



Additional Costs Allowance

ACA2

Member's claim form

09 MAY 2008 x 08/09
07/08

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

BARBARA POLLETT

Constituency

STRATFORD



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 for which receipts are not required.

Please list

Please attach

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

Period of claim

from 01 / 01 / 2008

to 31 / 03 / 2008

(X3)

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 290 : 34 p

Utilities

£ 502 : 48 p

£ ~~1121~~ : ~~75~~ p

£ 619 : 27 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 752 : 54 p

Cleaning

£ 487 : 65 p

Service/maintenance

£ 95 : 00 p

Repairs/insurance/security

£ 2606 : 2397.01 p

£ ~~2025~~ : 78 p

£ 209 : 74 p

Other

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

07/08 £4,525.05



21 JAN 2008

ACA2

Member's claim form

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INV



Your details

Name in CAPITAL LETTERS

BARBARA FOLLOTT

Constituency

STEVENAGE



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 / 11 / 2007 to 31 / 12 / 2007 x 2

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 500 : 00 p

Utilities

£ 492 : 26 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 67 : 56 p

Cleaning

£ 97 : 53 p

Service/maintenance

£ 214 : 80 p

Repairs/insurance/security

£ 1148 : 70 p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 2520 : 85 p

continued on page 2

Details of second home *if applicable*

7
X

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

✓

Signature _____

Date 17 . 1 . 08

Data protection

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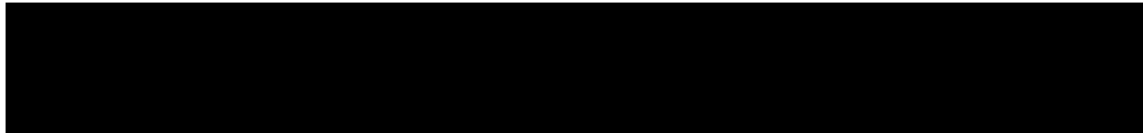
Send your completed form to

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

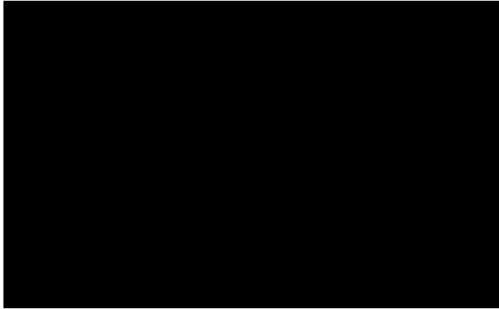
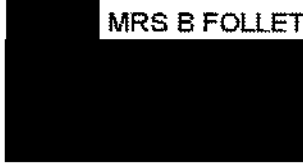
bill date 28 Dec 07

Page 2 of 3

electricity bill: **£492.26**



MRS B FOLLET



Date
23 December 2007

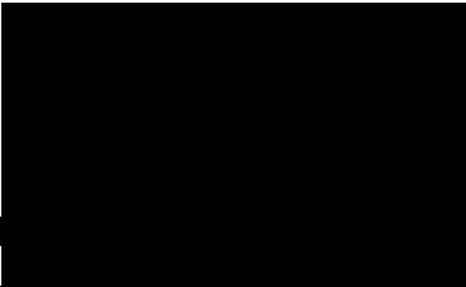
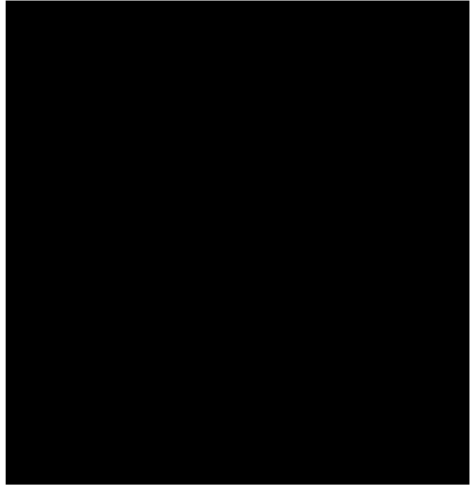


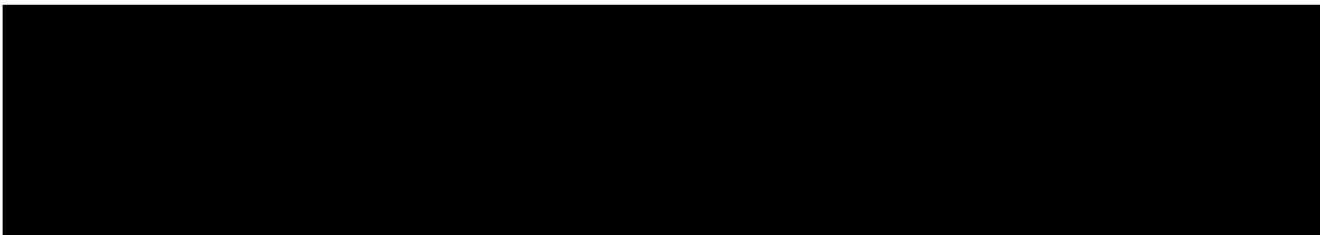
Rental charges £ 53.67

Payment charges £ 4.50

VAT £ 9.39

Total now due £ 67.56



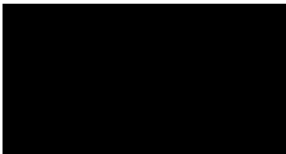




10/Dec/07



VAT is charged at the rate of 17.50%

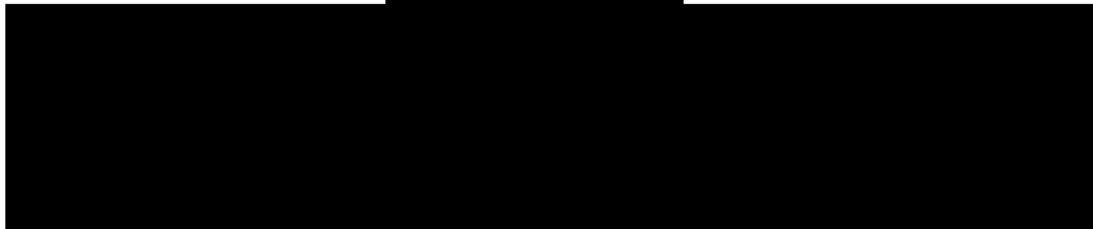
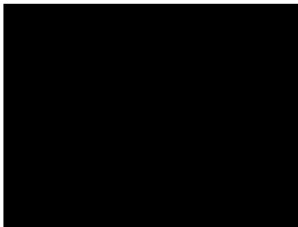
TO



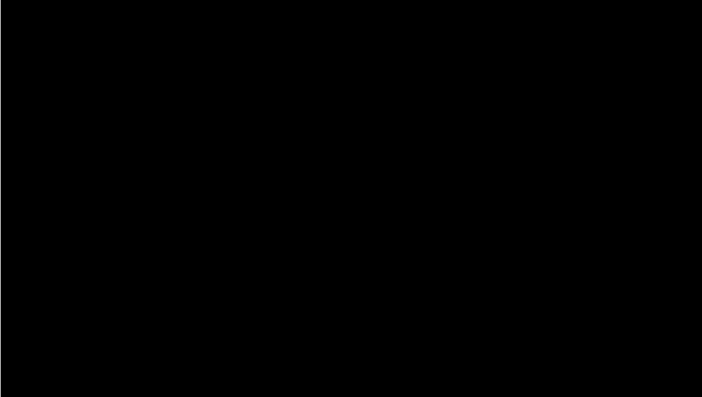
<u>Date</u>	<u>Description</u>	<u>Amount</u>
7/Dec/07	 Folett, 	£ 83.00
	For the cleaning of the windows at the above address	


Sub Total	<u>£ 83.00</u>
VAT	£ 14.53
TOTAL	<u>£ 97.53</u>


TERMS: Payment now due
Tax Point 10/12/2007



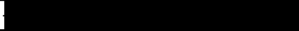
Invoice



02275691 L
The Follett Office


Tax Point Date 29/11/07
Account Number 

Service description for period 19/12/07 - 18/03/08

Service description	Tax Rate	Tax Value	Nett
Premises: 	17.50	£31.99	£182.81
			
Pests (8 visits p.a.) Insect Detectors, Mice, Rats			

Payment is due on 19/12/07



Total Excl. £182.81
VAT £31.99
Total Due £214.80





Member's claim form

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

BARBARA FOLLETT

Constituency

STEVENAGE

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.

Please list

- all items costing £250 or more and include receipts – except for food for which receipts are not required.

Please attach

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

Period of claim

from 01/10/2007 to 31/10/2007 ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ : p

(interest only) or rent

Food

£ 250 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 817 : 23 p

Cleaning

£ 97 : 53 p

Service/maintenance

£ 259 : 68 p

Repairs/insurance/security

£ 1258 : 44 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

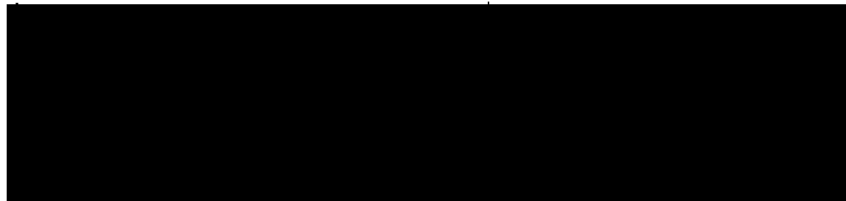
▶ please specify

Total

£ 2682 : 88 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

14.11.07 ✓

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

MRS B FOLLET

Date
1 November 2007

Cost of calls	£ 0.84
Service charges	£ 53.01
Payment charges	£ 4.50
VAT	£ 9.42
Total now due	£ 67.77

MRS B FOLLET

Date
1 August 2007

RECEIVED

Cost of calls	£ 1.41
Service charges	£ 51.05
Payment charges	£ 4.50
VAT	£ 9.18
Total now due	£ 66.14

MRS B FOLLET

Date
1 November 2007

Cost of calls	£ 59.03
Service charges	£ 147.91
Payment charges	£ 4.50
VAT	£ 36.21
Total now due	£ 247.65

MRS B FOLLET



Date
1 August 2007

PAID BY DEBIT 16 AUG 2007

Cost of calls	£ 26.87
Service charges	£ 145.95
Payment charges	£ 4.50
VAT	£ 30.24
Total now due	£ 207.56

29/Oct/07

TO

<u>Date</u>	<u>Description</u>	<u>Amount</u>
26/Oct/07	 Follett 	£ 83.00
	For the cleaning of the windows at the above address	

Sub Total	<u>£ 83.00</u>
VAT	£ 14.53
TOTAL	<u>£ 97.53</u>

TERMS: Payment now due
Tax Point 29/10/2007



Member's claim form

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- If you have any doubt about whether you can claim for a cost please call 020 7219 1340.



Your details

Name in CAPITAL LETTERS

BARBARA COLLETT

Constituency

STEVENAGE

Office use only

Costs/Cat 2



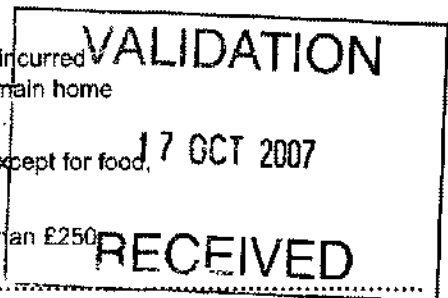
Claim details

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 01/07/2007 to 30/09/2007 x 2

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments

(interest only) or rent

£ : p

Food

£ 750 : 00 p

Utilities

£ 502 : 33 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 487 : 65 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 3651 : 66 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 5391 : 64 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

[Redacted Signature] MP

Date

10 . X . 07

Data protection

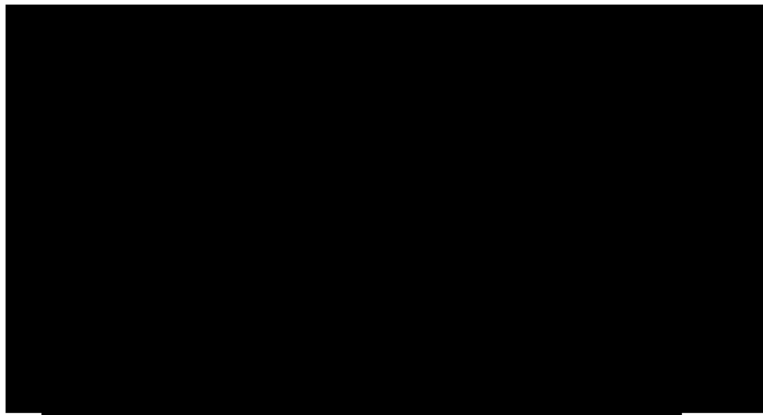
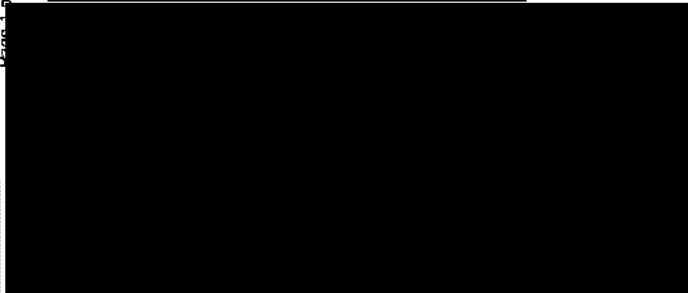
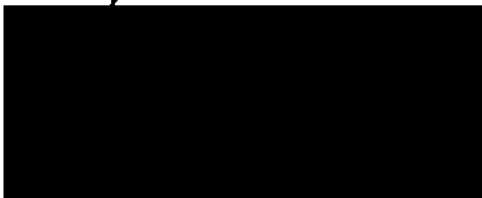
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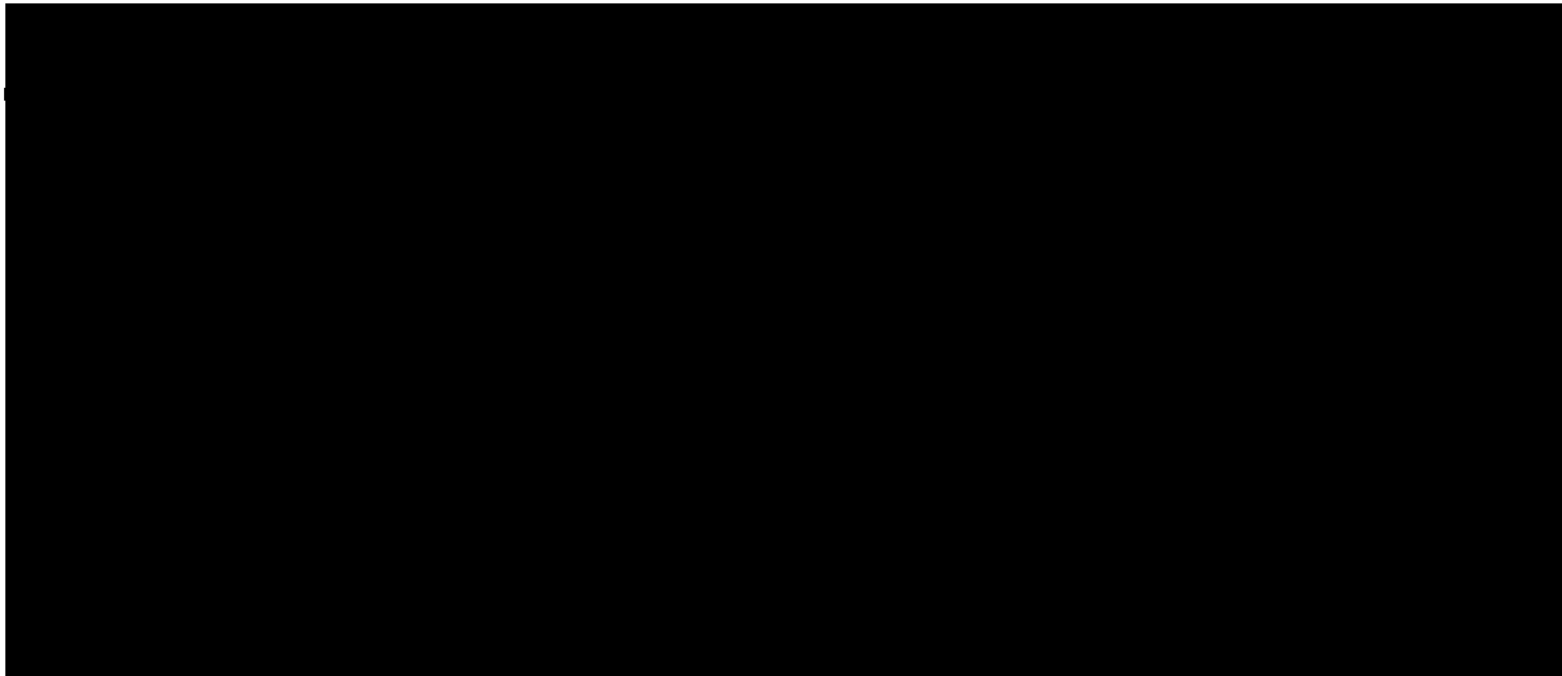
**Send your completed
form to**

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



Your gas bill

Please pay £105.14 now.



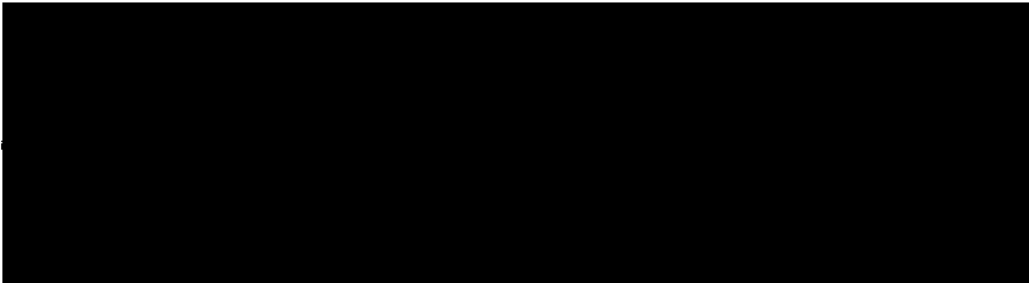
bill date 2 Jul 07

Page 2 of 3

electricity bill: **£397.19**

FOLLETT

6/Aug/07



6/20/07

Date	Description	Amount
------	-------------	--------

3/Aug/07	<div data-bbox="597 767 1063 820" style="background-color: black; width: 287px; height: 30px; display: inline-block;"></div> Follett	£ 83.00
For the cleaning of the windows at the above address		


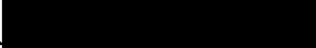
Sub Total	£ 83.00
VAT	£ 14.53
TOTAL	£ 97.53

TERMS: Payment now due
 Tax Point 06/08/2007



16/Jul/07



To

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	 Follett, 	
13/Jul/07	For the cleaning of the windows at the above address	£ 83.00

Sub Total	<u>£ 83.00</u>
VAT	<u>£ 14.53</u>
TOTAL	<u>£ 97.53</u>

TERMS: Payment now due
Tax Point 16/07/2007

19/Mar/07

<u>Date</u>	<u>Description</u>	<u>Amount</u>
16/Mar/07	 Follett  For the cleaning of the windows at the above address	£ 83.00

Sub Total	£ 83.00
VAT	£ 14.53
TOTAL	£ 97.53

TERMS: Payment now due
Tax Point 19/03/2007

The Follett Office

Page 1 of 1

Service description for period 19/09/07 - 18/12/07

Tax Rate

Tax Value

Nett

17.50

£30.50

£174.27

Pests (8 visits p.a.) Insect Detectors, Mice, Rats

Payment is due on 19/09/07

Total Excl.

£174.27

VAT

£30.50

Total Due

£204.77



Member's claim form

10 JUL 2007

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Your details

Name in CAPITAL LETTERS

BARBARA FOLETT

Constituency

STEVENAGE

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

Please list

Please attach

Period of claim

from 01/04/07 to 30/06/07 (x3)

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 750 : 00 p

Utilities

£ 1472 : 91 p

Council Tax/Rates

£ 1363 : 36 p

Telephone and telecommunications

£ : p

Cleaning

£ 390 : 12 p

Service/maintenance

£ 978 : 41 p

Repairs/insurance/security

£ 2178 : 77 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

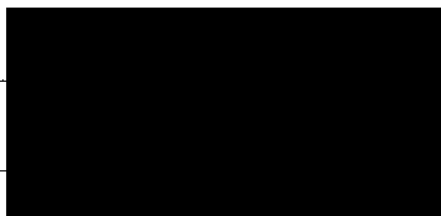
£ : p

▶ please specify

Total

£ 7133 : 57 p

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

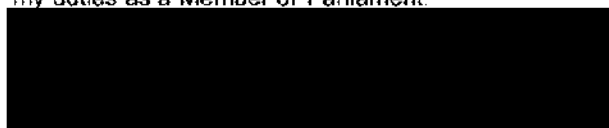
*for Additional
Costs Allowance*

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 my duties as a Member of Parliament.

Signature



MP

Date

6. VII. 07**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

[REDACTED]

[REDACTED]

FOLLETT

[REDACTED]

[REDACTED]

Bill date 25 May 2007

Your gas bill

Please pay £299.34 now.

[REDACTED]



**THIS IS AN
ESTIMATED
BILL**

Powered by **LONDON ENERGY**

Page 2 of 2
24 April 2007

Electricity bill

Please pay

£664.44

FOLLETT

Your water services bill for the year 1 April 2007 to 31 March 2008

Current
charges



Please pay the total shown by
1st April 07.

£509.13

See below

25/Jun/07

To



<u>Date</u>	<u>Description</u>	<u>Amount</u>
	 Follett, 	✓
22/Jun/07	For the cleaning of the windows at the above address	£ 83.00

Sub Total	£ 83.00
VAT	£ 14.53
TOTAL	£ 97.53

TERMS: Payment now due
Tax Point 25/06/2007

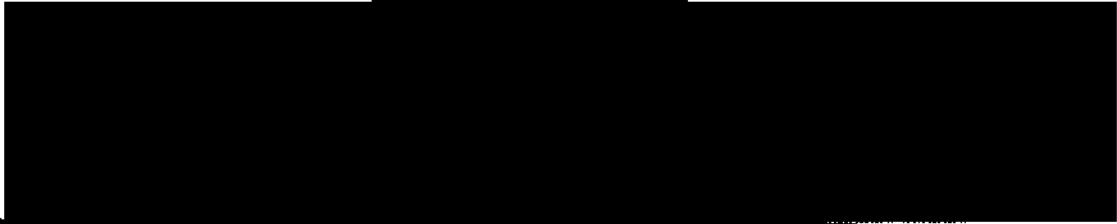
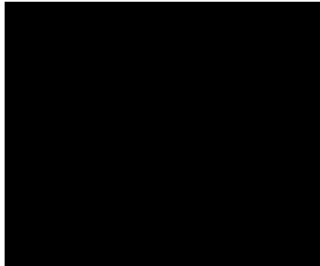
✓

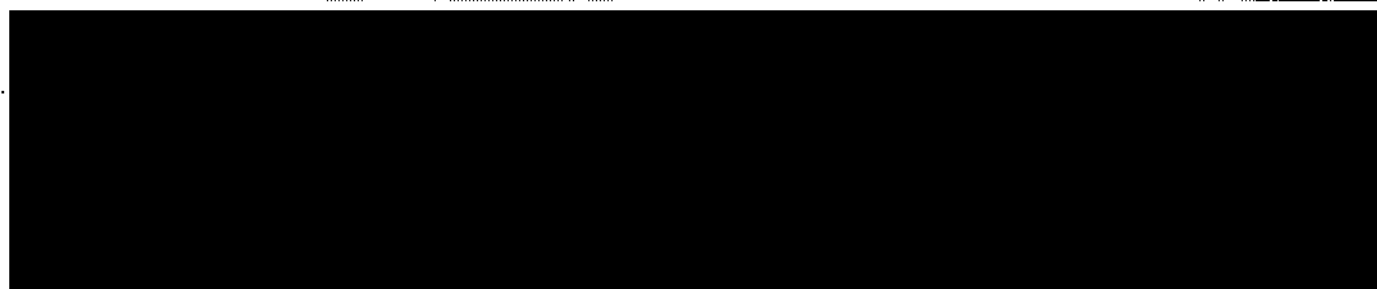
23/Apr/07

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	 Follett, 	
20/Apr/07	For the cleaning of the windows at the above address	£ 83.00

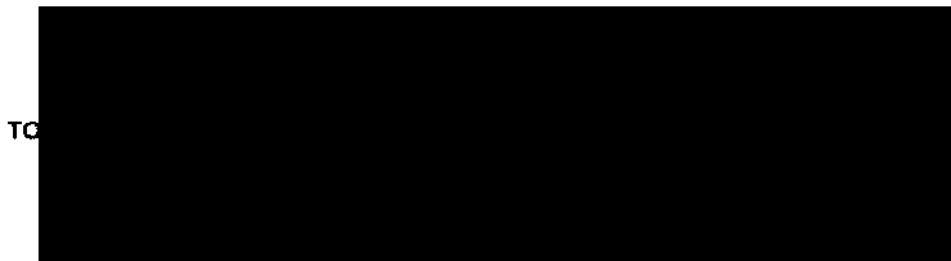
Sub Total	£ 83.00
VAT	£ 14.53
TOTAL	£ 97.53



TERMS: Payment now due
Tax Point 23/04/2007






4/Jun/07



<u>Date</u>	<u>Description</u>	<u>Amount</u>
	 Follett,  ✓	
1/Jun/07	For the cleaning of the windows at the above address	£ 83.00

Sub Total	<u>£ 83.00</u>
VAT	<u>£ 14.53</u>
TOTAL	<u>£ 97.53</u>

TERMS: Payment now due
Tax Point 04/06/2007



The Follett Office

Page 1 of 1

Service description for period 19/06/07 - 18/09/07

Tax Rate

Tax Value

Nett

17.50

£30.50

£174.27

Pests (8 visits p.a.) Insect Detectors, Mice, Flats

Payment is due on 19/06/07

Total Excl.

£174.27

VAT

£30.50

Total Due

£204.77