

Financial Processing }

Transaction No. ....

Registration No. ....

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedicated

**Text** ACA. 1 Feb 05 - 31 MAR 05

**Invoice No.**

31/3

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

*\* Validation purposes only (please tick to indicate compliance)*

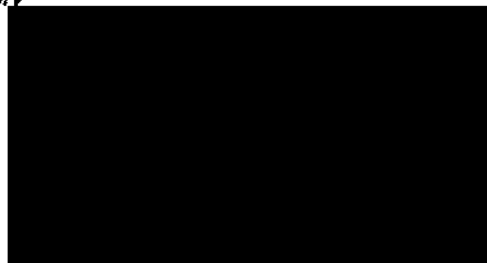
Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 <sup>nd</sup> home address
Budget checked
Claim signed
Claim correctly dated

✓
✓
✓
✓
✓
✓

*\* Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)





# Member's claim form

Members' Allowances

04/05

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

BEN BRADSHAW

Constituency

EXETER

## 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 1 2 1 0 5 to 3 1 1 3 1 0 5 x 2

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1366 : 00 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 185 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : 00 p

Service/maintenance

£ 425 : 00 p

Repairs/insurance/security

£ 75 : p

Other

£ 35 : p

▶ please specify

Water

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,286 : 05 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

*Exeter*

**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

20 JAN 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

BEN BRADSHAW

Constituency

EXETER

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 31 / JAN / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2731 : 28 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 270 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 400 : 00 p

Service/maintenance

£ 377 : 00 p

Repairs/insurance/security

£ 150 : 00 p

Other

£ 50 : 00 p

please specify

Water rates

Other

£ : p

please specify

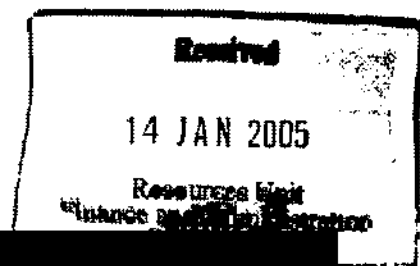
Other

£ : p

please specify

Total

£ 3978 : 28 p



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

X  
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 JAN 05

**Data protection**

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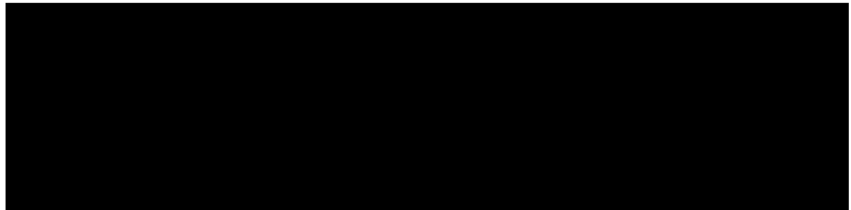
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RECEIVED

29 JUL 2007

DFA



I wish to claim reimbursement of the following amounts in respect of additional costs which I have necessarily incurred for overnight stays away from my main home (as notified to the Fees Office) on Parliamentary duties during the period from 1.1.04 to 1.7.04 made up as follows:-

Hotel Accommodation

£

Residential Accommodation

£

(i) Rent/Rates

(ii) Heat and Light

(iii) Telephone

(iv) Cleaning

(v) Repairs and Maintenance

(vi) Other (please specify)

Food

Other Expenses (please specify)

MORTGAGE INTEREST

COUNCIL TAX

SEWER CHARGES + INSURANCE

WATER CHARGES

250

400

150

2,659 ÷ 5 × 4 = £2127.20

370

377

12.5

Total £ 4,252.40

531.80

3720.60

Signed



M.P.

Print Name

IAN BRADY

Date

24/6/04

Constituency

FABER