



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

Brantford - 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 01/02/07 to 28/02/07 ✓ ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 765 85
389 76

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 80 83

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

£ 1236 44 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

27-1-07

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.

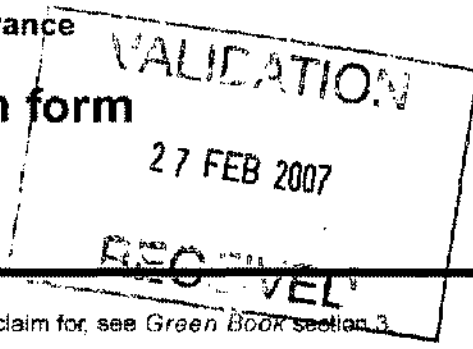
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

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



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ANN KEEN

Constituency

Brentford - Isleworth

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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 01/03/07

to 31/03/07

Total cost of hotel stays
attach all receipts

£ 765.85 p

Mortgage payments
(interest only) or rent

£ 389.76 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 80.83 p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

▶ please specify

Total

£ 1236.44 p

Details of second home

Address of
second home
for Additional
Costs Allowance

Declaration

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

23/2/07

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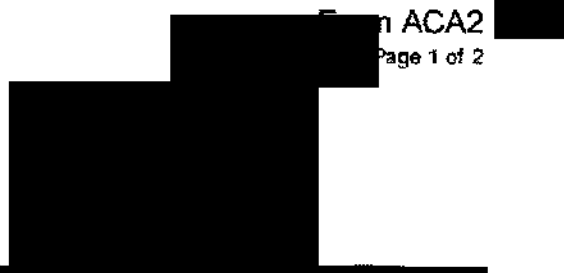
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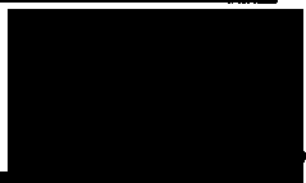
Member's claim form



Members' Allowances

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Your details

Name
in CAPITAL LETTERS

ANN KEEN

Constituency

Buckford & Belweth

Claim details

Notes

You can only claim for

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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.
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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 01, 04, 06 to 31, 03, 07

Total cost of hotel stays
attach all receipts

£ :

Mortgage payments
(interest only) or rent

£ 547.26

Food

£ :

Utilities

£ :

Council Tax/Rates

£ :

Telephone and
telecommunications

£ :

Cleaning

£ :

Service/maintenance

£ :

Repairs/insurance/
security

£ :

Other

£ :

Other

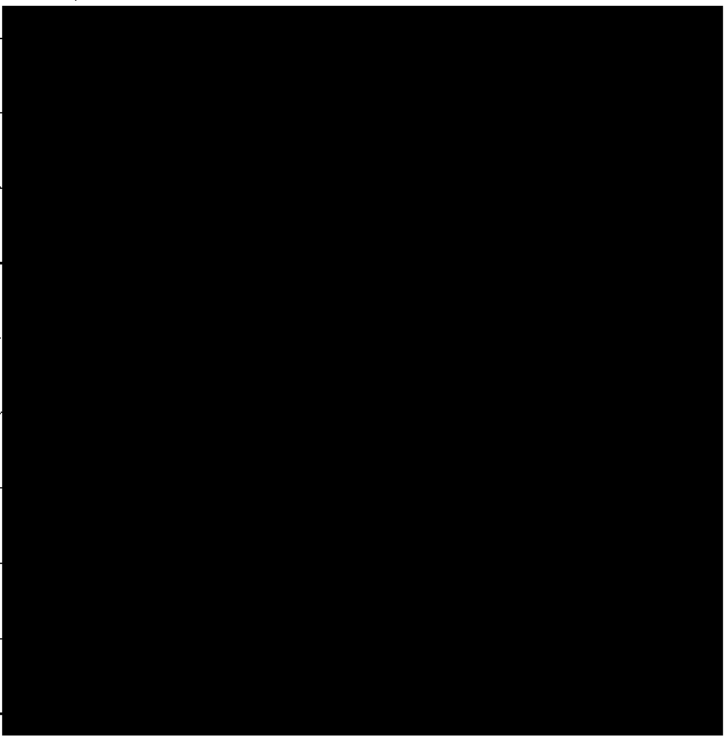
£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 547.26 p



Details of second home *if applicable*

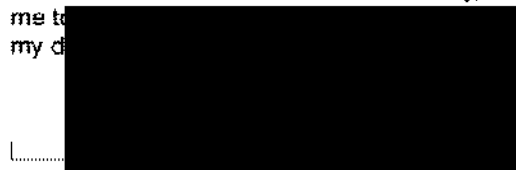
Address of
second home
for Additional
Costs Allowance



Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to [redacted] in home for the purpose of performing my duties.

Signature



MP

Date

12-3-07

Data protection

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HOUSE OF COMMONS

12 MAR 2007

15 MAR 2007

10th March 2007

Dear Madam/Sir

Additional Costs Allowance Supplementary Claim – Mortgage Interest Payments, Supporting Documents and explanation for the year to 31st March 2007

Our circumstances have not changed during the year ended 31st March 2007 apart from changes in interest rates in the latter months of the fiscal year. Our claims for the year to 31st March 2007 did not reflect the increased interest charges. We attach documents to support the ACA claim form enclosed with this letter for the items claimable on a regular monthly basis. The adjustments are set out below:-

		Mortgage 1		
1/10/06 to 31/12/06	1604.74-1531.71 = 73.03 x 3 = £219.09	109.54	109.55	
1/01/07 to 28/02/07	1677.58-1531.71 = 145.87x 2 = £291.74	145.87	145.87	
1/03/07 to 31/03/07	1750.84-1531.71 = 219.13x 1 = £219.13	109.57	109.56	
		Mortgage 2		
1/10/06 to 31/12/06	814.99 - 779.52 = 35.47x 3 = £106.41	53.21	53.20	
1/01/07 to 28/02/07	850.37 - 779.52 = 70.85x 2 = £151.70	75.85	75.85	
1/03/07 to 31/03/07	885.97 - 779.52 = 106.45x 1 = £106.45	53.22	53.23	
		£ 1094.52	547.26	547.26



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Your details

Name
in CAPITAL LETTERS

ANNE KEEN INV. [Redacted]

Constituency

Buckfast + Islworth [Redacted]

Claim details

Notes

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- 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 01/07/06 to 30/09/06 [Redacted]

Total cost of hotel stays
attach all receipts

£ [Redacted] p [Redacted]

Mortgage payments
(interest only) or rent

£ [Redacted] p [Redacted]

Food

£ 150 - p ✓ [Redacted]

Utilities

£ : p [Redacted]

Council Tax/Rates

£ : p [Redacted]

Telephone and
telecommunications

£ 16:49 p ✓ [Redacted]

Cleaning

£ 110: - p ✓ [Redacted]

Service/maintenance

£ : p [Redacted]

Repairs/insurance/
security

£ : p [Redacted]

Other

£ : p ▶ please specify [Redacted]

Other

£ : p ▶ please specify [Redacted]

Other

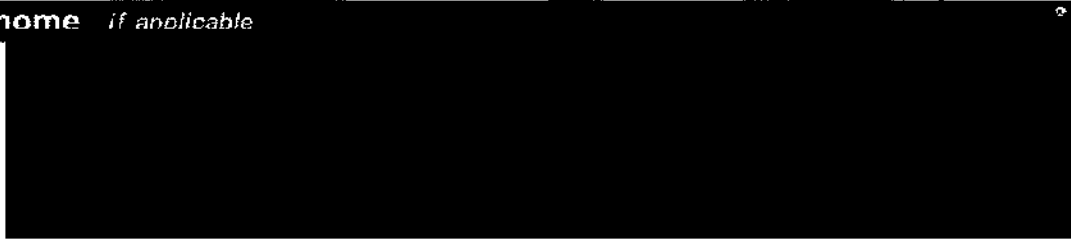
£ : p ▶ please specify [Redacted]

Total

£ 276:49 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
m main home for the purpose of performing
m



Signature

MP

Date

1/10/06

✓

Data protection

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HOUSE OF COMMONS

[REDACTED]

1st October 2006

Dear Madam/Sir

Additional Costs Allowance Claim for Miscellaneous Items for the three months to 30th September 2006

We now enclose our claim forms for the miscellaneous items for the three months to 30th September 2006.

To simplify the forms we have attached invoices, where applicable, to the claim form completed by [REDACTED] Keen, divided the amounts equally between the two claimants, but have not repeated the full notes attached to the claim form signed by Ann Keen.

It is important to note that we still require all correspondence from your office with regard to expenses, office costs and staff salaries to continue to be sent direct to :-

[REDACTED]

Thank you for your assistance.

Yours sincerely

[REDACTED]

[REDACTED]



Keen

Date: 25 September 2006

Invoice Number [Redacted]

INVOICE

Re: [Redacted]

To: Weekly cleaning services in connection with the above property.

Visit on [Redacted]	55.00
Visit on [Redacted]	55.00
Visit on [Redacted]	55.00
Visit on [Redacted]	55.00
Visit on [Redacted] (cancelled)	<u>No charge</u>
Amount Payable	£220.00

* Visit on [Redacted] is cancelled

12

Your account number

Date
25 July 2006

MR A KEEN

Bill for

.....	
Your benefits	£ 0.00
.....	
Service charges	£ 28.07
.....	
VAT	£ 4.92

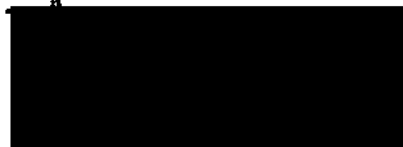
Total now due **£ 32.99**

YN



Member's claim form

INV A



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.

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, 07, 06 to 31, 07, 06

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

£ 230.- p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 230.- p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

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Signature

MP

Date

13-8 06

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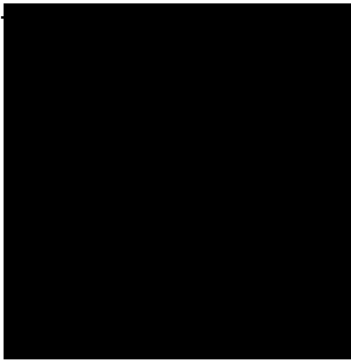
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Ann Keen

Date: 30 July 2006

Invoice Number

INVOICE

Re:

To: Weekly cleaning services in connection with the above property.

Visit on	55.00
Visit on	55.00
Visit on (longer visit inc. ironing)	65.00
Visit on	<u>55.00</u>
Amount Payable	£230.00



Member's claim form

001 2006

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section **PNV**.
- 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, 08, 06 to 31, 08, 06 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76:11 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

£ 1231:72 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

Signature

MP

Date

22-7-06

Data protection

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Member's claim form

INV. A



Members' Allowances

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Your details

Name in CAPITAL LETTERS

ANN KEEN

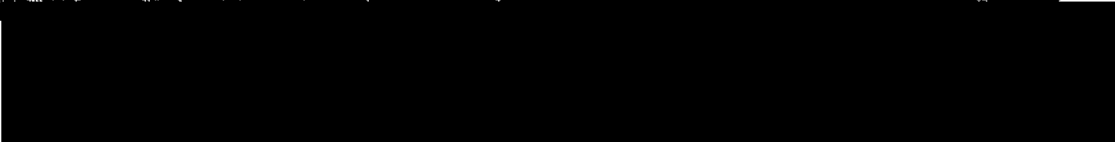
Constituency

Buckfast - Televant

Claim details

Notes

You can only claim for



additional expenses which, 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 01/09/06 to 30/09/06

Total cost of hotel stays
attach all receipts

£ 765.85 p

Mortgage payments
(interest only) or rent

£ 389.76 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76.11 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1231.72 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

13-8-06

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Member's claim form

EC 2006

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

Constituency

ANN KEEN INV.

Brentford & Isleworth

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

Period of claim

from 01, 12, 06 to 31, 12, 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 765 85 : 389 76 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 80 83 : 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

£ 1236 44 : 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.

Signature

MP

Date

27-11-06

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Member's claim for

3 0 OCT 2006

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section **DNV. A**
- 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

Devon and Teignmouth

Claim details

Notes

You can only claim for

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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.

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 01/11/06 to 30/11/06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 765 85 : 389 76 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 80 83 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

£ 1236 44 p

Details of second home *if applicable*

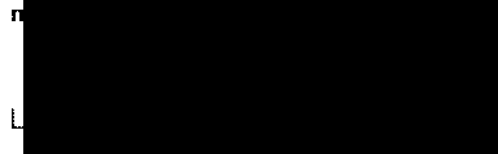
Address of
second home
for Additional
Costs Allowance



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

30/10/06

Data protection

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Your details

Name in CAPITAL LETTERS

ANN KEEN

Constituency

Bromford - Isleworth

INV.

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 01, 10, 06 to 31, 10, 06

Total cost of hotel stays attach all receipts

£ 765 : 85 p

Mortgage payments (interest only) or rent

£ 389 : 76 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 80 : 83 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

please specify

Other

£ : p

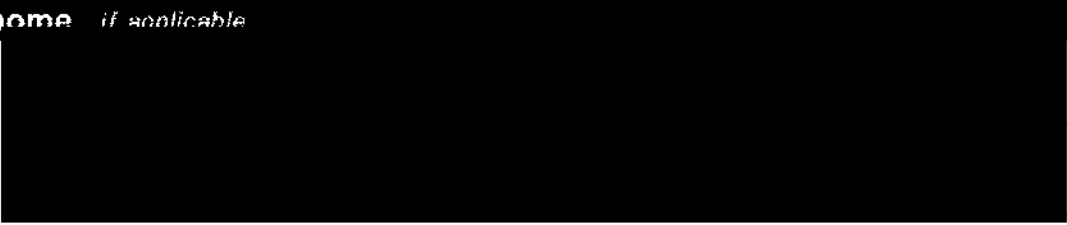
please specify

Total

£ 1236 : 44 p

Details of second home *if applicable*

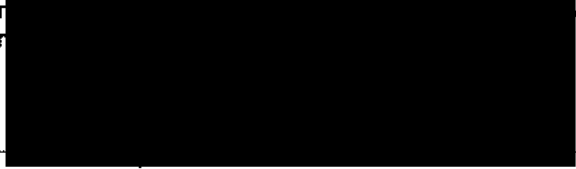
Address of
second home
for Additional
Costs Allowance



Declaration

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

Signature



MP

Date

7-9-06

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.

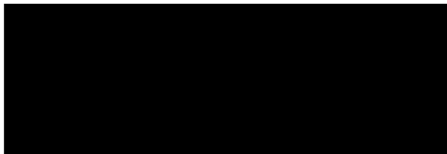
We will normally keep the information you give for three years following the year in which you incurred the expense.

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

Adjustment bill for 2006/07



Council Tax

Your account number



MRS ANN KEEN

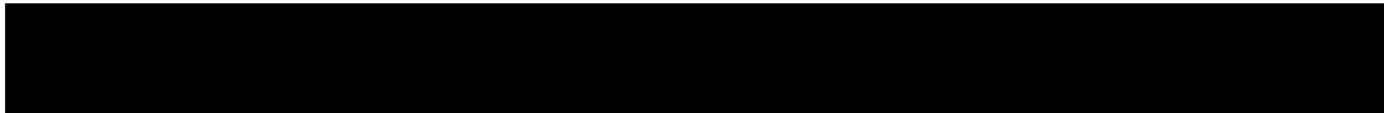
Date:
1 September 2006



This property is in valuation
The tax comprises:



for this band is £1883.25 (an increase of 3.1% on 2005/06)
£1402.23 (an increase of 0.0%)
£481.02 (an increase of 13.3%)

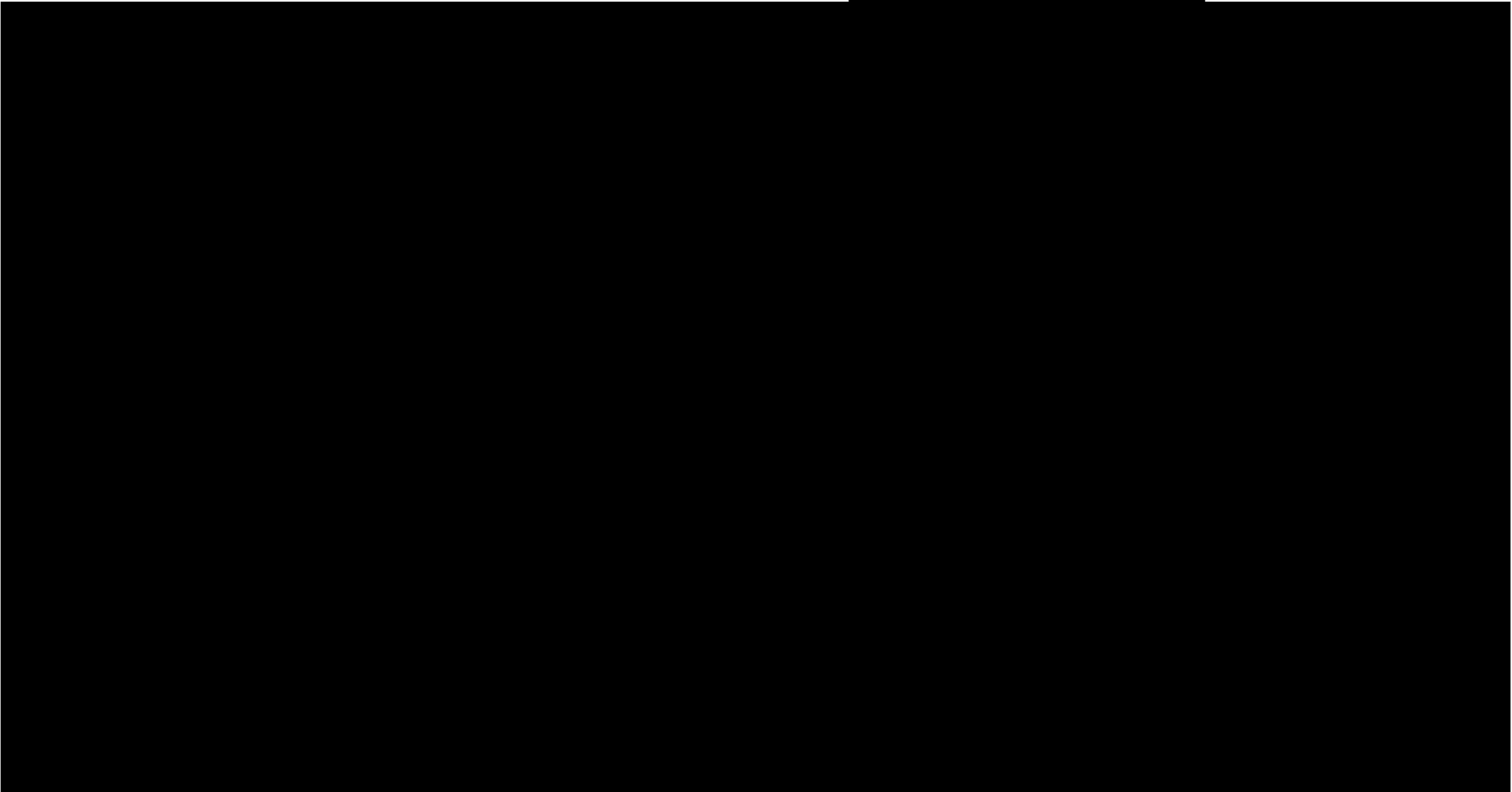


Council tax for period 01.04.2006 to 31.03.2007
less payments received up to 31.08.2006

£1883.25
~~£755.25~~

Amount payable for 2006/2007

£1128.00





Member's cl [redacted]

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

Bracknell & Islworth

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 / 07 to 31 / 01 / 07

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 765 85 : 389 76 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 80.83 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

£ 1236 : 44 p

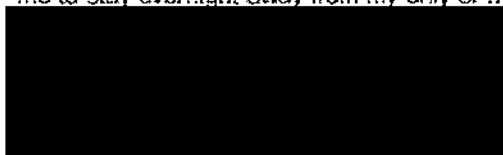
Details of second home *if applicable*

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

11-12-06

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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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

2007 2008

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.

INV. A

Your details

Name
in CAPITAL LETTERS

ANN KEEN

Constituency

Brentford - Isleworth

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 01/03/07

to 31/03/07

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

£ 220 : - p ✓

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

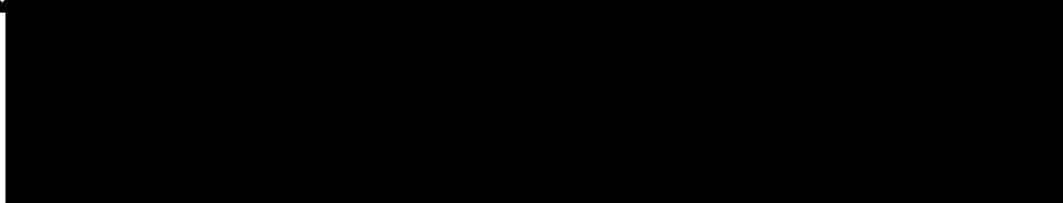
▶ please specify

Total

£ 220 : - 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

L



MP

Date

L

30.3.07

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:

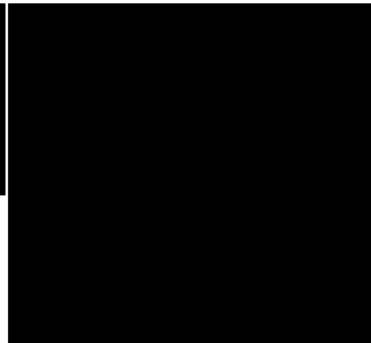
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Send your completed
form to

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



Mrs. Ann Keen



Date: 24 March 2007

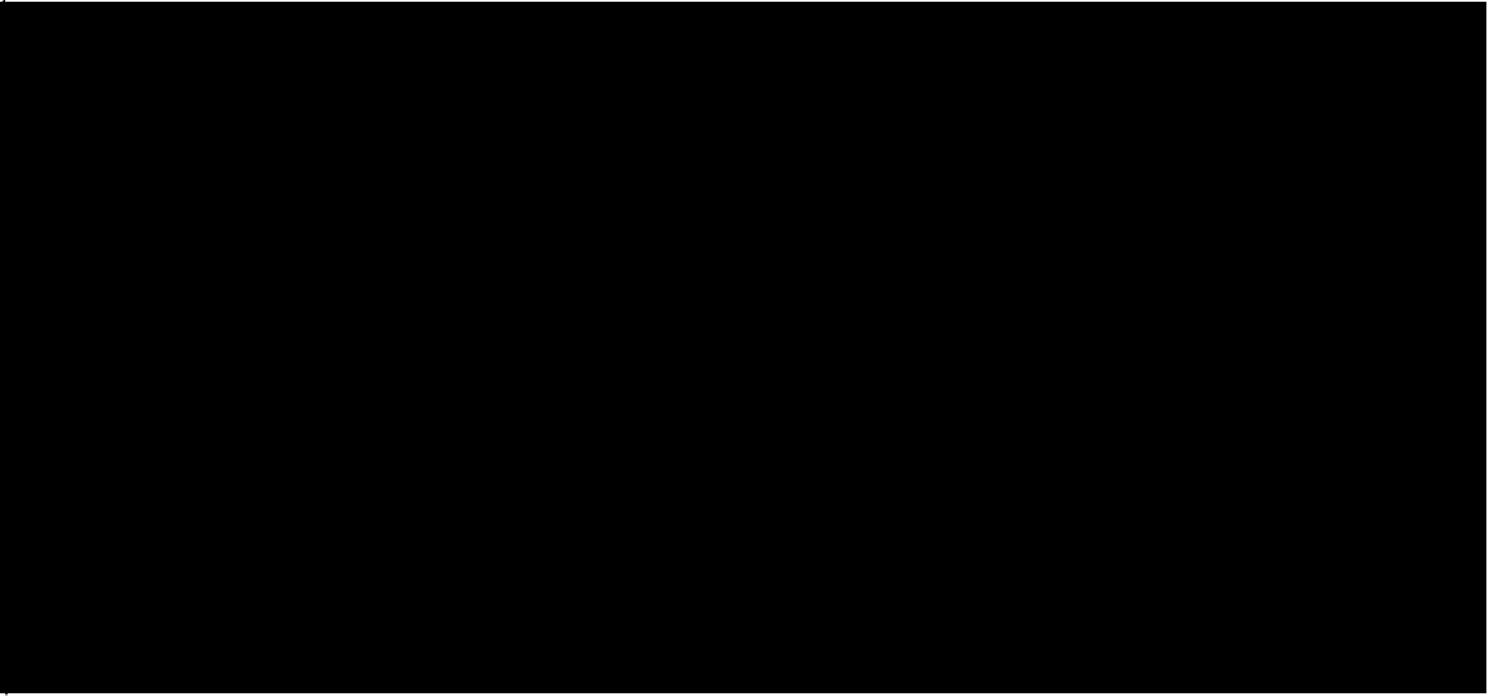
Invoice Number: [Redacted]

INVOICE

Re: [Redacted]

To: Weekly cleaning services in connection with the above property.

Visit of [Redacted]	55.00
Visit of [Redacted] (longer visit)	55.00
Visit of [Redacted]	55.00
Visit of [Redacted]	55.00
Amount Payable	£220.00





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

ANN KEEN

Constituency

Brentford - Isleworth

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 01/07/06 to 31/07/06

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

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1231:72 p

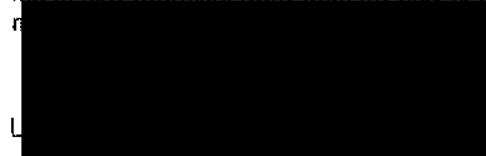
Details of second home *If applicable*

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

2-7-06

Data protection

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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



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.

INV

Your details

Name
in CAPITAL LETTERS

ANN KEEN

Constituency

Brentford & Isleworth

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 01/06/06

to 30/06/06

Total cost of hotel stays
attach all receipts

£ 765 : 85 p

Mortgage payments
(interest only) or rent

£ 389 : 76 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76.11 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

£ 1231 : 72 p

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
[Redacted] main home for the purpose of performing

Signature

[Redacted signature]

MP

Date

27-5-06

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



Member's claim form

16 MAY 2006

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 11.1.
- 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

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 01, 05, 06 to 31, 05, 06 ✓

Total cost of hotel stays
attach all receipts

£ 765.85 p ✓

Mortgage payments
(interest only) or rent

£ 389.76 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 76.11 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

£ 1231.72 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 [redacted] me for the purpose of performing my duties [redacted]

Signature

MP

Date

14/5/06

Data protection

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



Member's claim form

06-07

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

ANN KEEN

Constituency

Brentford, Isleworth

Office use
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 01, 04, 06 to 30, 04, 06

Total cost of hotel stays
attach all receipts

£ 765 : 85 p

Mortgage payments
(interest only) or rent

£ 389 : 76 p ✓

Food

£ : p

Utilities

£ : p ✓

Council Tax/Rates

£ 76 : 11 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

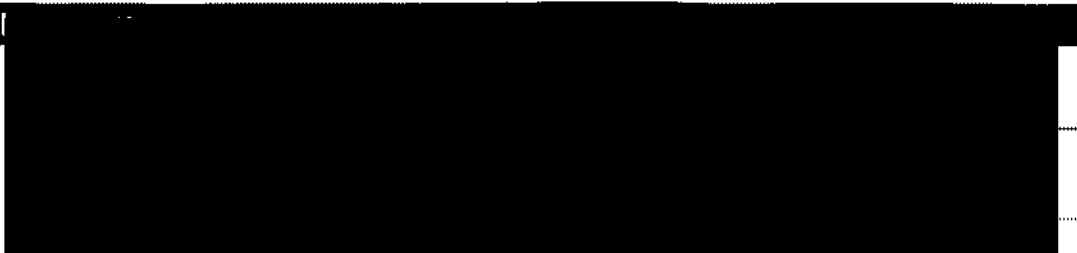
▶ please specify _____

Total

£ 1231 : 72 p

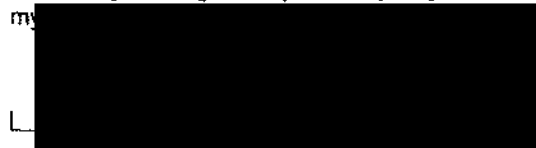
Details of second home

Address of
second home
for Additional
Costs Allowance

**Declaration**

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

Signature



MP

Date

3-11-08

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

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.

INV.

Your details

Name
in CAPITAL LETTERS

ANN KLEN

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, 04 106 to 30, 06 106

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

£ 82.50 p

Service/maintenance

£ 949.72 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1032:22 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

9-7-06

Data protection

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- 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

SERVICE CHARGE DEMAND

Date: 23/06/2006

Mrs Ann L Keen

Landlord:

Property:

Our Reference:

Date	Description	Amount	VAT	Rate	Ref
23/06/2006	Estimated Electricity On Account For The Period 01/06/2006 - 30/11/2006	126.91			570072
23/06/2006	Electricity Balancing Charge For The Period 01/12/2005 - 31/05/2006	27.65			570447
01/07/2006	Service Charges - Half Year in Advance 01/07/2006 - 31/12/2006	1,744.87			570750
		Totals:	£1,899.43	£0.00	
		Amount Due:	£1,899.43		

Please pay this invoice within 21 days. Shortly after we will be submitting reminders which will incur an administration charge of £25. PTO

NOTICE IS HERBY GIVEN THAT FOR THE PURPOSES OF SECTIONS 47 & 48 OF THE LANDLORD AND TENANT ACT 1987 THE LANDLORD'S NAME AND ADDRESS DETAILS ARE SHOWN ABOVE

$$\frac{1899.43}{2} = £949.71$$



Member's claim form

Members' Allowances

About filling in
this form

- For details of costs you can claim for, see *Green Book* section **LNV 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 01, 01, 07 to 31, 01, 07

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

£ 82.50 p ✓

Service/maintenance

£ 996.70 p ✓

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1079.20 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

12-1-07

Data protection

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



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.

INV

Your details

Name in CAPITAL LETTERS

ANN KEEN

Constituency

Berkshire & Reading

Office use only

Costs/Cat

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 01/04/06 to 30/06/06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 150. p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 16.55 p ✓

Cleaning

£ 275. p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 65.75 p ✓

▶ please specify TV Licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 507.30 p

Details of second home

Address of
second home
for Additional
Costs Allowance

Declaration

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

Signature

MP

Date

Data protection

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form to

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