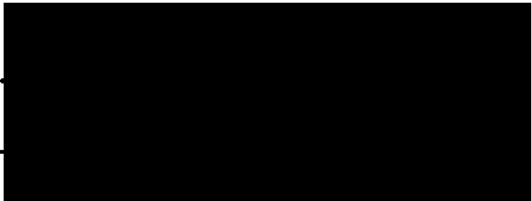


Financial Processing }

Transaction No.

Registration No.

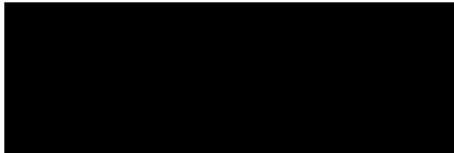


**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

**Member Supplier ID**

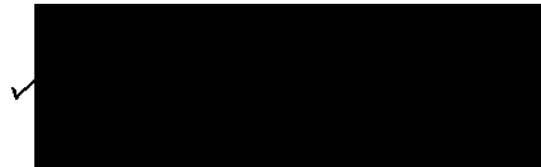


**Pay recipient**

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

**Text** ~~MAR 05~~ JAN - MAR 05 (i.e. period of claim)

**Invoice No.**



**Account code / Allowance**

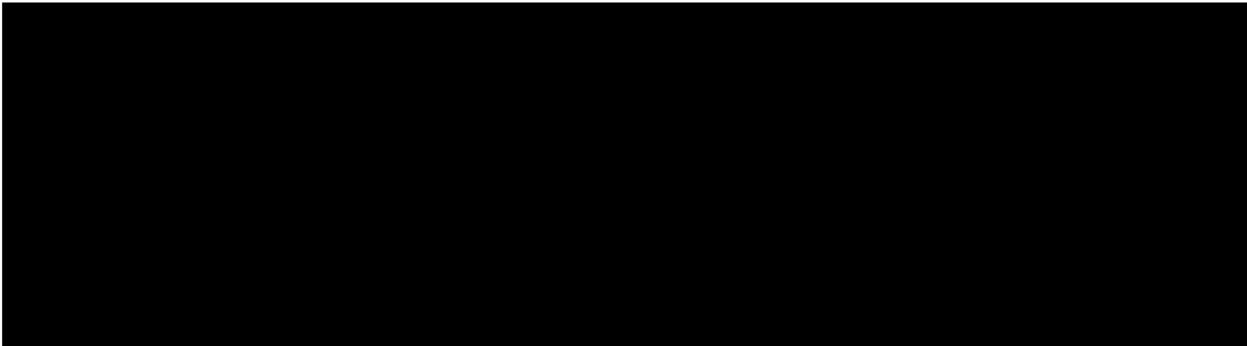
**Members cost centre (Cat1)**



**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**



\* Financial Processing purposes only

Registered by (initials & date)

15/4

Posted by (initials & date)

PO 28



# Member's claim form

07 APR 2005

## 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 MCGUIRE

Constituency

STIRLING

## 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 1st Jan 2005 to 31st Mar 2005

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ 1200 : — p

Utilities

£ 85 : 00 p

Council Tax/Rate

£ ~~153~~<sup>156</sup> : 00 p

Telephone and telecommunications

£ 20 : 00 p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 135 : 00 p

▶ please specify General Allowance

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1541 : 00 p ✓

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

Address of  
second home  
for Additional  
Costs Allowance

Postcode

**Declaration**

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

Signature

MP

Date

4th April 2005

**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



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

ANNE Mc Guire

Constituency

STIRLING

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 1st Oct, 2004 to 31st Dec, 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 1200 : 00 p ✓

Utilities

£ 80 : 00 p

Council Tax/Rates

£ 183 : 00 p ✓

Telephone and  
telecommunications

£ 15 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p ✓

Other

£ 100 : 00 p ✓

▶ please specify general household goods

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1578 : 00 p

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

*A*

Address of  
second home  
for Additional  
Costs Allowance

\_\_\_\_\_

\_\_\_\_\_ Postcode

**Declaration**

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

Signature

\_\_\_\_\_ MP

Date

19th December 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.

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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

## 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

ANNE Mc GUINE

Constituency

STIRLING

## 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 1st Jan 2005 to 31st March 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 3038 : 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

£ : p

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

 Address of  
second home  
for Additional  
Costs Allowance

\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

**Declaration**

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

Signature



MP

Date

19th December 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.

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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

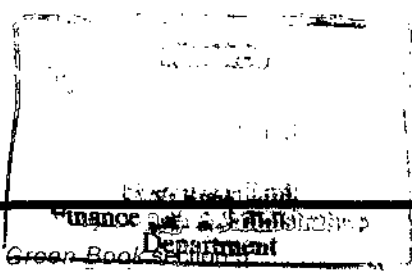


Member's claim form

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.



Your details

Name in CAPITAL LETTERS

ANNE McGUIRE

Constituency

STIRLING

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 1st July 2004 to 30 Sept 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 700 : 00 p

Utilities

£ 60 : 00 p

Council Tax/Rates

£ 183 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 399 : 99 p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1382 : 99 p



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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted address]

Postcode

**Declaration**

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

Signature

[Redacted signature]

MP

Date

8<sup>th</sup> November 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.

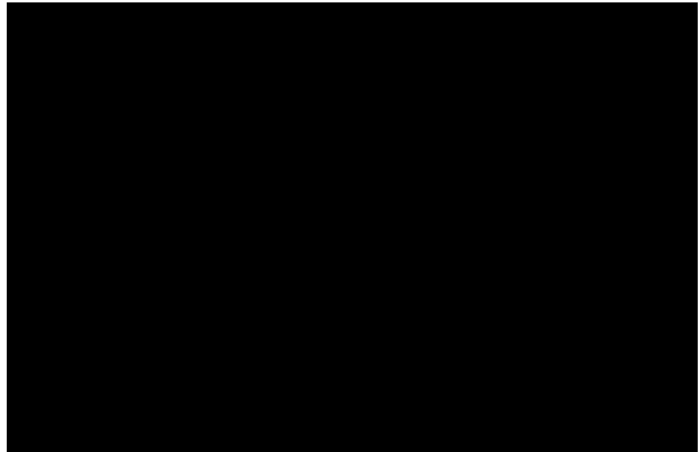
We will normally keep the information you give for three years following the year in which you incurred the expense.

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

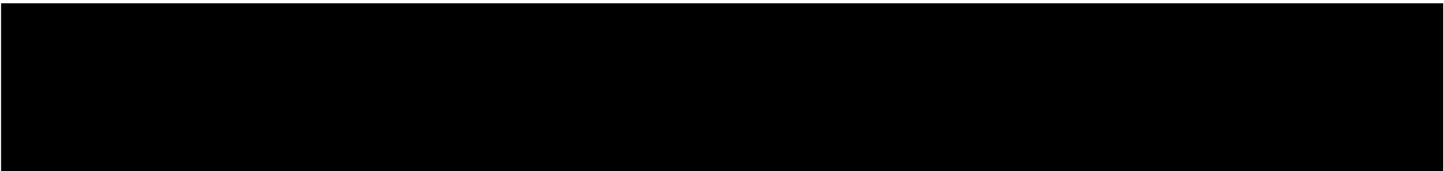
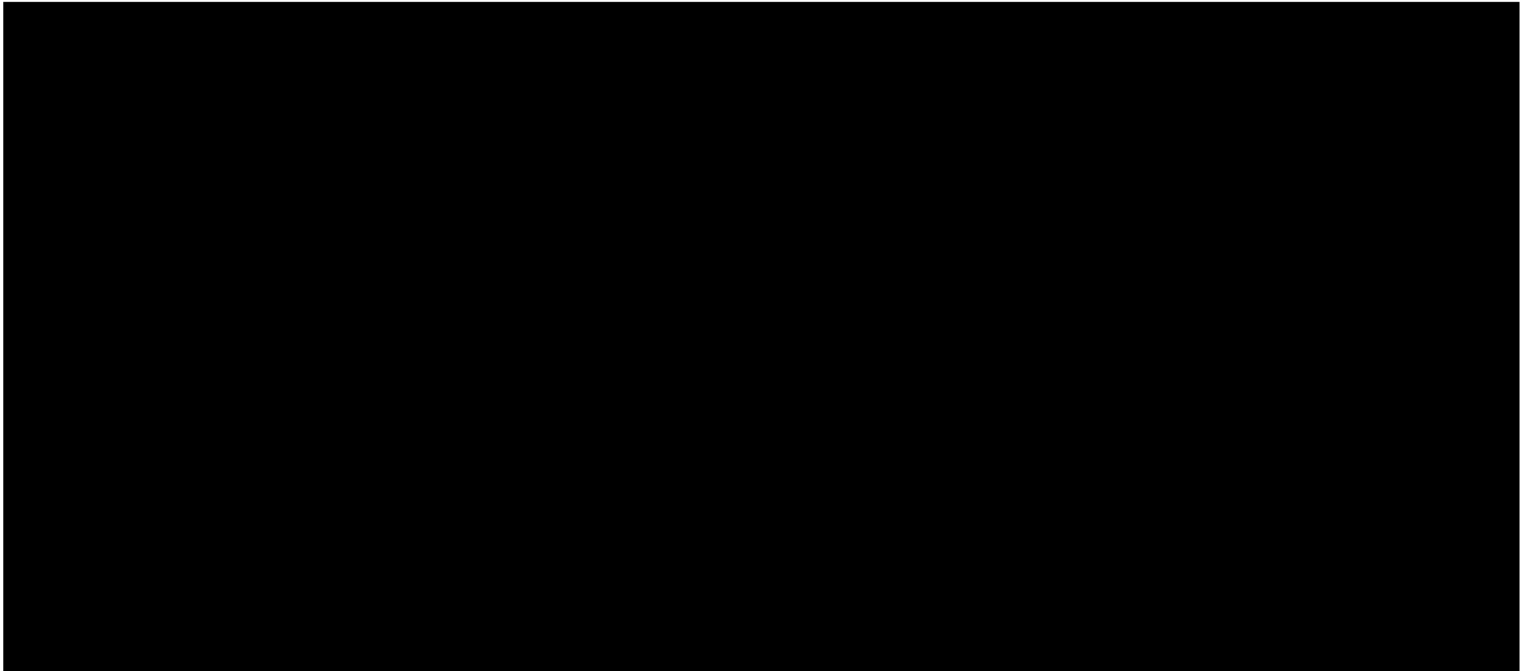
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

MRS A MCGUIRE  
[REDACTED]



Order Date: 30/09/04    Delivery Date: 11/10/04

<u>Cat No.</u>	<u>QTY</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Gross Amount</u>	<u>VAT %</u>
636/2034	1	MELROSE TERRA EVERYDAY M/	399.99	399.99	17.50
Gross Amount:				<u>399.99</u>	



**IMPORTANT DOCUMENT**  
Please keep in a safe place

Outbase Ref : [REDACTED]  
Drop Code : AG

REF/ORDER No. [REDACTED]

Delivery to:

MRS A MCGUIRE

DATE ORDERED

30/09/04

PHONE : DAY [REDACTED]

: EVENING [REDACTED]

DESCRIPTION OF GOODS:

CAT No.	DESCRIPTION	CODE	QTY.	PACKS.	WEIGHT.
6481297	MELROSE SOFABED FRAME TERRACOT	DELIVER	1	1	71.000
6491273	MELROSE SOFABED MATTRESS	DELIVER	1	1	17.000

No. of Packages

2

88.000

SIGNATURE [REDACTED]

DATE

11.10

TIME [REDACTED]



# 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

ANNE McGUIRE

Constituency

STIRLING

## 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 1st April 2004 to 30 10 2004

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ 72 00 : = p

Utilities

£ 60 : 00 p

Council Tax/Rates

£ 123 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 240 : 00 p

Service/maintenance

£ 60 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1483 : 00 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 Signature]

MP

Date

1st July 2021

**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

Date of Issue: 14-MAY-2004

MRS A MCGUIRE MP	
[REDACTED]	
[REDACTED]	
Account reference	[REDACTED]

Address of property (if different)	
[REDACTED]	
[REDACTED]	
Property reference	[REDACTED]

### Council Tax demand notice 2004 to 2005

The property above has been placed in band [REDACTED]. For properties in this band within the [REDACTED] the amounts set for the financial year 2004 to 2005 are as follows.

	Percentage (%) Change From Last Year	
[REDACTED]	5.2 % Increase	363.67
[REDACTED]	7.5 % Increase	241.33
Council Tax for your property 2004 to 2005	6.1 % Increase	605.00
<hr/>		
Charge For Period 01-APR-2004 - 31-MAR-2005		605.00
<b>Adjustments</b>	<b>Period</b>	
Discount 10% : 2nd Home/company Property	01-APR-2004 31-MAR-2005	-60.50
Payments Received As At Date Of Issue		-58.50
<b>Total</b>		<b>486.00</b>



# Member's claim form

RECEIVED

16 11 04

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.

100%

## Your details

Name  
in CAPITAL LETTERS

ANNE Mc GUIRE

Constituency

STIRLING

## 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 / 07 / 04

to 30 / 09 / 04

Total cost of hotel stays  
attach all receipts

£ 3038 : 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

£ 3038 : p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

Postcode

**Declaration**

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

Signature

MP

Date

14th June 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





# 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

ANNE Mc GUIRE

Constituency

STIRLING

### 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 04 to 30 06 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 3036 : = 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

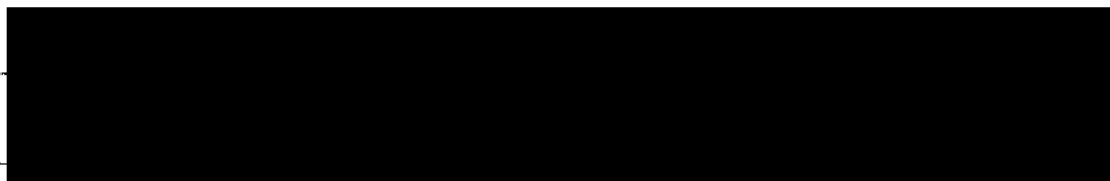
▶ please specify

Total

£ : p

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

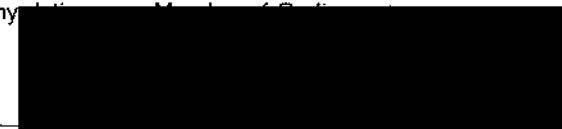
Address of  
second home  
for Additional  
Costs Allowance



**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

21st April 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.

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

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

Address of  
second home  
for Additional  
Costs Allowance

\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

**Declaration**

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

Signature



MP

Date

1st April 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.

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Send your completed  
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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 1582.



### Your details

Name  
in CAPITAL LETTERS

ANNE Mc GURNE

Constituency

STIRLING

### 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 1st 10 04

to 31 12 04

Total cost of hotel stays  
attach all receipts

£ 3038 : 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

£ : p

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

Address of  
second home  
*for Additional  
Costs Allowance*

Postcode

**Declaration**

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

Signature

MP

Date

*28 Sept 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.

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