



2004/2005

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

BETTY WILLIAMS

Constituency

CONWAY

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 4 1 0 4 to 1 3 1 4 1 0 4

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 75 : 00 p

£ yearly rent ✓

Food

£ : p

Utilities

£ : p

WATER RATE

£ 223 : 55 p

Council Tax/Rates

£ 544 : 50 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 893 : 00 p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

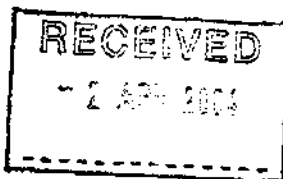
Total

£ 1736 : 05 p

1437 : 50

RECEIPT

Print Date 30/03/2004



Our Ref. [REDACTED]

Dear Sir & Madam

Received with thanks the following sum(s)

£75.00 being full payment of Half Yearly Rent
Due Date 25/03/2004
For Period From 25/03/2004 To 28/09/2004

£893.00 being full payment of Annual Service Charge
Due Date 25/03/2004
For Period From 25/03/2004 To 23/06/2004

A total amount of - £968.00

Yours faithfully

Date of Issue: 15-MAR-2004

MRS B WILLIAMS	
[REDACTED]	
Account reference	[REDACTED]

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

Council Tax demand notice 2004 to 2005

The property above has been placed [REDACTED] For properties in this band within the [REDACTED] including 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
Charge for Period 01-APR-2004 - 31-MAR-2005			605.00
Adjustments			
Discount 10% : 2nd Home/Company Property	01-APR-2004	31-MAR-2005	-60.50
Total			544.50



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BETTY WILLIAMS

Constituency

CORNWY

Claim details

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

Please list

Please attach

Period of claim

from 1 1 4 1 0 4 to 1 3 1 4 1 0 4

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 75 : 00 p *£ yearly rent ✓*

Food

£ : p

Utilities

WATER RATE £ 223 : 55 p

Council Tax/Rates

£ 544 : 50 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 893 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1736 : 05 p
298.55 ✓

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

L

MP

Date

13/4/04

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



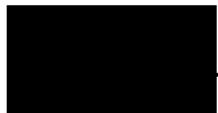
Member's claim form



Members' Allowances

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Your details

Name
in CAPITAL LETTERS

BETTY WILLIAMS

Constituency

CONRWY

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred away from your only or main home for the purpose of your duties as a Member.

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 14 14 104 to 14 16 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 799 : 50 p

Food

£ 288 : 00 p

Utilities

£ 2 : 24 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 531 : 00 p ^{7x}

Repairs/insurance/
security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

1620 - 74
£ 2420 : 74 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

14/6/04

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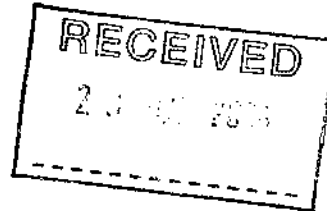
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Send your completed
form to

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

RECEIPT

Print Date 22/06/2004



Our Ref : [REDACTED]

Dear Sir & Madam

Received with thanks the following sum(s)

£531.00 being full payment of Annual Service Charge
Due Date 24/06/2004
For Period From 24/06/2004 To 28/09/2004

Yours faithfully

[REDACTED]

[REDACTED]



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Your details

Name in CAPITAL LETTERS

BETTY WILLIAMS

Constituency

CONWY

Claim details

Notes

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Please list

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Please attach

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

Period of claim

from 14 16 104 to 25 1 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 2158 : 42 p

Food

£ 648 : 00 p

Utilities

£ 133 : 87 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 92 : 28 p

Cleaning

£ : p

Service/maintenance

£ 606 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

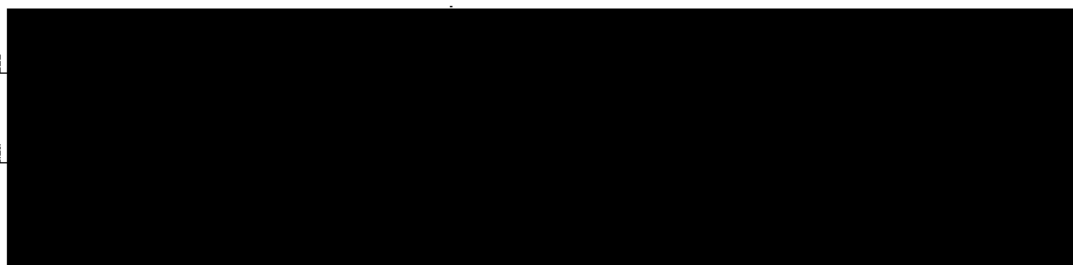
▶ please specify

Total

£ 3638 : 57 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

25/10/04**Data protection**

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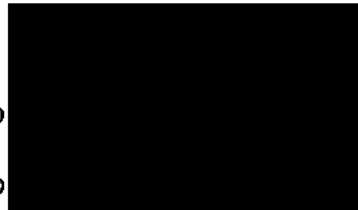
Send your completed
form to

Members' Allowances Section, Operations Directorate,
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Financial Processing }

Transaction No

Registration No

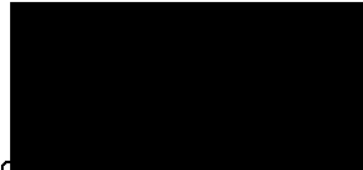


ACA

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 a/c exists)

Text

26/10/04 - 26/3/05

Invoice No.



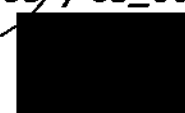
Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



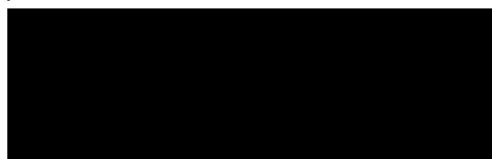
** Validation purposes only (please tick to indicate compliance)*

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 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)



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Constituency

CONVWY

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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 26 110 104

to 26 1 03 105

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 2298 : 25 p

Food

£ 1116 : 00 p ✓

Utilities

£ 89 : 01 p ✓

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 72 : 68 p ✓

Cleaning

£ : p

Service/maintenance

£ 531 : 00 p ✓

Repairs/insurance/
security

£ : p

Other

£ 18^{BW}83 : 94 p ✓

▶ please specify

Insurance

Other

£ 83 : 00 p ✓

▶ please specify

Carpeting

Other

£ 18 : 59 p ✓

▶ please specify

Misc

Total

£ 4392 : 47p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

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Signature

MP

Date

26/3/05

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