



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

ANN KEEN

Constituency

Brentford - Isleworth

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 1 / 10 / 03 to 31 / 3 / 04

Total cost of hotel stays
attach all receipts

£ - p



Mortgage payments
(interest only) or rent

£ - p

Food

£ 800.- p

Aug 20 weeks x 4 days @ £10 per day

Utilities (1)

£ 5.32 p

Electricity to 31/12/03

Council Tax/Rates

£ - p

Telephone and telecommunications

£ 15.- p

Phone line (inc with cell tv £5 for month 6 x £5 = £30/2

Cleaning

£ 100.- p

Hyvella.com

Service/maintenance (2)

£ 999.66 p

Half of £1999.33

Repairs/insurance/security

£ : p

Other (3)

£ 75.- p

▶ please specify Ground Rent 1/2 of £150.

Other

£ : p

▶ please specify

Other

£ : p

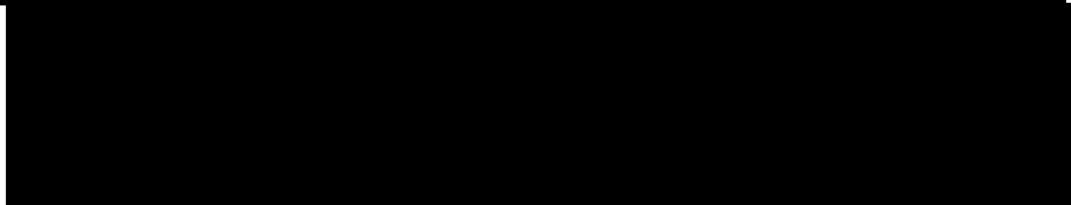
▶ please specify

Total

£ 1994.98 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

29/5/04

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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Send your completed
form to

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



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Brentford & Isleworth

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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 1/02/05 to 28/02/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 578 10 p
280 54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72.92 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

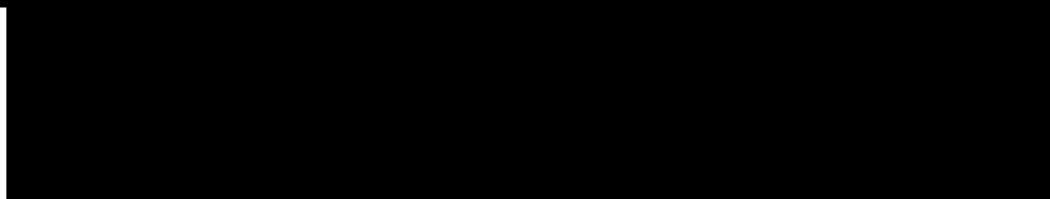
please specify

Total

£ 931.56 p

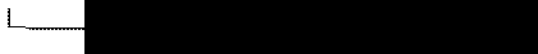
Details of second home

Address of
second home
for Additional
Costs Allowance

**Declaration**

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Signature



MP

Date

1/2/05

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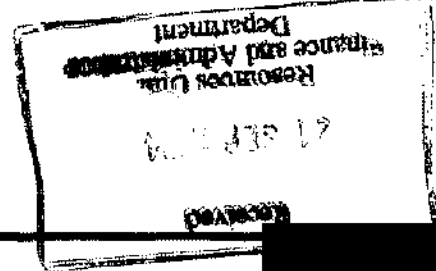
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Your details

Name in CAPITAL LETTERS

ANN KEEN

Constituency

Barnet & Hendon

Claim details

Notes

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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 1/9/04 to 30/9/04

Total cost of hotel stays
attach all receipts

£ 578 10 p

Mortgage payments
(interest only) or rent

£ 280.54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72.92 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

£ 931.56 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Declaration

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

Signature

[Redacted] MP

Date

18-9-04

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Name
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ANN KEEN

Constituency

Brentford & Isleworth

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 / 4 / 04 to 31 / 8 / 04

Total cost of hotel stays
attach all receipts

£ : p



Mortgage payments
(interest only) or rent

£ : p

Food

£ 160.00 p

Utilities

£ 105.82 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 12.50 p

Cleaning

£ 80. - p

Service/maintenance

£ 1002.92 p

Repairs/insurance/
security

£ 89.28 p

Other

£ 60.50 p

Other

£ 29.25
195.00 p

Other

£ 184.80 p

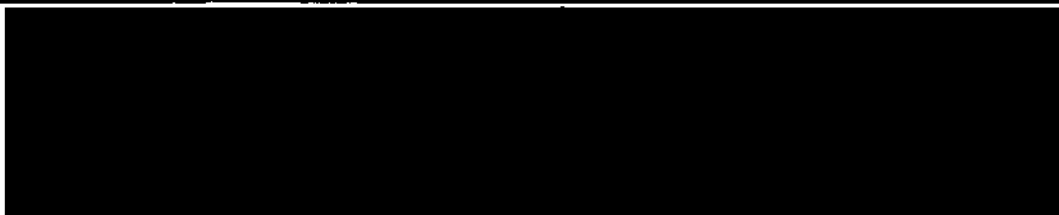
Total

£ 75.00
1995.07 p

- ▶ please specify _____
- ▶ please specify _____
- ▶ please specify _____

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

25/8/04

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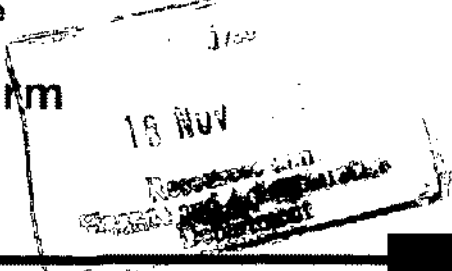
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Your details

Name
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Constituency

Brentford - Isleworth

Claim details

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Please list

Please attach

Period of claim

from 1, 11, 04 to 30, 11, 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 578 10 : 280 54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72 92 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

£ 931 56 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

15/11/04

Data protection

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Your details

Name
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ANN KEEN

Constituency

Barnet, Isleworth

Claim details

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Please list

Please attach

Period of claim

from 1, 12, 104 to 31, 12, 104

Total cost of hotel stays
attach all receipts

£ 578 10 p

Mortgage payments
(interest only) or rent

£ 280 54 p SA Ag.

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72 92 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

£ 931 56 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

MP

Date

6/17/04

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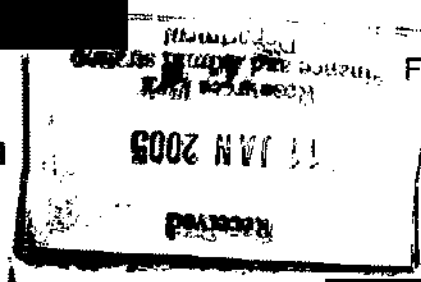
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Additional Costs Allowance

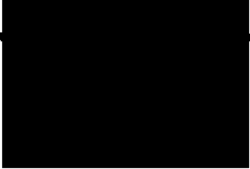
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Constituency

Barnet & Steno

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Please list

Please attach

Period of claim

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

Total cost of hotel stays attach all receipts

£ 578 10 p ✓

Mortgage payments (interest only) or rent

£ 280 54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72 92 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

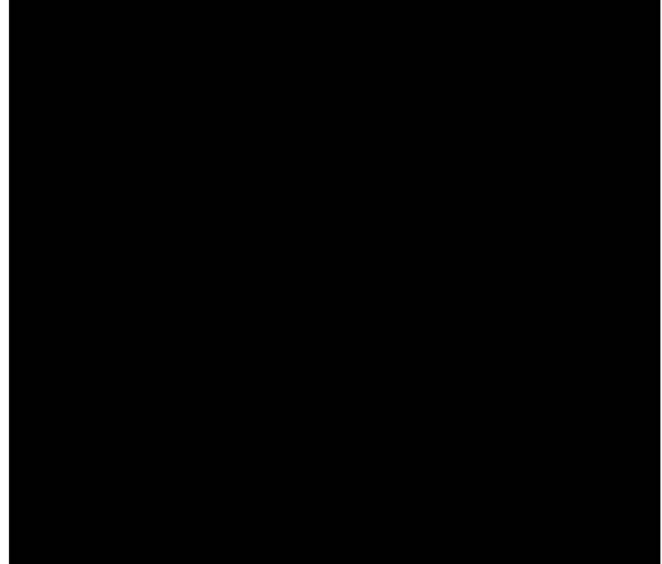
Other

£ : p

▶ please specify

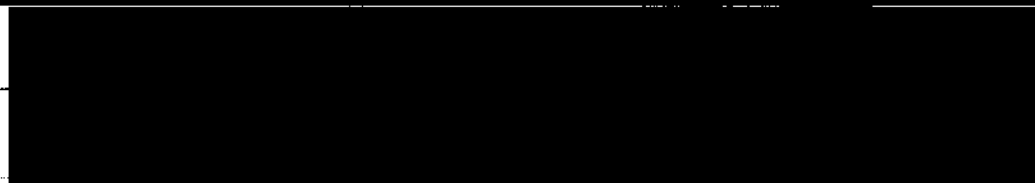
Total

£ 931 56 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

10/1/05

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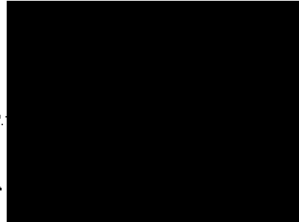
**Send your completed
form to**

Members' Allowances Section, Operations Directorate,
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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

Text 1 SEPT 04 - 31 MAR 04

Invoice No. invoice date 111041

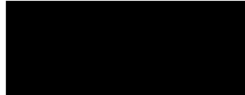
Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



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

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

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

** Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)



.....
.....
.....



Member's claim form

04/05

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Constituency

Brentford - Isleworth

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Please list

Please attach

Period of claim

from 1 9 04 to 31 3 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 240:- p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 64:21 p

Cleaning

£ 112:- p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 213:44 p

Other

£ 75:- p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 704:65 p

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

Declaration

exclusively and necessarily to enable
main home for the purpose of performing

Signature

MP

Date

11/4/05

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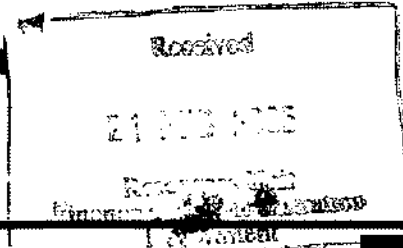
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Please list

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Please attach

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

Period of claim

from 1/01/05 to 30/06/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 905.18 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 905.18 p

1/2 of £1810.35 (1/2 year to 30/6/05)

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

Signature



MP

Date

11.3.03

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M [REDACTED] Mrs Ann L Keen

10th January 2005

STATEMENT AS AT 1/1/05

	<u>Amount due £</u>
On-account Service Charges & Sinking Funds - see Invoice below	1,766.51
Electricity balancing charge/(credit) for 2004 - see Invoice below	-25.43
Estimated electricity on account for Nov 2004-June 2005 @ 4.5p per unit	69.27
Arrears/(Overpayments)	0.00
Interest and/or administration charges on late payment of previous invoices	0.00
TOTAL AMOUNT NOW DUE:	£1,810.35

ANN KEEN
9.05.18



08 MAR 2005

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Constituency

Bradford & Airedale

Claim details

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Please list

Please attach

Period of claim

from 1, 3, 05 to 31, 3, 05

Total cost of hotel stays
attach all receipts

£ 578 10 p ✓
280 54 p

Mortgage payments
(interest only) or rent

£ 72 92 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72 92 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 931 56 p

Details of second home *If applicable*

Address of
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for Additional
Costs Allowance

Declaration

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Signature

MP

Date

6/3/07

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

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

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

Send your completed
form to

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



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

ANN KEEN

Constituency

Barnet & Hendon

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 01/04/04 to 31/08/04

Total cost of hotel stays
attach all receipts

£ 2890.50 p

5 x 578.10 hotels 5/8/04 (1)
5 x 280.54 (2)

Mortgage payments
(interest only) or rent

£ 1402.70 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 364.60 p

5 x 72.92*

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

£ 4657.80 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

6/8/04

Data protection

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

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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Member's claim form

Members' Allowances

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 1592.

Your details

Name in CAPITAL LETTERS

ANN KEEN

Constituency

Brentford, Isleworth

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 01 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 578 10 : 280 54 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 72.92 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

£ 931.56 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 October 2004

Data protection

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Member's claim form

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

ANN KEEN

Constituency

Brentford & Isleworth

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 30/11/04 to / /

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 1360 : - p

Other

£ : p

Other

£ : p

Total

£ 1360 : - p

Keen MP.
specify Decorating & Repairs
1/2 of £2720 = £1360
see attached invoices

Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*

[Redacted area]

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

[Redacted signature]

MP

Date

5/12/04

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