



Additional Costs Allowance

Member's claim form

About filling in this form

- For details of costs you can claim for, see... If you have any doubt about whether you please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ANNE McGUIRE

Constituency

STIRLING

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 31 Jan 2006 to 31 March 2006 x3

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ : p

(interest only) or rent

Food

£ 1200 : 00 p x

Utilities

£ 644 : 00 p

Council Tax/Rates

£ 53 : 00 p

Telephone and telecommunications

£ 15 : 00 p

Cleaning

£ 40 : 00 p

Service/maintenance

£ 1650 : 00 p

Repairs/insurance/security

£ 352 : 00 p

Other

£ 159 : 00 p

Other

£ 278 : 92 p

Other

£ 244 : 94 p

Total

£ 4036 : 86 p

Voucher (1) (19) Painter & Decorator
Voucher (2) - Floor coverings
Voucher (3) (Vacuum)
Voucher (4) Linens/Curtains
Voucher (5) (Washing machine)

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

24 April 2006

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

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

Voucher (2)

Invoice

DATE/TAXPOINT	ACCOUNT NUMBER	YOUR ORDER No.
28/3/06		

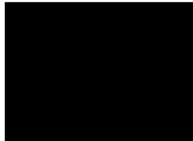
Mrs Mc Guire

SALESPERSON		DELIVERY DATE	DELIVERY VIA	F.O.B. POINT	TERMS
QUANTITY	UNIT	DESCRIPTION		UNIT PRICE	TOTAL
		supply and Install Vinyl			
		107 to kit a Bath			
		small screed			
		Seal			
		@ £300+vat			
		PAID VISA			

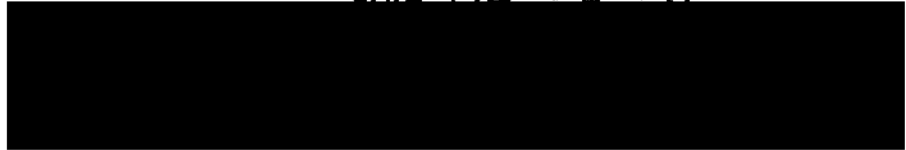
VAT REGISTRATION NUMBER

AMOUNT	300
VAT	17.5%
TOTAL	352.50

INVOICE.



DATE 30-03-06



Cheque Given		£800	00
PAID			
		£800	00



INVOICE

DATE 30-03-06

From

To

cheque Guen

PAID

Regards Paul

850.00

850.00

SALE

Assistant: [REDACTED]

DYSON DC08 SW AU [REDACTED] £159.00

1 x 0000190637 @£1 [REDACTED]

AMOUNT DUE £159.00

VISA £159.00

TOTAL TENDERED £159.00

CUSTOMER RECEIPT COPY

SALE

SPIRA SUEDE 18X18 NATURA 3.00 A
 501555576124 1 @ 3.99
 3.99 - .99
 Spira Cover Offer

SPIRA SUEDE 18X18 NATURA 2.99 A
 501555576124 1 @ 3.99
 3.99 - 1.00
 Spira Cover Offer

SPIRA SUEDE 18X18 CHOCOL 3.00 A
 501555576123 1 @ 3.99
 3.99 - .99
 Spira Cover Offer

SPIRA SUEDE 18X18 CHOCOL 2.99 A
 501555576123 1 @ 3.99
 3.99 - 1.00
 Spira Cover Offer

PETALA BEDSPDB CREAM 29.99 A
 502546702245 1 @ 29.99

3 PACK BATH BATH/SASSTD 14.99 A
 506000314036 1 @ 14.99

90X90 90X90 SPICE 75.99 A
 505513725395 1 @ 75.99

90X90 90X90 SPICE 75.99 A
 505513725395 1 @ 75.99

LILY EMB LIN90X72 CREAM 34.99 A
 503266916523 1 @ 34.99

LILY EMB LIN90X72 CREAM 34.99 A
 503266916523 1 @ 34.99

 TOTAL 278.92
 TOTAL 278.92
 =====

*** YOU SAVED 3.98 ***

AMOUNT TENDERED
 [REDACTED] 278.92



Additional Costs Allowance 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 M. GUINNESS

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, 06 to 31 10 31 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 3141 : 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

£ 3141 : 00 p

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

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

Signature

Date

13/12/05

Data protection

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

The information you give will be seen by:

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

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

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

Send your completed
form to

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



20 DEC 2005

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 GUINNESS

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 Oct 2005 to 31st Dec 2005 x3

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 1200 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 168 : 00 p

Telephone and
telecommunications

£ 21 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 304 : 85 p

please specify

Renewal fridge (receipt attached)

Other

£ 60 : 00 p

please specify

General housework

Other

£ : p

▶ please specify

Total

£ 1883 : 85 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

Signature

Date


21st December 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

MRS A MCGUIRE

Order Date: 4/10/05 Delivery Date: 0/00/00

<u>Cat No.</u>	<u>QTY</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Gross Amount</u>	<u>VAT %</u>
		HOOVER HFA29SK SLV F/F F/	299.90	299.90	17.50
		HOME DELIVERY CHARGE	4.95	4.95	17.50
Gross Amount:				<u>304.85</u>	

Analysis of gross amount for VAT purposes:-

NON VATable goods	.00
Net amount for tax	<u>252.96</u>
	252.96
VAT at 17.50 %	<u>44.27</u>
Discounted Amount	297.23
Merchant Charge	<u>7.62</u>
Total	304.85



Member's claim

2005/06

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ANNE McGUIRES

Constituency

STIRLING

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 1st July 2005 to 30 Sept 2005 x 3

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 500 : - p ✓

Utilities

£ 48 : 00 p ✓

Council Tax/Rates

£ 168 : 00 p ✓

Telephone and telecommunications

£ 20 : 00 p ✓

Cleaning

£ 90 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p please specify

Other

£ 175 : 25 p please specify general household

Other

£ : p please specify

Total

£ 1001 : 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 my duties as a Member of Parliament.

Signature



Date

17/08/05

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed
form to

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



Additional Costs Allowance

Member's claim for

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

ANNE Mc GUINNE

Constituency

STIRLING

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 1st Oct 2005 to 31 Dec 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 3120 : 00

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

£ 3120 : = 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

23rd September 2005

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed
form to

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



Member's claim form

About filling in this form

- For details of costs you can claim for, see Green Book section 1.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ANNE Mc GUINE

Constituency

STIRLING

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 those for which receipts are not required.

Please list

[Redacted area]

Period of claim

from 1st 10 7 05 to 30 10 9 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 3135 : 00 p

(£1065 x 3) RENT PAID QUARTERLY IN ADVANCE

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

Total

£ 3135 : 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

Signature

Date

21st June 2005

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House)

Send your completed
form to

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

Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

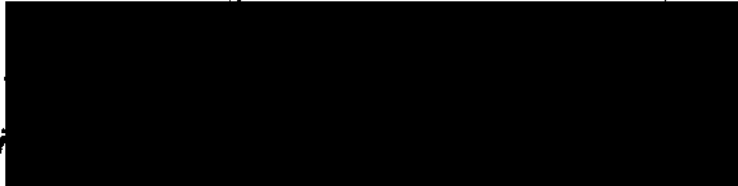
Member Supplier ID



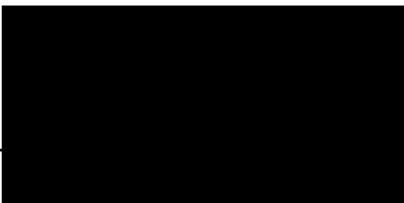
Pay recipient

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

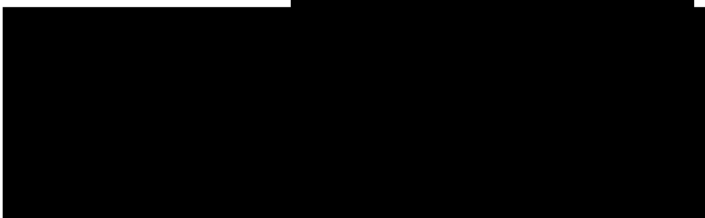
Text



Invoice



Account code / Allowance



Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

Pay. £2309.85.

* Validation purposes only (please tick to indicate compliance)

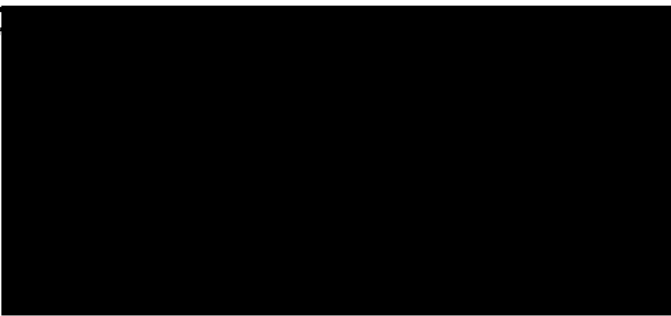
Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd home address
Budget checked
Claim signed
Claim correctly dated

<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

31 MAR 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

ANNE Mc GUINNE

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 2005 to 30 June 2005

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1045 : 42 p

Food

£ : p

Utilities

£ x 3 = 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

£ 2309. : 85 p

continued on page 2

Details of second home *(if applicable)*

Address of
second home
Additional
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


1st 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:

- (a) staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- (b) 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

13 III 2005

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

ANNE Mc GOINIS

Constituency

STIRLING

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 1st April 2005 to 30 June 2005

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 800 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 111 : 00 p

Telephone and telecommunications

£ 30 : 00 p

Cleaning

£ 35 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 82 : 00 p

▶ please specify General household

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1108 : 00

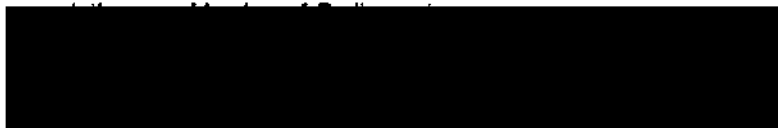
Details of second home *if applicable*

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

11th July 2005

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed
form to

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