



Member's claim form

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name
in CAPITAL LETTERS

DAMIAN GREEN

Constituency

ASHFORD

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 1 104 104 to 30 1 04 1 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 689 : 45 p

Food

£ 360 : 00 p

Utilities

£ 195 : 00 p

Council Tax/Rates

£ 165 : 50 p

Telephone and
telecommunications

£ 47 : 74 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 127 : 76 p

Other

£ 9 : 60 p please specify TV Licence

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1,694 : 55 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

17/5/04

Data protection

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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

22 JUN 2004

RECEIVED

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Notes

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Please list

Please attach

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

Period of claim

from 1 / 05 / 04

to 31 / 05 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 695 : 45 p

Food

£ 370 : 00 p

Utilities

£ 195 : 00 p

Council Tax/Rates

£ 165 : 00 p

Telephone and
telecommunications

£ 54 : 93 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 127 : 76 p

Other

£ 9 : 60 p

▶ please specify TV Licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,717 : 74 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[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 Signature]

MP

Date

21/6/04

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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 06 104 to 30 10 6 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 695 : 45 p

Food

£ 365 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 165 : 00 p

Telephone and telecommunications

£ 56 : 31 p

Cleaning

£ 1 00 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 127 : 76 p

Other

£ 9 : 60 p

▶ please specify TV Licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,704 : 12 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[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

22/7/04

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Please attach

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

Period of claim

from 1 107 1 04 to 31 1 07 1 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 695 : 45 p ✓

Food

£ 370 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 165 : 00 p

Telephone and
telecommunications

£ 48 : 28 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 127 : 76 p

Other

£ 9 : 60 p

▶ please specify TV Licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1701 : 09 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[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

16/08/04

Data protection

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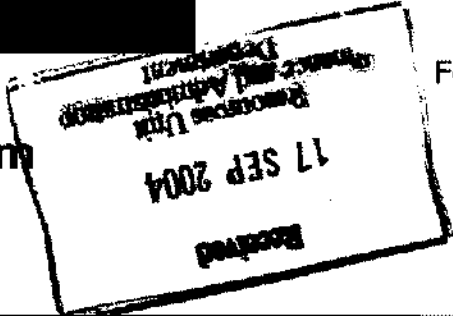
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Additional Costs Allowance

Member's claim form



Members' Allowances

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Your details

Name in CAPITAL LETTERS

DAMIAN GREEN

Constituency

ASHFORD

Claim details

Notes

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Please attach

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

Period of claim

from 1 10 8 104 to 31 10 8 104

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 695 : 45 p ✓

Food

£ 360 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 165 : 00 p

Telephone and telecommunications

£ 54 : 56 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 127 : 76 p

Other

£ 9 : 60 p

▶ please specify TV Licence

Other

£ : p

▶ please specify

Other

£ : p

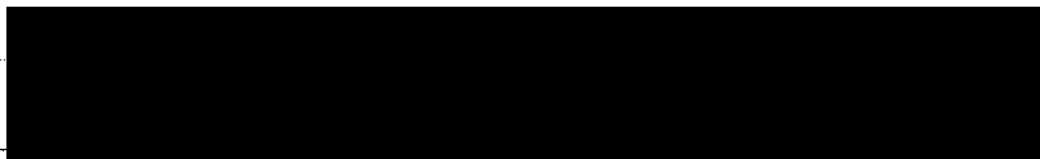
▶ please specify

Total

£ 1,697 : 37 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

15/9/24

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Member's claim form

15 OCT 2004

DFA

Members' Allowances

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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 04 104 to 30 1 04 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 699 : 50 p

Food

£ 360 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 165 : 00 p

Telephone and
telecommunications

£ 49 : 56 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 127 : 76 p

Other

£ 9 : 60 p

▶ please specify TV Licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1696 : 42 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[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

13 / 10 / 04

Data protection

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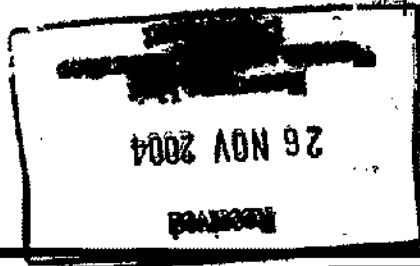
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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 699 : 50 p ✓

Food

£ 370 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 165 : 00 p

Telephone and
telecommunications

£ 52 : 60 p

Cleaning

£ 112 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 127 : 76 p

Other

£ 9 : 60 p

▶ please specify TV Licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1721 : 46 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

24/11/24

Data protection

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Your details

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Constituency

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Claim details

Notes

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

Period of claim

from 1 / 12 / 04 to 31 / 12 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 699 : 50 p

Food

£ 350 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 165 : 00 p

Telephone and
telecommunications

£ 48 : 30 p

Cleaning

£ 112 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 127 : 96 p

Other

£ 9 : 60 p

▶ please specify

TV Licence

Other

£ : p

▶ please specify

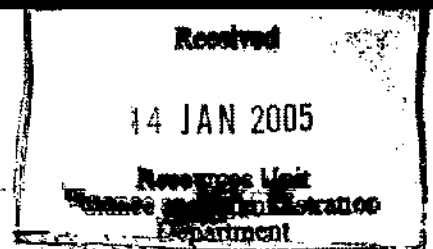
Other

£ : p

▶ please specify

Total

£ 1,697 : 36 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

13/1/05

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Member's claim form

14 DEC 2004

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Period of claim

from 1 11 04 to 30 11 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 649 : 50 p

Food

£ 360 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 165 : 00 p

Telephone and
telecommunications

£ 49 : 50 p

Cleaning

£ 112 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 127 : 96 p

Other

£ 2279 : 76 p

▶ please specify TV Licence

Other

£ 91 : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1708 : 56 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

13/12/04

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Please list

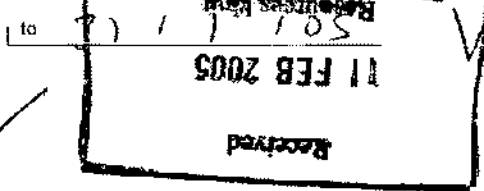
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from 1 1 1 05



Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 699 : 50 p

Food

£ 370 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 165 : 00 p

Telephone and telecommunications

£ 60 : 12 p

Cleaning

£ 112 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 127 : 96 p

Other

£ 9 : 60 p

▶ please specify TV Licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,729 : 16 p

Details of second home *if applicable*

Address of
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for Additional
Costs Allowance

[Redacted]

Declaration

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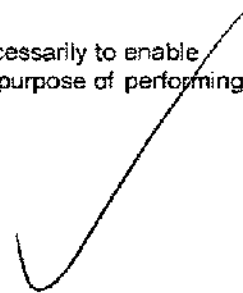
Signature

[Redacted Signature]

MP

Date

10 / 2 / 05



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12 2 MAR 2005

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient (NB Financial Processing to check whether

Text (40 characters max) ACA 1/2/05 - 28/2/05 ✓

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



04/05 ✓

£ 1741 - 16

£ 1741 - 16

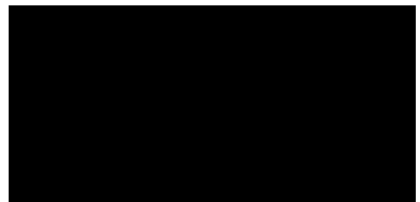
TOTAL

Comments:

14/3/05

Validation purposes only (please tick to indicate compliance)

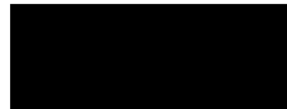
Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd home address
Budget checked
Claim signed
Claim correctly dated





Member's claim form

16 MAR 2005



Members' Allowances

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ASHFORD

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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 1 1 2 105 to 23 1 2 105

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 699 : 50 p ✓

Food

£ 380 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 165 : 00 p

Telephone and
telecommunications

£ 62 : 10 p

Cleaning

£ 112 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 127 : 46 p

Other

£ 9 : 60 p

▶ please specify TV licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1741 : 16 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 perform my duties as a Member of Parliament.

Signature



MP

Date

11 / 3 / 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 9AA

Transaction code.




C1. REIMBURSEMENT

I wish to claim reimbursement of the following amounts from my Incidental Expenses Provision for the period January 2005 to February 2005 as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

Item	Description of service / goods	Amount £	
1	Mobile Phone Bill	47.68	
2	" " "	322.25	
3	Stamps	6.72	
4			
5			
6			
7			
8			
9			
10			
		£ 376.65	

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED..........MP

PRINTED NAME.....DAMIAN GREEN.....

DATE.....11/3/05.....CONSTITUENCY.....ASHFORD.....

1706.48

17/01/05

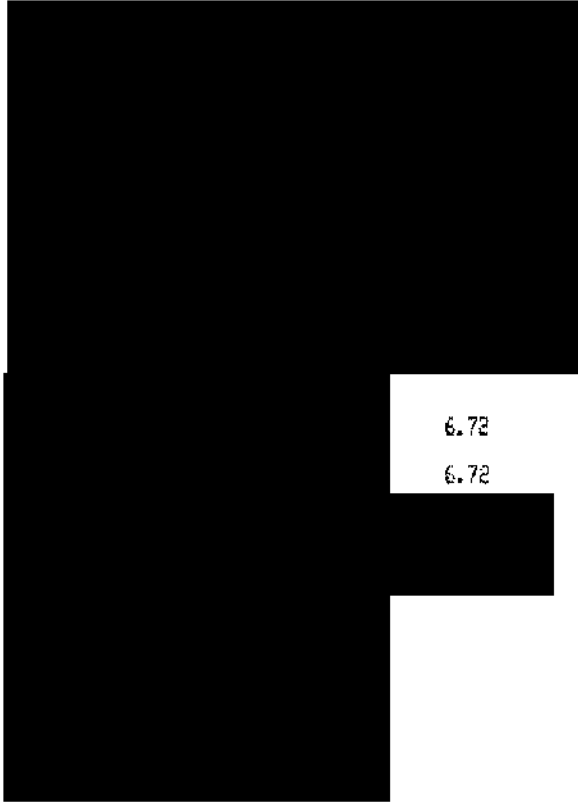
INVOICE

	FROM DATE	VAT CODE	AMOUNT £	TOTAL £
MONTHLY CHARGES				
Business	01/01/05	03	11.91	11.91
CALL CHARGES				
Business	01/12/04	03	28.63	
Business Data	01/12/04	03	0.04	28.67
INVOICE TOTAL (ex VAT)				40.58
03 STD Rate VAT	17.50%	(of	40.58)	7.10
INVOICE TOTAL				47.68

14/02/05

INVOICE

	DATE	VAT CODE	AMOUNT £	TOTAL £
MONTHLY CHARGES				
Business	01/01/00	03	11.91	11.91
CALL CHARGES				
Business	01/01/05	03	34.28	
Business Roaming Charges	01/01/05	03	3.07	
Business Roaming Charges	01/01/05	01	264.37	301.72
INVOICE TOTAL (ex VAT)				313.63
03 STD Rate VAT	17.50%	{of	49.26) 8.62
01 Zero Rate VAT	0.00%	{of	264.37) 0.00
INVOICE TOTAL				322.25



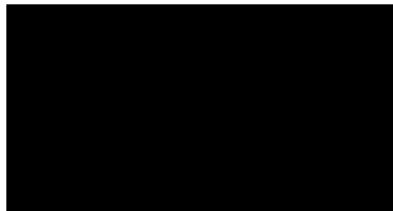
6.72

6.72

Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID



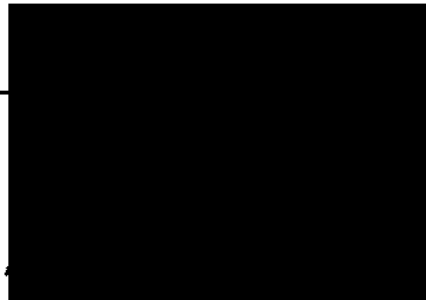
Pay recipient

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

Text *MAN OS /*

Invoice No.

614



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)*

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

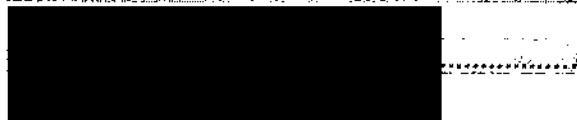
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

** Financial Processing purposes only*

Registered by (initials & date)



Posted by (initials & date)





Member's claim form

07 APR 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
Constituency

DAMIAN GREEN
ASHFORD

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1 13 05 to 31 13 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 699 : 50 p

Food

£ 390 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 165 : 00 p

Telephone and telecommunications

£ 62 : 90 p

Cleaning

£ 112 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 127 : 96 p

Other

£ 9 : 60 p

▶ please specify TV licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1751 : 96 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

5/4/05

Data protection

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