



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

ANDY BURNHAM

Constituency

LEIGH

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 / 7 / 2004 to 1 / 1 / 2004 5 months

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 6786 : 00 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

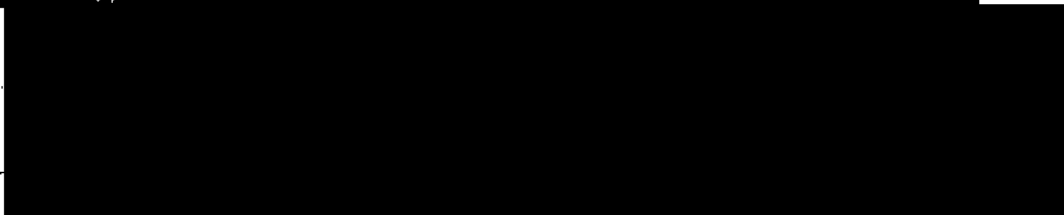
▶ please specify \_\_\_\_\_

Total

£ 6786 : 00 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



Date

4/11/2004

**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

I wish to claim reimbursement of the following amounts in respect of additional costs which I have necessarily incurred for overnight stays away from my main home (as notified to the Fees Office) on Parliamentary duties during the period from ... APRIL 04 to ... JUNE 04 ..... made up as follows:-

Hotel Accommodation £

Residential Accommodation

- ✓
- (i) Rent/Rates £ 4053,50
  - (ii) Heat and Light .....
  - (iii) Telephone .....
  - (iv) Cleaning .....
  - (v) Repairs and Maintenance .....
  - (vi) Other (please specify) .....

Food £

Other Expenses (please specify) .....

Total £ 4053,50

Signed ..... M.P.

Print Name ANDY BURHAM

Date 7/4/04 Constituency LEISH



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Your details

Name  
in CAPITAL LETTERS  
Constituency

ANDY BURNHAM  
LEIGH

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.
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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 4 1 0 4 To 21 1 1 2 1 0 4

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1366 : 25 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 164 : 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

£ 1430 : 25 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

21 / 12 / 2004

**Data protection**

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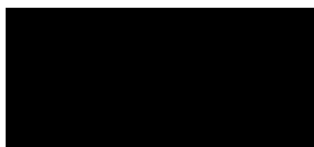
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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



# Member's claim form



## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

ANDY BURNHAM

Constituency

LEIGH

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

Period of claim

from 1 / 2 / 2005

to 28 / 2 / 2005 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1366 : 25 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1366 : 25 P

continued on page 2

**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 [Redacted] of performing

**Signature**

[Redacted signature]

**Date**

10/2/2005

**Data protection**

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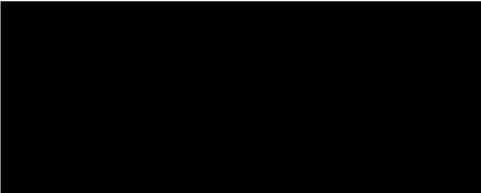
**Send your completed form to**

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

Financial Processing }

Transaction No.

Registration No.

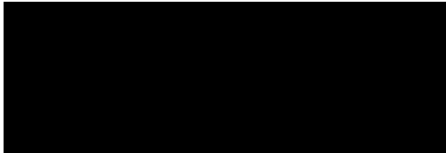


**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

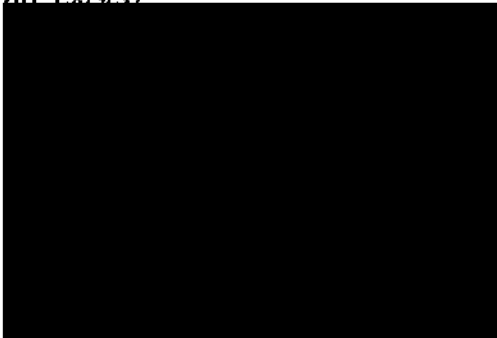
**Member Supplier ID**



**Pay recipient**

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

ACA  
Text Apl 04 - MAROS



**Invoice No.**

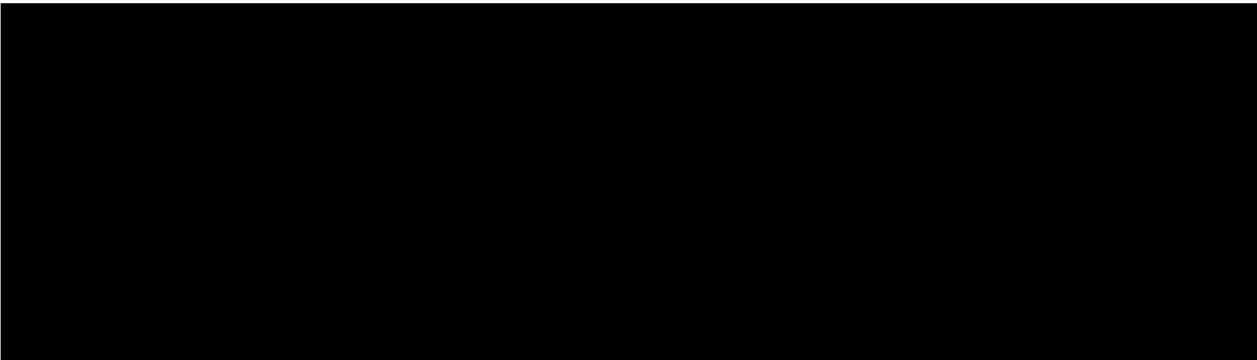
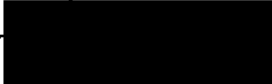
**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05

**Expenditure type (Cat5) :**



\* Financial Processing purposes only

Registered by (initials & date)

[Redacted] 19.4.5 [Redacted]

Posted by (initials & date)

[Redacted] 20 APR 2005





Member's claim form

08 APR 2005

04/05

Members' Allowances

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Your details

Name  
in CAPITAL LETTERS  
Constituency

ANDY BURNHAM  
LEIGH

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 / 4 / 2004 to 31 / 3 / 2005

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 3000 : / p ✓

Utilities

£ 205 : / p ✓

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 45 : / p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 249 : / p ✓

▶ please specify

FURNITURE

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3499 : 00 P

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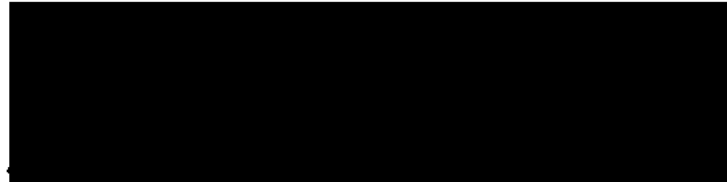
Details of second home *(if applicable)*

Address of  
second home  
for Additional  
Costs Allowance



Declaration

Signature



to enable  
of performing

Date

7/4/2005

Data protection

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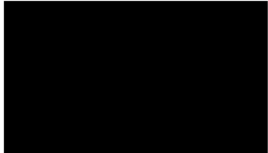
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22 MAR 2005



ACA

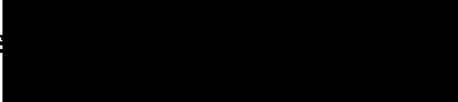
**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

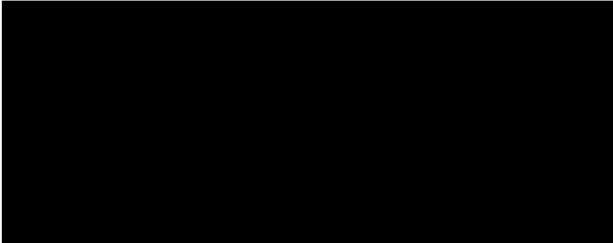


**Pay recipient** (NB Financial Processing to check whether



**Text** (40 characters max) ACA 1/3/05 - 31/3/05

**Invoice No.**



**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04/05 ✓

**Expenditure type (Cat5) :**



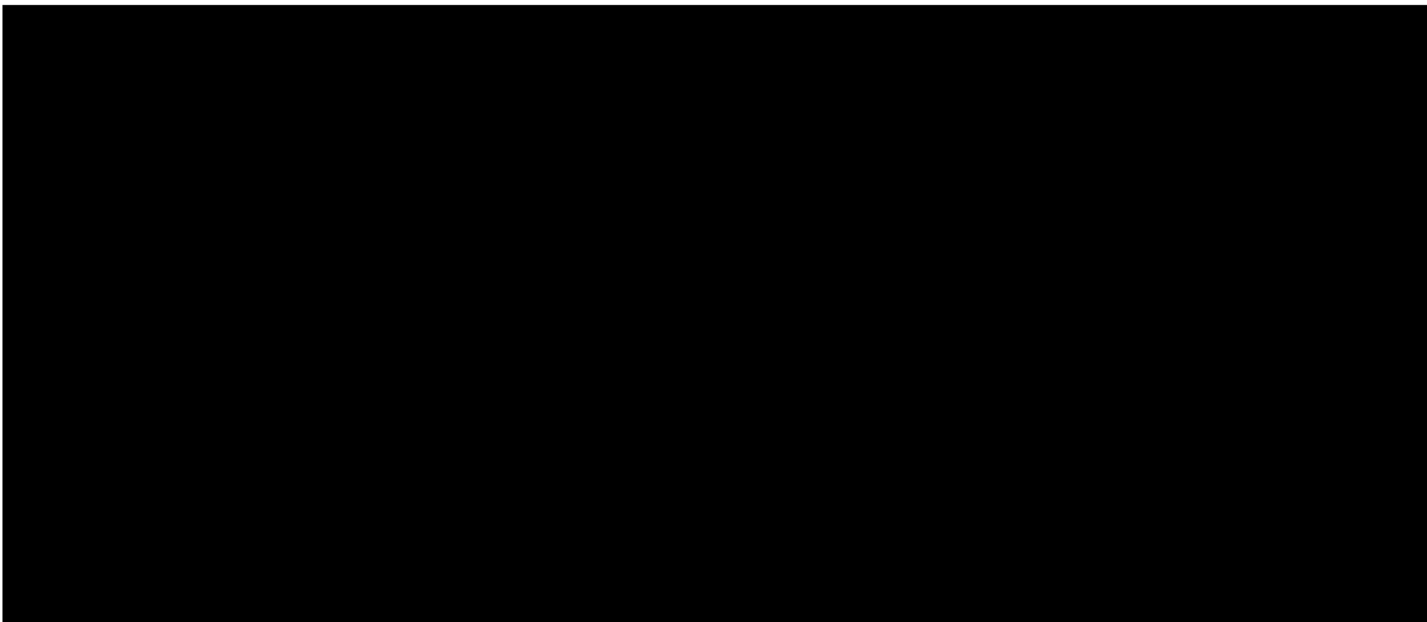
£ 1336-25

**TOTAL**

£ 1336-25 ✓

**Comments:**

received  
14/3/05





# Member's claim form

11 MAR 2005



## Members' Allowances

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Name  
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ANDY BURNHAM

Constituency

LEIGH

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Period of claim

from 1 / 3 / 2005 to 31 / 3 / 2005

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1366 : 25 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

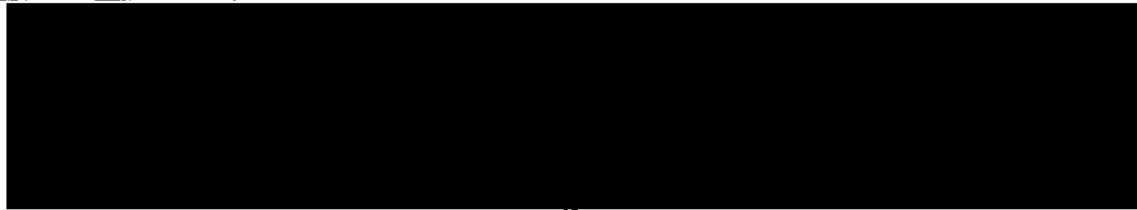
Total

£ 1366 : 25 p

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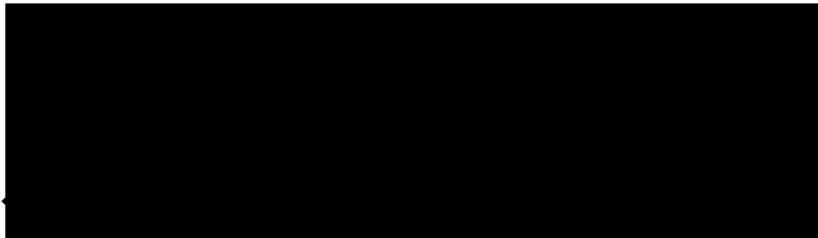
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

Signature



able  
performing

Date

11 / 3 / 2005

**Data protection**

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