£ 139 : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 1514 : 91 p

TV RENTAL
GAS/WATER

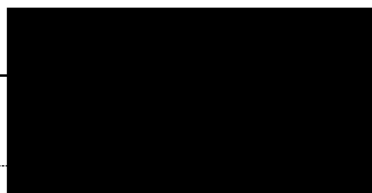
Gas central heating

please specify

please specify

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Post



Declaration

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

Signature



MP

Date

9-2-05

Data protection

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Send your completed
form to

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

Date

18 July 2004

HomeCare Agreement

£

157.00

-18.00

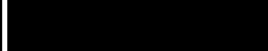
139.00

Total

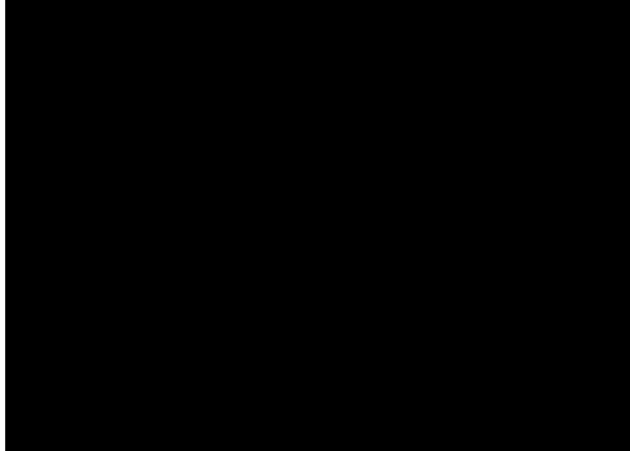
Total Annual Charge

139.00

Your account and bill number



MR A WILLIAMS



Date

5 October 2004

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

Total now due

£ 31.44

Your account number

MR A WILLIAMS

Date
5 October 2004

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

Total now due

£ 76.91



Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

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

Text FEB/MAR 05

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>

** Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)



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Name
in CAPITAL LETTERS

ALAN WILLIAMS

Constituency

SWANSEA WEST

Claim details

Notes

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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 FEB 05 to 31 MARCH 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 300 : 00 p
75 - 58

Utilities

£ 82 : 20 p

T.V RENTAL
GAS/WATER

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 45 : 45 p
16 : 45

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 589 : 15 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

[Redacted] Postcode [Redacted]

Declaration

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

Signature

[Redacted] MP

Date

11 April 05

Data protection

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Your account and bill number

[REDACTED]

Date

5 April 2005

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

MR A WILLIAMS

[REDACTED]

Total now due

£ 57.75

Your account and bill number

MR A WILLIAMS

Date
5 April 2005

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

Total now due

£ 15.45

Your account and bill number

MR A WILLIAMS

Date

5 January 2005

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

Total now due

£ 12.26

Your account and bill number

MR A WILLIAMS

Date

5 January 2005

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

Total now due

£ 45.91