



Additional Costs Allowance

ACA2

02 APR 2009

Member's claim form

587 7935 SP 764

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.

650905

Your details

Name in CAPITAL LETTERS

ANNE Mc GUIRE

INV. A

Constituency

STIRLING

514602

3111500

Office use only

Costs

M MCGUIRE

Supp/Res ID

[Redacted]

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 April 2009 to 30 April 2009

Total cost of hotel stays attach all receipts

£ : p

514632

Mortgage payments (interest only) or rent

£ 1164 : 83 p

as per rent schedule held by Allowances Office

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

£ 1164 : 83 p

continued on page 2

417921
S-S 7-4-09

BM

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]
[Redacted] Postcode [Redacted]

Declaration

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

Signature

[Redacted] MP

Date

1st April 2009

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

28 APR 2009

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.

665506

Your details

Name in CAPITAL LETTERS

ANNE Mc QUINN

Constituency

STIRLING

Office use only

Costc

M MCGUAST

Supp/Res ID

[Redacted]

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 £25 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel costs.

Please list

Please attach

R2

5882976
615 AR

Period of claim

from 1st / May / 2009 to 31 / May / 2009

Total cost of hotel stays
attach all receipts

£ : p

632

Mortgage payments
(interest only) ~~or rent~~

£ 1164 : 83 p

as per rent schedule held by Allowances Office.

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

£ 1,164 : 83 p

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JE
715

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]
[Redacted] Postcode [Redacted]

Declaration

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

Signature

[Redacted] MP

Date

27 April 2009

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

Tel: 020- Accounts
Fax: 020

Statement of account

Re: [REDACTED]

Printed Date: 6 May 2009
Tenant Ref: [REDACTED]

From date	To Date	Description	Pay Method	Gross
1 Apr 2009 - 30 Apr 2009	30 Apr 2009	Monthly Telephone Line Rental in Advance	DD	6.66
1 Apr 2009 - 30 Apr 2009	30 Apr 2009	Monthly Rent Receivable in Advance	DD	1,212.92
1 Apr 2009 - 30 Apr 2009	30 Apr 2009	Tenant Telephone Call Charges ext [REDACTED]	DD	1.35

Total charges for the period: £1,220.93
Payments/credits for period & debit/credit balances b/f from previous month: -£1,219.58

Amount Payable: **£1.35**

If you are on direct debit this statement is for information only.

If you do not have a direct debit, please transfer the outstanding amount to our account:

Our Bank Address:

Our Bank Account Details:

Mrs A C McGuire



HOUSE OF COMMONS

24 JUN 2009

Office use only
Costc/Cat2
MCCQUAST
Allowance 514602

PAAE 2

Supp/Res ID

Member's Reimbursement Form Personal Additional Accommodation Expenditure (PAAE)

Member's Name (CAPITAL LETTERS) ANNE Mc GUIRE Constituency (CAPITAL LETTERS) STIRLING

Claim details
Month/period to be claimed From 01 07 2009 To 31 07 2009

Subsistence (No receipts required) Number of nights spent away from main home @ £25.00 per night £ Exp type/ Cat5

Cost of accommodation	Mortgage interest	£	514
<i>Full rent schedule with Advances Office.</i>	Hotel	£	514
	Rent (inc deposits)	£ <u>1212.92</u>	514 <u>632</u>
	Council Tax/rates	£	514

Fixtures, fittings and furnishings	£	
<u>433221</u>	£	
<u>MB 3016</u>	£	
Total	£	514

Other household costs (e.g. service charges, utilities, telecommunications, maintenance and repairs)	£	
	£	
	£	
	£	
	£	
	£	
Total	£	514

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £ 1212.92 *Bm*

Authorisation and declaration

- I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature  Date 23/06/09

Data Protection

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About filling in this form. If you have any questions about this form, please call 020 7219 1340

Send your completed form to: Operations Directorate, Department of Resources House of Commons, London SW1A 0AA