



Member's claim form

DFA

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

DAVID HAMILTON

Constituency

MIDLOTHIAN

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 01/04/04 to 30/04/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/
security

£ 30 : 00 p

Other

£ 200 : 00 p

▶ please specify Sundries

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1510 : 00 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

23 April 2004**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.

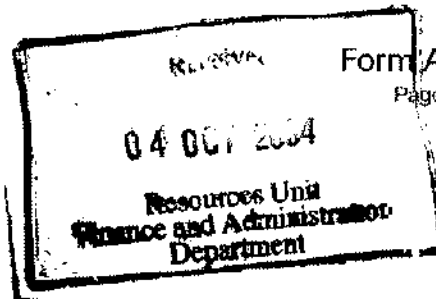
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

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



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Constituency

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Notes

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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 01 / 10 / 04

to 31 / 10 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 200 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/
security

£ 30 : 00 p

Other

£ 200 : 00 p

▶ please specify Household

Other

£ : p

▶ please specify

Other

£ : p

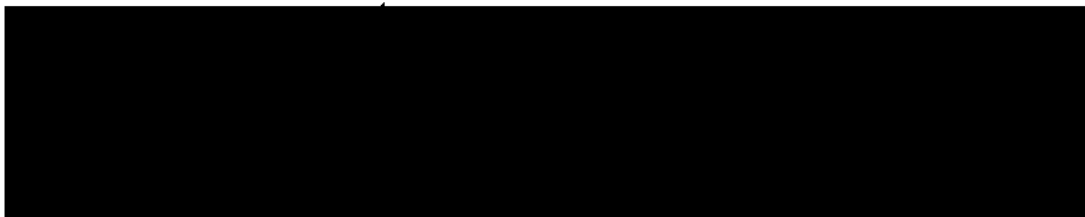
▶ please specify

Total

£ 1310 : 00 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

L



MP

Date

L

1 / 10 / 04

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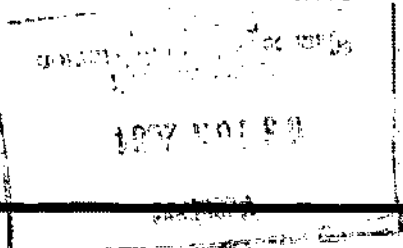
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Please attach

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

Period of claim

from 1 106 104 to 30 106 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/
security

£ 30 : 00 p

Other

£ 190 : 00 p

▶ please specify [REDACTED]

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1500 : 00 p



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Please attach

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

Period of claim

from 1 106 104 to 30 106 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/
security

£ 30 : 00 p

Other

£ 190 : 00 p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1500:00 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

7 June 2004

Data protection

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Please list

Please attach

Period of claim

from 01 / 05 / 04 to 31 / 05 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/
security

£ 30 : 00 p

Other

£ 165 : p

▶ please specify Sundries

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1475 : 00 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 May 2004**Data protection**

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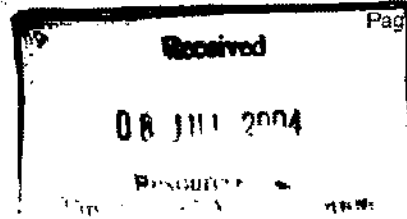
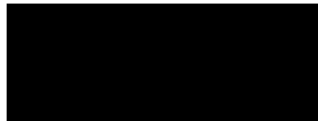
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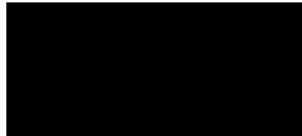
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Members' Allowances

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Your details

Name in CAPITAL LETTERS

DAVID HAMILTON

Constituency

MIDLOTHIAN

Claim details

Notes

You can only claim for

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- 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 10 7 10 4

to 31 10 7 10 4

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 90 : p

Council Tax/Rates

£ 75 : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : p

Repairs/insurance/security

£ 30 : p

Other

£ 121 : p

▶ please specify TV licence

Other

£ 130 : p

▶ please specify Household

Other

£ : p

▶ please specify

Total

£ 1561 : 00 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

9 July 2004

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

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Additional Costs Allowance

RECEIVED

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Member's claim form

DFA

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

D. HAMILTON

Constituency

MIDDLETHIAN

Claim details

Notes

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- costs you have actually paid
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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 Aug 12004 to 30 10 8 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/
security

£ 30 : 00 p

Other

£ 200 : 00 p

▶ please specify



Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1510 : 00 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

31 July 2004**Data protection**

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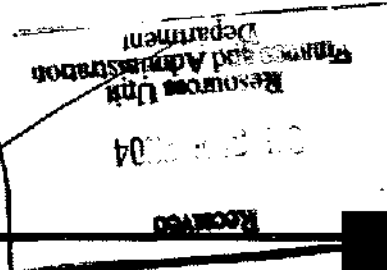
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Your details

Name
in CAPITAL LETTERS

DAVID HAMILTON MP

Constituency

MIDLOTHIAN

Claim details

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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 01/09/04

to 30/09/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 200 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/
security

£ 30 : 00 p

Other

£ 200 : 00 p

▶ please specify LINEN

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1310 : 00 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

6 September 2004**Data protection**

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Addition

Member's claim form

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

DAVID HAMILTON

Constituency

MIDLOTHIAN

Claim details

Notes

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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 01/11/04 to 30/11/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/security

£ 30 : 00 p

Other

£ 200 : 00 p

▶ please specify Household

Other

£ : p

▶ please specify

Other

£ : p

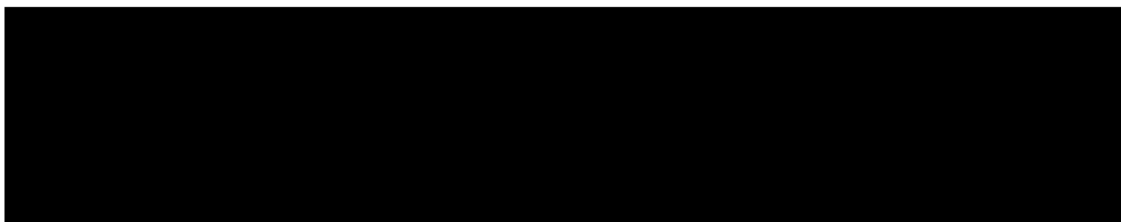
▶ please specify

Total

£ 1510 : 00 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 November 2004

Data protection

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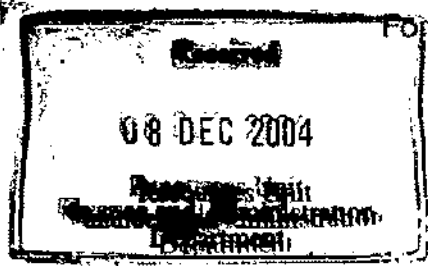
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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 01/12/04

to 31/12/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/
security

£ 30 : 00 p

Other

£ 200 : 00 p

▶ please specify Household

Other

£ 120 : 00 p

▶ please specify Maintenance

Other

£ : p

▶ please specify

Total

£ 1630 : 00 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

6 December 2004**Data protection**

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- 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 10 105

to 31 10 105

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/security

£ 30 : 00 p

Other

£ 150 : 00 p

▶ please specify

Soft furnishings

Other

£ 90 : 00 p

▶ please specify

Bathroom taps

Other

£ : p

▶ please specify

Total

£ 1550 : 00 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

Date

7 January 2005

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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 10 2 10 5 to 28 10 2 10 5

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/
security

£ 30 : 00 p

Other

£ 200 : 00 p

▶ please specify window Blinds

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

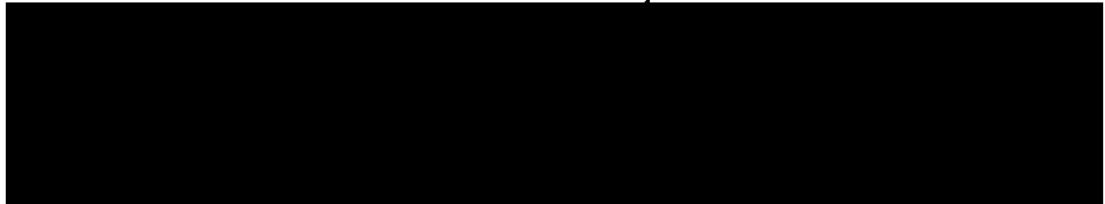
Total

£ 1510 : 00 p

continued on page 2

Details of second home *if applicable*

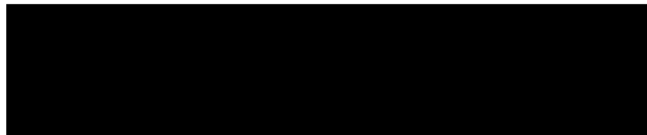
Address of
second home
*for Additional
Costs Allowance*



Declaration

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

Signature



Date

3 February 2005



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



Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

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 [REDACTED])

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04/05 / 05_06

Expenditure type (Cat5) :

[REDACTED]

* Financial Processing purposes only

Registered by (initials & date)

[REDACTED] 31103

Posted by (initials & date)

[REDACTED] 81 Mar



Member's claim form

28 MAR 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

DAVID HAMILTON

Constituency

MIDLOTHIAN

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 01/03/05 to 31/03/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p ✓

Other

£ 449 : 83 p

▶ please specify

End of year charge for
extra repairs on Roof
etc.

Other

£ : p

▶ please specify

Other

£ : p

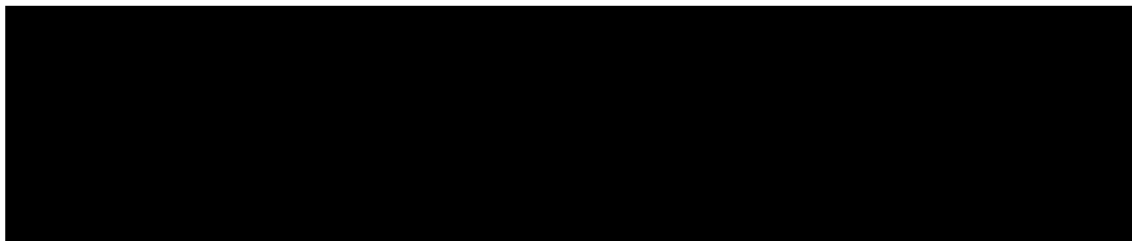
▶ please specify

Total

£ 449 : 83 p ✓

Details of second home *if applicable*

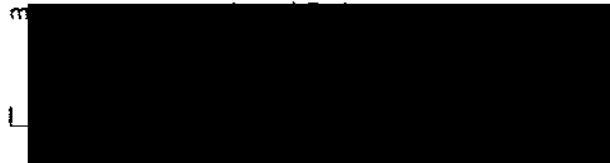
Address of
second home
*for Additional
Costs Allowance*



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



MP

Date

24 March 2005

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.

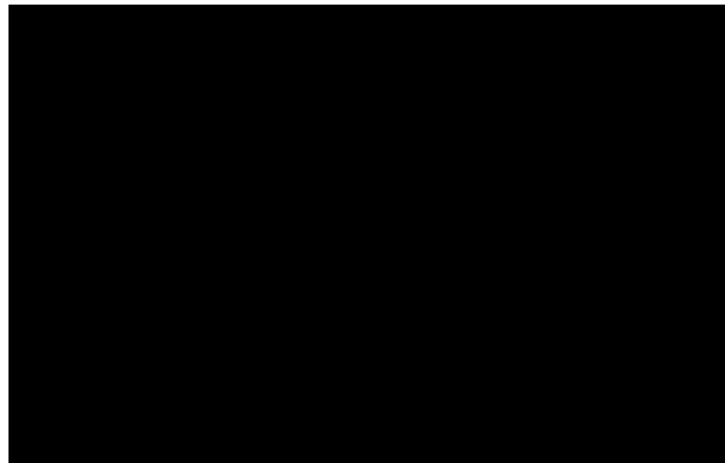
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

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

INVOICE

Mr [REDACTED] D Hamilton



Invoice No: [REDACTED]
Tax Point: 14 Mar 2005

Your
Re:



Vat Number: [REDACTED]
Reference: [REDACTED]

Date	Description	Nett £	Rate %	Vat £	Total £
25 Dec 03 -24 Dec 04	End of year balancing charge	349.83			349.83
	Arrears Brought Forward				100.00
	Total Now Due				449.83



22 MAR 2005

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID [REDACTED]

Pay recipient

(NB Financial Processing to check whether a dedicated a/ [REDACTED])

Text (40 characters max) ACA 1/3/05 - 31/3/05 ✓

Invoice date (i.e. date of claim)

10/3/05

Invoice No. [REDACTED]

Account code / Allowance [REDACTED]

Members cost centre (Cat1) [REDACTED]

Financial Year/PIRO (Cat2)

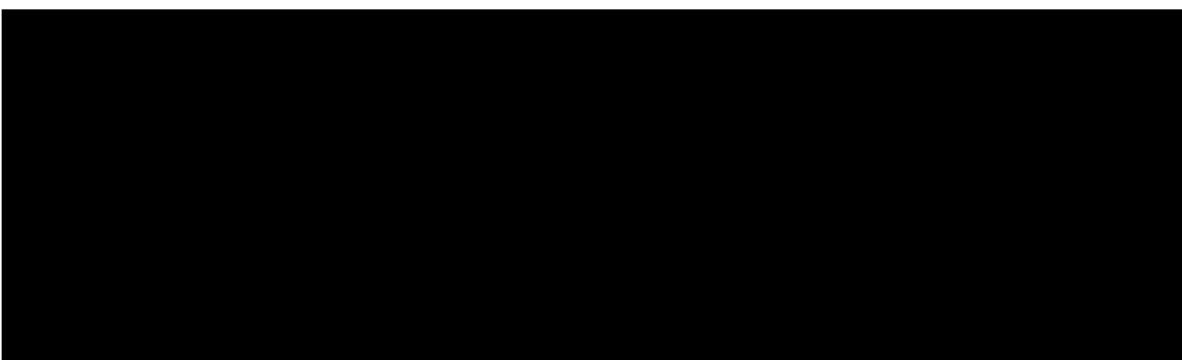
04/05 ✓

Expenditure type (Cat5) :

514500 / Total

£1545-00 ✓

Comments:



* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)

[REDACTED] 23 Mar



Member's claim form

11 MAR 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

DAVID HAMILTON

Constituency

MIDLOTHIAN

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 01/03/05

to 31/03/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 90 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/security

£ 30 : 00 p

Other

£ 175 : 00 p

▶ please specify

Duster

Other

£ 60 : 00 p

▶ please specify

Sheets & Bedding

Other

£ : p

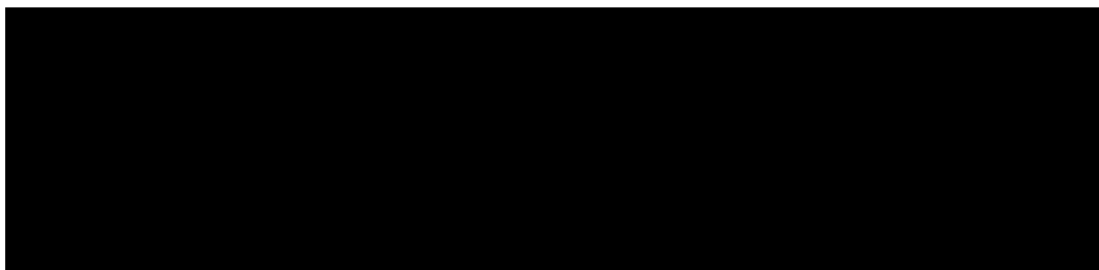
▶ please specify

Total

£ 1545 : 00 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

1 10-3-05

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