



Additional Costs Allowance

Member form

07 MAR 2006

ACA2

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ANDREW SMITH

Constituency

OXFORD EAST

Office use only

Costs/Cat 2

Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 1 FEB 06 to 28 FEB 06

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 454 : 99 ✓ (A)

Food

£ 229 : 60 ✓

Utilities

£ 20 : 50 GAS  
66 : 38 ✓ ELECTRICITY

Council Tax/Rates

£ \_\_\_\_\_ p

Telephone and telecommunications

£ \_\_\_\_\_ p

Cleaning

£ 28 : 00 ✓

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/security

£ 32 : 43 ✓ BUILDINGS INSURANCE

Other

£ 1700 : 00 ✓ ▶ please specify WINDOWS REPLACEMENT (B)

Other

£ 159 : 80 ✓ ▶ please specify MORTGAGE INTEREST (A)

Other

£ 2364 : 91 ✓ ▶ please specify KITCHEN UNITS REPLACEMENT  
86 : 06 ✓ HOUSEHOLD SUNORIES: BOWLS, PANS, MATT, SQUEEJEE, DISH (C)

Total

£ 5142 : 67 p

continued on page 2


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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

 MP

Date

6 March '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

## 2005 Transaction Summary Statement

details correct as at 31st December 2005

| Date        | Transactions    | Credits (£) | Debits (£) |
|-------------|-----------------|-------------|------------|
| 01 Jan 2005 | Opening Balance |             | 83,148.41  |
| 24 Jan 2005 | Payment         | 599.78      |            |
| 22 Feb 2005 | Payment         | 599.78      |            |
| 22 Mar 2005 | Payment         | 599.78      |            |
| 22 Apr 2005 | Payment         | 599.78      |            |
| 23 May 2005 | Payment         | 599.78      |            |
| 22 Jun 2005 | Payment         | 599.78      |            |
| 22 Jul 2005 | Payment         | 599.78      |            |
| 22 Aug 2005 | Payment         | 599.78      |            |
| 22 Sep 2005 | Payment         | 584.73      |            |
| 24 Oct 2005 | Payment         | 584.73      |            |
| 22 Nov 2005 | Payment         | 584.73      |            |
| 22 Dec 2005 | Payment         | 584.73      |            |
| 31 Dec 2005 | Interest        |             | 5,459.89   |
| 31 Dec 2005 | Closing Balance |             | 81,471.14  |

Interest £5459.89

Monthly average: £454.99

Reconciliation to Mortgage interest payment  
Statement

(A)

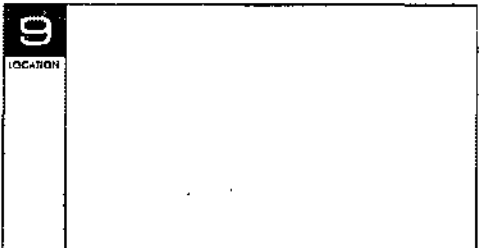
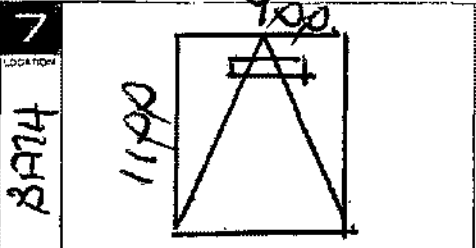
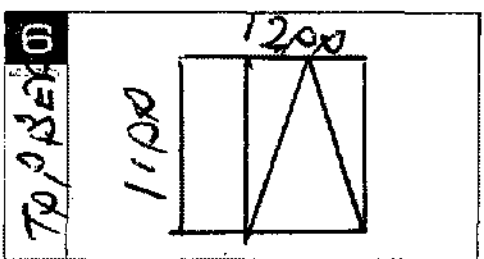
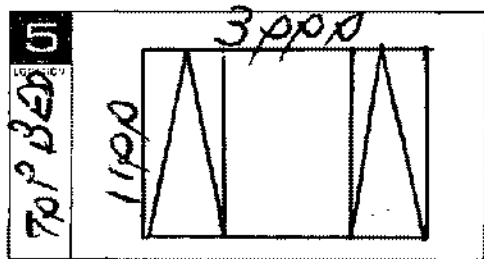
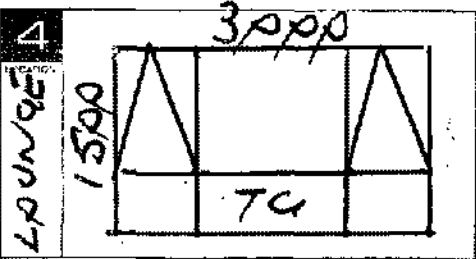
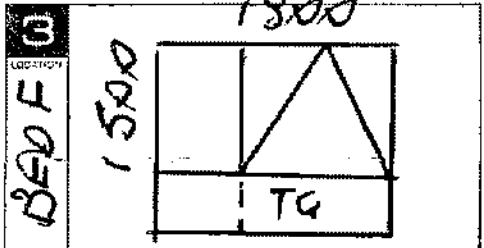
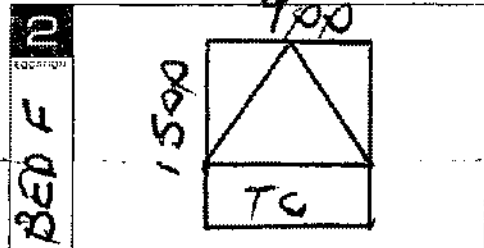
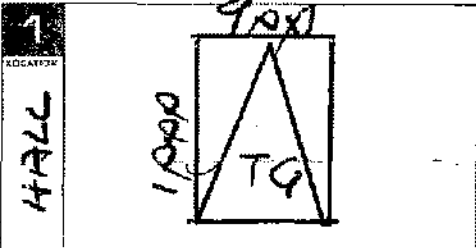
|        | Interest<br>claimed | Interest<br>actual | Difference    |
|--------|---------------------|--------------------|---------------|
| Apr-05 | 439.01              | 454.99             | 15.98         |
| May-05 | 439.01              | 454.99             | 15.98         |
| Jun-05 | 439.01              | 454.99             | 15.98         |
| Jul-05 | 439.01              | 454.99             | 15.98         |
| Aug-05 | 439.01              | 454.99             | 15.98         |
| Sep-05 | 439.01              | 454.99             | 15.98         |
| Oct-05 | 439.01              | 454.99             | 15.98         |
| Nov-05 | 439.01              | 454.99             | 15.98         |
| Dec-05 | 439.01              | 454.99             | 15.98         |
| Jan-06 | 439.01              | 454.99             | 15.98         |
|        | <b>4390.1</b>       | <b>4549.9</b>      | <b>159.80</b> |

TICK/CIRCLE ALL RELEVANT BOXES

| PROFILE           | PVC-U     | HWOOD   |
|-------------------|-----------|---------|
| VICTORIAN         |           |         |
| PREMIER           | ✓         | N/A     |
| HERITAGE SASH     |           |         |
| WHITE             | ✓         |         |
| OTHER (STATE)     |           |         |
| GLASS             | ✓ 4-20-4  | 4-18-4  |
| K/LOW E GLASS     | ✓         |         |
| ANTIQUE SQ LEAD   |           |         |
| ANTIQUE DIA LEAD  |           |         |
| ANTIQUE GOTH LEAD |           |         |
| GEORGIAN IN GLASS |           |         |
| COTTAGE GEORGIAN  |           |         |
| OTHER (STATE)     |           |         |
| HANDLES           | ✓ WHITE   | GOLD    |
| SHOOT-BOLT        | ✓         |         |
| STAY & FASTNER    |           |         |
| DOOR MULTI-POINT  | STANDARD  |         |
| DOOR MORTICE      | N/A       |         |
| DOOR DEAD BOLT    | N/A       |         |
| INTERNAL TRIMS    | PVC-U     | S/WOOD  |
| WINDOW BOARD      | PVC-U     | S/WOOD  |
| WINDOW BOARD      | ✓ MDF     | H/WOOD  |
| GUARANTEE         | ✓ 10 YEAR | INSURED |

|       |        |         |              |
|-------|--------|---------|--------------|
| NET   | £      | STAGE 1 | £ 2000 START |
| VAT   | £      | STAGE 2 | £            |
| TOTAL | £ 4626 | STAGE 3 | £            |
| DEP   | £ 1700 | BAL     | £ 926        |

ALL PRODUCTS VIEWED FROM INSIDE



ADDITIONAL INFORMATION

I HAVE READ THE TERMS AND CONDITIONS OVERLEAF AND FULLY UNDERSTAND AND ACCEPT THEM. I ALSO CONFIRM THE DETAILS SET OUT WITHIN THIS ORDER ARE ACCURATE AND TO MY EXPECTATION APART FROM ACCURATE MEASUREMENTS THAT I UNDERSTAND ARE PENDING SURVEY.

DELIVERY [REDACTED] WKS

CUSTOMER SIGN: [REDACTED]

DATE: 28.2.06

|                 |       |            |
|-----------------|-------|------------|
| ITEM # 40082292 | 16652 |            |
| DISKA NN DISH-W |       | 0,39 A     |
| ITEM # 55436    | 18116 |            |
| IKEA/365+ MIXIN |       | 8,99 A     |
| ITEM # 50022354 | 17591 |            |
| FLYT MAGAZ FILE |       | [ 1,29 A ] |
| ITEM # 20067730 | 19217 |            |
| SPARSAM EN-SV B |       | 3,49 A     |
| ITEM # 20072294 | 17368 |            |
| KARDAN BOWL W H |       | [ 1,29 A ] |
| ITEM # 20072294 | 17368 |            |
| KARDAN BOWL W H |       | [ 1,29 A ] |
| ITEM # 17228340 | 12355 |            |
| CARRIER BAG 57X |       | 0,50 A     |
| ITEM # 10086588 | 17796 |            |
| BASISK WALL SPO |       | [ 7,99 A ] |
| ITEM # 90094933 | 10606 |            |
| KASSETT MAGAZ F |       | [ 2,99 A ] |
| ITEM # 90094933 | 10606 |            |
| KASSETT MAGAZ F |       | [ 2,99 A ] |
| ITEM # 79037076 | 18645 |            |
| ATLANT DSH DR/R |       | 2,49 A     |
| ITEM # 10065401 | 18404 |            |
| SANNI BATHROOM  |       | 6,59 A     |
| 2X 9,99         |       |            |
| ITEM # 92919    | 18338 |            |
| THISTED BTH SHE |       | 19,98 A    |
| ITEM # 76523    | 19720 |            |
| LETTEN SQUEEGEE |       | 0,99 A     |
| 2X 7,99         |       |            |
| ITEM # 60042460 | 18404 |            |
| TOFTBO BATHROOM |       | 15,98 A    |
| 2X 3,49         |       |            |
| ITEM # 20067730 | 19217 |            |
| SPARSAM EN-SV B |       | 6,98 A     |
| ITEM # 20082491 | 11387 |            |
| SKANKA FRYING P |       | 7,99 A     |
| ITEM # 10055025 | 17684 |            |
| IKEA/365+ N FRY |       | 10,99 A    |

ORDER NUMBER: 35012400  
*07182 11841*

ITEM # 70000087  
 ADVANCE PAYMENT

~~9185~~  
 86-06  
 2364,91 A



Member's claim form

13 APR 2006

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ANDREW SMITH

Constituency

OXFORD EAST

Office use only

Costs/Cat 2

Claim details

You can only claim for

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

Please list

Please attach

Period of claim

from 1 MAR '06 to 31 MAR '06

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 454 : 99 p

A ✓

Food

£ 234 : 29 p

Utilities

£ 20 : 50 p

GAS ✓

Council Tax/Rates

£ — : — p

Telephone and telecommunications

£ 57 : 94 p

B ✓

Cleaning

£ 28 : 00 p

27.46 ✓ Cleaning materials C

Service/maintenance

£ — : — p

Repairs/insurance/security

£ 32 : 43 p

✓ Buildings insurance

Other

£ 3180 : 53 p

▶ please specify A Kitchen/hall-replacing fittings

100 32

▶ please specify B Tiles to replace existing

Other

£ 87 : 00 p

▶ please specify C Bed linen

Other

£ 472 : 00 p

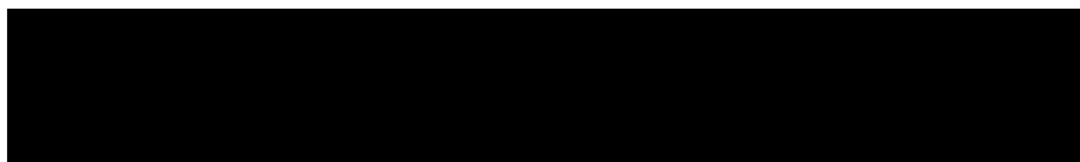
▶ please specify D Deposit for replacement kitchen work surface.

Total

£ 4695 : 46 p

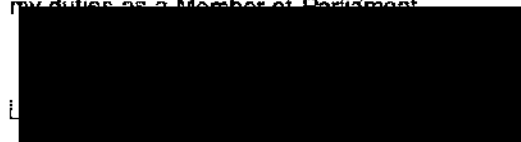
**Details of second home** *if applicable*

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

5 April '06

**Data protection**

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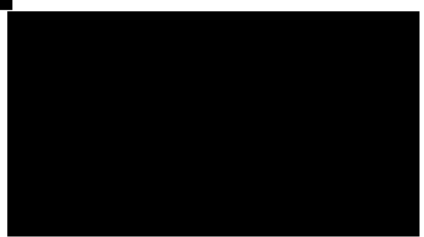
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Send your completed  
form to

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





Your account number



MR A.D SMITH



Date  
14 March 2006

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

# BT Together Option 1

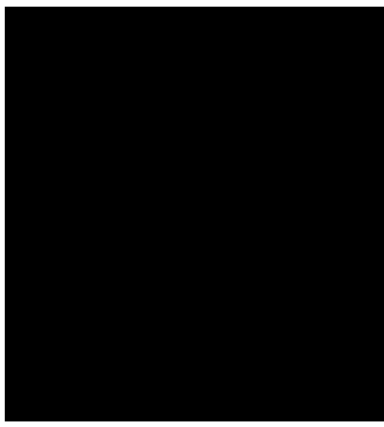
Bill for



**Total now due**

**£ 57.94**

*This amount will be debited from your bank or building  
society account on or after 28 March 06.*



LONDON



|              |       |
|--------------|-------|
| DUSTERS PK2  | 0.59  |
| SURF TABS 18 | 1.57  |
| WASHUP PADS  | 0.20  |
| TUKLOK GIANT | 2.00  |
| PLEDGE PDL   | 0.82  |
| MR MUSCLE    | 1.19  |
| MR MUSCLE    | 1.17  |
| STORAGE BOX  | 2.99  |
| STORAGE BOX  | 2.99  |
| STORAGE BOX  | 2.99  |
| STORAGE BOX  | 2.99  |
| STORAGE LID  | 1.99  |
| STORAGE LID  | 1.99  |
| STORAGE LID  | 1.99  |
| STORAGE LID  | 1.99  |
| SUBTOTAL     | 27.46 |
| CARD         | 27.46 |



SALES VOUCHER

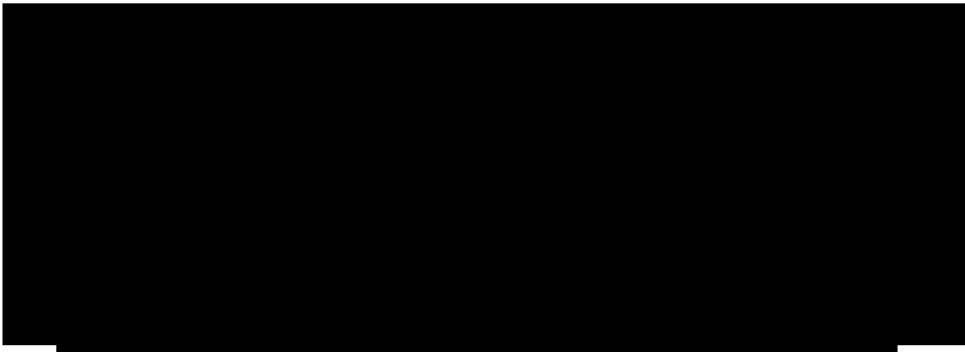


STORE: 230 DATE: 25-03-06  
TILL: 6 TIME: 08:40  
TRANSACTION: J1125



TOTAL SALES: £27.46





INVOICE

|                            |                |
|----------------------------|----------------|
| Door, doorframe and window | 765.17         |
| Plumbing materials         | 34.26          |
| Flooring                   | 1047.96        |
| Electrical materials       | 83.14          |
| 5 days labour              | 1250.00        |
| <u>TOTAL</u>               | <u>3180.53</u> |

29/03/06



TC  
107  
10

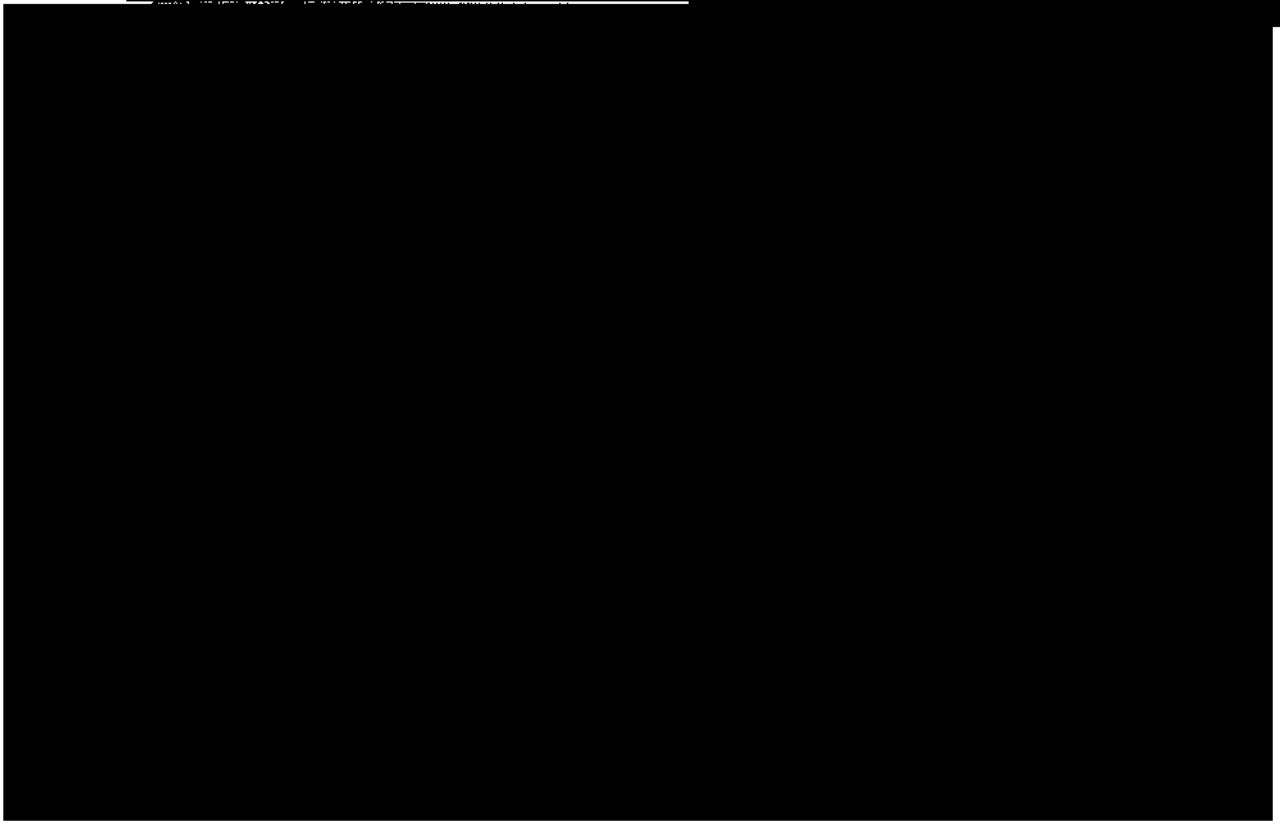


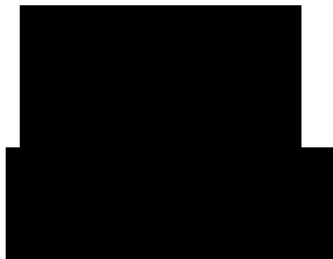
Sale  
27/03/06 2:58pm



14.7X19.  
100.32

Sale Total 100.32





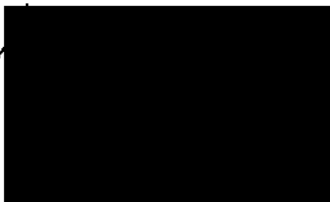
€

|             |                   |        |
|-------------|-------------------|--------|
| 03305232T35 | VALUE PILLOW PROT | 4.00   |
| 03305232T35 | VALUE PILLOW PROT | 4.00   |
| 03305232T35 | VALUE PILLOW PROT | 4.00   |
| 03305232T35 | VALUE PILLOW PROT | 4.00   |
| 03305232T35 | VALUE PILLOW PROT | 4.00   |
| 08733702T35 | P/CASE MOST COTN  | 4.00   |
| 08733702T35 | P/CASE MOST COTN  | 4.00   |
| 08733702T35 | P/CASE MOST COTN  | 4.00   |
| 08733702T35 | P/CASE MOST COTN  | 4.00   |
| 04271529T35 | LUXURY TOWELS     | 20.00* |
| 09085015T35 | WOOLBLEND PILL x1 | 20.00  |
| 01080117T35 | DACRON PILLOWS X2 | 11.00  |

Balance to pay 12 items 87.00

Card tendered 87.00





|            |            |      |      |         |
|------------|------------|------|------|---------|
| Asst. name | [Redacted] | ext. | Date | 29/3/06 |
|------------|------------|------|------|---------|

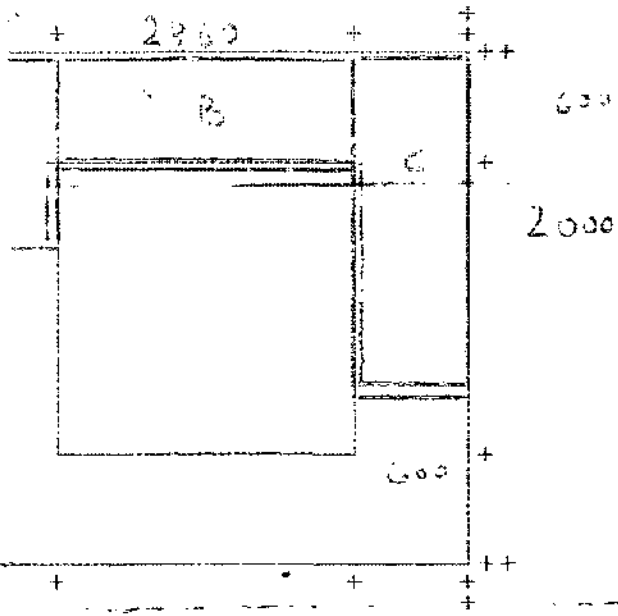
F Kitc Deposits  
 915- 1 172.00  
 TOTAL 472.00

711  
 72904

Please keep this for your records

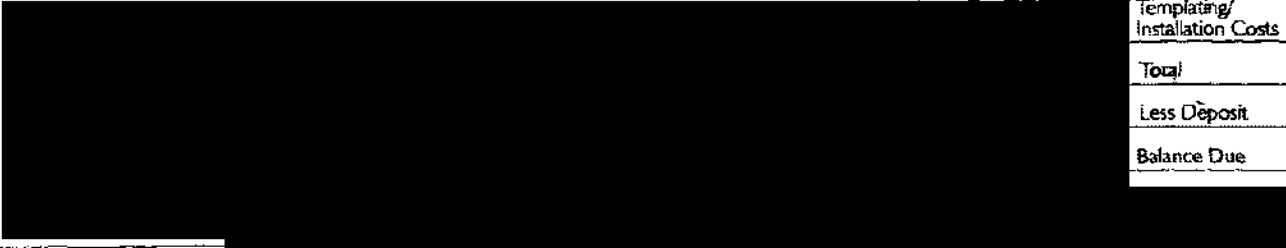


|   |           |
|---|-----------|
| Exp. date   | Issue no. |
| Delivery date   |           |
| : been covered with the customer. Tick to confirm this has been done <input type="checkbox"/> |           |
| Colour  | ATL 012   |
| Thickness   |           |



Do not scale drawing. Indicate all cut-outs and joints and finished edge return.

| Size      | Price       | Quantity  | Price | Worktop | Size                          | Price |
|-----------|-------------|-----------|-------|---------|-------------------------------|-------|
| Cladding  | Cut-outs    | 2         | 175   | A       | 1100 x 600                    | 264   |
|           | Tap hole    |           |       | B       | 2960 x 600                    | 720   |
|           | Returns     | 1         | 50    | C       | 2000 x 600                    | 480   |
|           | Mitre       |           |       | D       |                               |       |
| Upstands  | Radius edge |           |       | E       |                               |       |
|           | Grooves     | 1         | 70    | Sink    |                               |       |
| Sub-total |             | Sub-total | 295   |         | Sub-total                     | 1464  |
|           |             |           |       |         | Templating/Installation Costs | 610   |
|           |             |           |       |         | Total                         | 2,364 |
|           |             |           |       |         | Less Deposit                  | 217   |
|           |             |           |       |         | Balance Due                   |       |



**FORM FO23**

**CORRECTION TO GENERAL LEDGER**

|  |            |   |
|--|------------|---|
| <b>Finance and Administration</b>      |            | <b>Reason for Amendment:</b><br>[REDACTED]<br>for Mr Andrew Smith MP. |
| Prepared by: <i>(print and sign)</i>   | [REDACTED] |   |
| Authorised by: <i>(print and sign)</i> | [REDACTED] |   |
| Date: 21-03-06                         | [REDACTED] |   |

| Transfer Description      | Account Code | Cost Centre | Cat 2 | Cat 3 | Cat 4 | Cat 5      | Cat 6 | Cat 7 | Debit  | Credit |
|---------------------------|--------------|-------------|-------|-------|-------|------------|-------|-------|--------|--------|
|                           |              |             |       |       |       |            |       |       | £      | £      |
| Transfer from 2005-06 ACA | [REDACTED]   |             | 04-05 |       |       | [REDACTED] |       |       |        | 620.04 |
| Transfer to CFER          | [REDACTED]   |             | 05-06 |       |       | [REDACTED] |       |       | 620.04 |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |
|                           |              |             |       |       |       |            |       |       |        |        |

|       |        |        |
|-------|--------|--------|
| Total | 620.04 | 620.04 |
|-------|--------|--------|

All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference: .....

Date received: ..... Input by: *(Signature)* .....

Date Input onto Computer: ..... Checked by: *(Signature)* .....





Additional Costs Allowance

ACA2

Member's cl

31 JAN 2006

About filling in this form

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Your details

Name in CAPITAL LETTERS

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Constituency

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Period of claim

from 1 JAN '06 to 31 JAN '06

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 439 : 01 p (A) ✓

Food

£ 232 : 50 p ✓

Utilities

£ 20 : 50 ✓ GAS  
66 : 38 p ✓ ELECTRICITY

Council Tax/Rates

£ 99 : 00 p ✓

Telephone and telecommunications

£ \_\_\_\_\_ p

Cleaning

£ 28 : 00 p ✓

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/security

£ 32 : 44 p ✓ insurance

Other

£ 143 : 82 p (B) please specify MORTGAGE INTEREST (B)

Other

£ 2 : 06 p (C) please specify BUILDING INSURANCE (C)

Other

£ \_\_\_\_\_ p please specify \_\_\_\_\_

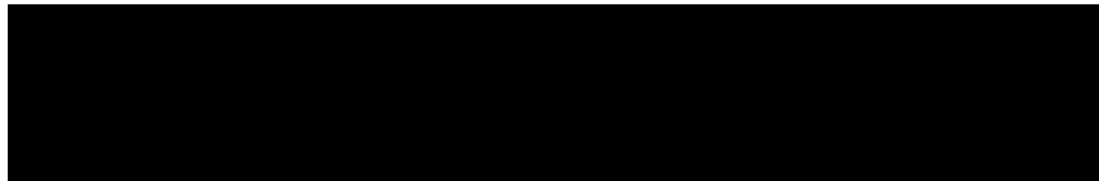
Total

£ 1063 : 71 p Please Pay £919.89

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature



MP

Date

30/1/06**Data protection**

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Send your completed  
form to

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



Additional Costs Allowance

04 JAN 2006

Member's cl

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

ANDREW SMITH

Constituency

OXFORD EAST

Office use only

Costs/Cat 2

Claim details

You can only claim for

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

Please list

Please attach

Period of claim

from 1 DECI '05 to 31 DECI '05

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 439 : 01 ✓ [A]

Food

£ 237 : 80 ✓

Utilities

£ 20 : 50 p/GAS

Council Tax/Rates

£ 99 : 00 ✓

Telephone and telecommunications

£ 77 : 51 ✓

Cleaning

£ 28 : 00 p/

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/security

£ 30 : 38 ✓ [REDACTED] INSURANCE

Other

£ \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Total

£ 932 : 20 p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

MP

Date

3 / 1 / 06

**Data protection**

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Membe

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS: ANDREW SMITH

Constituency: OXFORD EAST

Office use only  
Costs/Cat 2

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.

Please list

Please attach

receipts or invoices for any hotel costs over £100 (if less than £250)

Period of claim

from 1 NOV 05 to 30 NOV 05

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 521 : 06 p

Food

£ 243 : 18 p

Utilities

£ 40 : 13 p WATER  
20 : 50 p GAS

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ \_\_\_\_\_ : \_\_\_\_\_ p

Cleaning

£ 50 : 00 p

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/  
security

£ 42 : 23 p DRILL REPAIR.

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Total

£ ~~1016~~ : 10 p Pay £96.43

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

Address of  
second home  
for Additional  
Costs Allowance



D

**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

6 Dec 05

**Data protection**

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



Additional Costs Allowance

ACA2

Member's cl

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

ANDREW SMITH

Constituency

OXFORD EAST

Office use only

Costs/Cat 2

Claim details

You can only claim for

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

Please list

Please attach

Period of claim

from 1 / OCT / 05 to 31 / OCT / 05

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 521 : 06 p ① ✓

Food

£ 279 : 11 p ✓

Utilities

£ 40 : 13 ✓ WATER  
20 : 50 p GAS  
58 : 05 ELECTRICITY  
99 : 00 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

£ 1017 : 85 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

31 Dec 05

**Data protection**

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Send your completed  
form to

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





Member's claim

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

ANDREW SMITH

Constituency

OXFORD EAST ✓

Office use only

Costs/Cat 2

Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 1 SEPT / 05 to 30 / SEPT / 05

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 521 : 06 p ①

Food

£ 232 : 69 p

Utilities

£ 40 : 13 p WATER  
20 : 50 p GAS

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ 85 : 64 p

Cleaning

£ \_\_\_\_\_ : \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/  
security

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£ 999 : 02 p

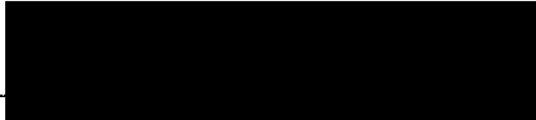
**Details of second home** *if applicable*

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

5 October 05

**Data protection**

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Send your completed  
form to

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



# 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

ANDREW SMITH

Constituency

OXFORD EAST

Office use only

Costs/Cat 2

## Claim details

You can only claim for

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

Please list

Please attach

Period of claim

from 1 / AUG / 05 to 31 / AUG / 05

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 521 : 06 p

Food

£ 32 : 05 p

Utilities

£ 40 : 13 p WATER  
20 : 50 p GAS

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ \_\_\_\_\_ p

Cleaning

£ \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/  
security

£ \_\_\_\_\_ p

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p

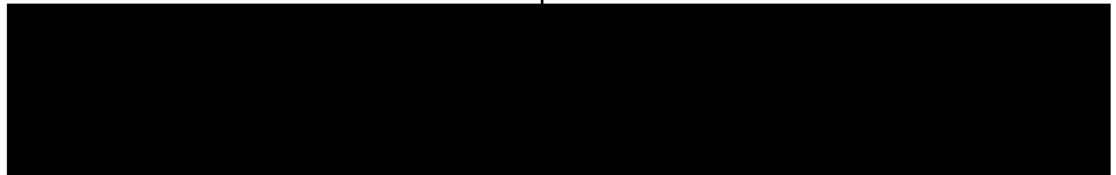
▶ please specify \_\_\_\_\_

Total

£ 712 : 74 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

31/8/05

**Data protection**

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Send your completed  
form to

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



# Additional Costs Allowance

## Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

### Your details

Name in CAPITAL LETTERS

ANDREW SMITH

Constituency

OXFORD EAST

#### Office use only

Costo/Cat 2

### Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 1 JULY '05 to 31 JULY '05

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 521 : 06 p

Food

£ 171 : 45 p

Utilities

£ 40 : 13  
20 : 50 p

WATER  
GAS  
ELECTRICITY

Council Tax/Rates

£ 40 : 25  
99 : 00 p

Telephone and telecommunications

£ \_\_\_\_\_ p

Cleaning

£ \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/security

£ \_\_\_\_\_ p

Other

£ \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ p

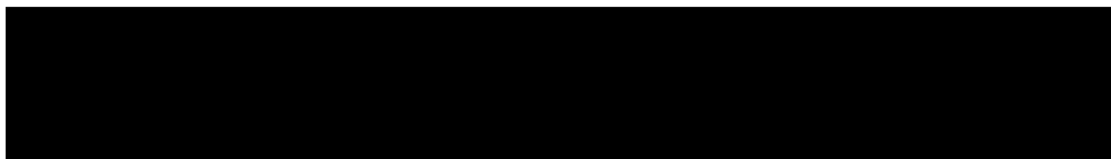
▶ please specify

Total

£ 892 : 39 p

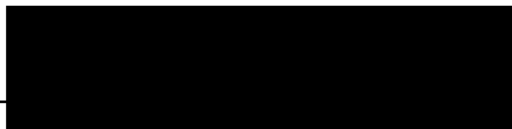
**Details of second home** *if applicable*

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

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

Signature



MP

Date

4 Aug 05

**Data protection**

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Send your completed  
form to

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



Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ANDREW SMITH

Constituency

OXFORD EAST

Office use only

Costo/Cat 2

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 01/06/05

to 30/06/05

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 521 : 06 p

Food

£ 194 : 81 p

Utilities

£ 20 : 50  
40 : 13 p

GMS WATER

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ 73 : 25 p

Cleaning

£ \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/security

£ \_\_\_\_\_ p

Other

£ \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ p

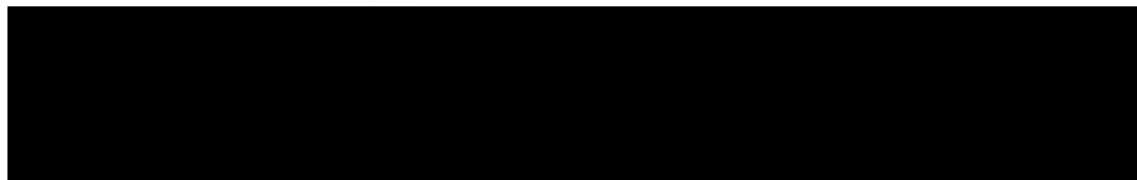
▶ please specify

Total

£ 948 : 75 p

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

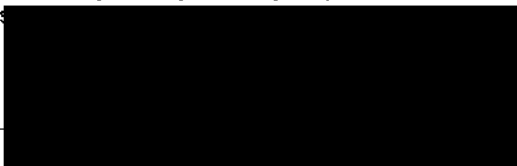
Address of  
second home  
for Additional  
Costs Allowance

**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

Signature

\_\_\_\_\_



MP

Date

\_\_\_\_\_

4th July 05

**Data protection**

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Send your completed  
form to

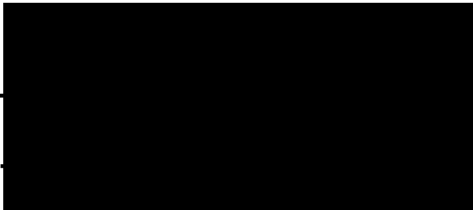
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Financial Processing }

Transaction No.

Registration No.



**Validation Claim Summary Sheet**

**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** 1-30th April annual factissolution (i.e. period of claim)

**Invoice No.** 10/5/05



**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06 ✓

**Expenditure type (Cat5) :**



Pay £369.05 ✓

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

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

|   |
|---|
| ✓ |
| ✓ |
| ✓ |
| ✓ |
| ✓ |
| ✓ |

\* Financial Processing purpose:



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

ANDREW SMITH

Constituency

OXFORD EAST

## 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 APRIL 05 to 30 APRIL 05

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 521 : 06 p (A) ÷ 30 = £11.36 x 11 days = £124.96

Food

£ 25 : 00 p

Utilities

£ 47 : 35 p GAS  
40 : 19 p ELECTRICITY  
WATER

Council Tax/Rates

£ 95 : 36 p ÷ 30 = £3.18 x 11 days = £34.96

Telephone and  
telecommunications

£ 10 : 00 p

Cleaning

£ \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/  
security

£ \_\_\_\_\_ p

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£ 759 : 46 p

369.05

**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



Date

10th May '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



05/06

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ANDREW SMITH

Constituency

OXFORD EAST

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 01/05/2005 to / /

Total cost of hotel stays attach all receipts

£ / : / p

Mortgage payments (Interest only) or rent

£ 521 : 06 p

Food

£ 125 : 00 p ✓

Utilities

£ 20 50 : 40 : 13 p ✓

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ / : / p

Cleaning

£ / : / p

Service/maintenance

£ / : / p

Repairs/insurance/security

£ 108 : 15 p

Other

£ 126 : 50 p

▶ please specify TV LICENCE FEE

Other

£ / : / p

▶ please specify

Other

£ / : / p

▶ please specify

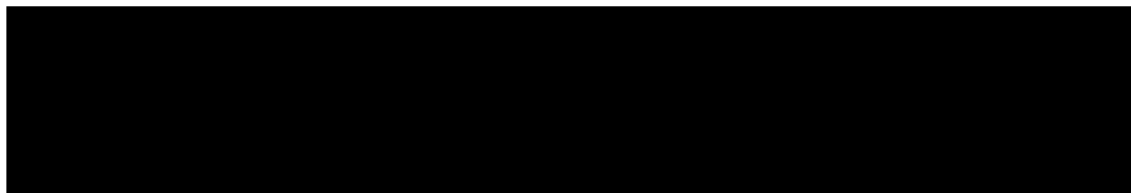
Total

£ 1040 : 34 p

Pay £940.32

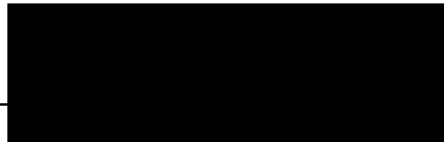
**Details of second home** *if applicable*

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

9th June 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).

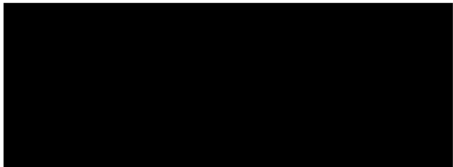
Send your completed  
form to

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

Financial Processing }

Transaction No.

Registration No.



**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

**Member Supplier ID**



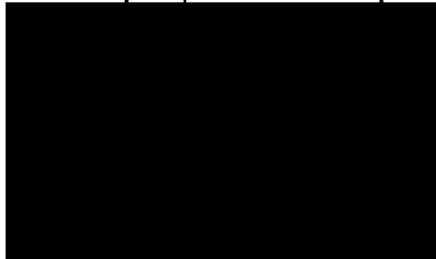
**Pay recipient**

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

**Text** 6/5/05 - 20/5/05

(i.e. period of claim)

**Invoice No.**



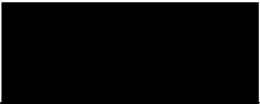
**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

05\_06

**Expenditure type (Cat5) :**



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

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

|   |
|---|
| / |
| / |
| / |
| / |
| / |
| / |

\* Financial Processing purposes only

Registered by (initials & date)

..... [Redacted] 7/6/05 .....

Posted by (initials & date)

.....