



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

DAVID RUFFLEY

Constituency

BURY ST EDMUNDS

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 / 4 / 04 to 30 / 4 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) ~~cost~~

£ 1,136 : 08 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,136 : 08 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

29/04/2004

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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Send your completed
form to

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



DAVID RUFFLEY MP
BURY ST. EDMUNDS

[REDACTED]
19th May 2004

[REDACTED]
ACA

I am enclosing documentation in support of the attached ACA claim. I am claiming direct reimbursement for a cheque I signed for £11,532.03.

I confirm that this was purely for external decoration, repairs and necessary lift refurbishment demanded by the terms of the attached lease. I am the legal owner of the property as lessee – the lease having been assigned to me by [REDACTED] [REDACTED] None of the work to which this invoice relates is improvement but a leasehold obligation to maintain the exterior of the property and do repair work. This is in accordance with the Fees Office Green Book.

I would be grateful if payment could be made to me as expeditiously as possible.

With
[REDACTED]

[REDACTED]



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Your details

Name
in CAPITAL LETTERS

DAVID RUFFLEY

Constituency

BURY ST EDMUNDS

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~~ 04/04 to 1/1

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

£ 11,532 : 03 p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

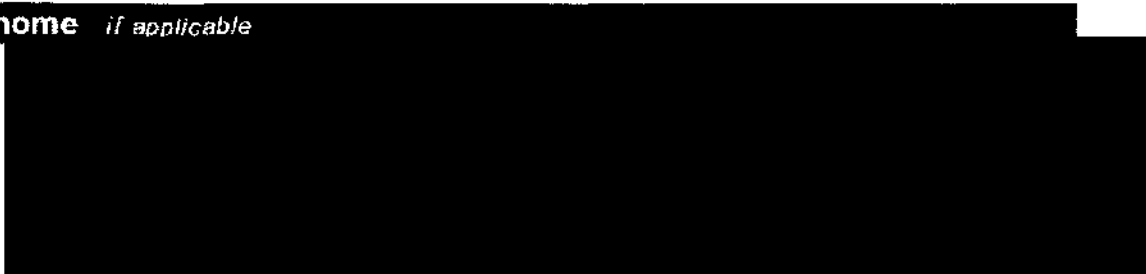
▶ please specify

Total

£ 11,532 : 03 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

19 | 05 | 2004

Data protection

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Mr D Ruffley

INVOICE

Date/Taxpoint: 14/04/2004

Date	Description	Paid	Nett	VAT
14/04/2004	External Decoration Repairs and Lift Refurbishment	0.00	11,532.03	0.00

Code	Nett	VAT	PREVIOUSLY PAID	0.00
OS Outside Scope	11,532.03	0.00	INVOICED NETT	11,532.03
			VAT	0.00
			AMOUNT DUE	11,532.03

NOW THIS DEED WITNESSETH as follows:-

1. IN pursuance of the said agreement and in consideration of the sum of _____ (£ _____) now paid by the Lessee to the Lessor (the receipt whereof the Lessor hereby acknowledges) and of the rent and covenants hereinafter reserved and contained and on the part of the Lessee to be observed and performed the Lessor HEREBY DEMISES unto the Lessee ALL THAT flat to be known as the

including the ceilings and floors of the Flat and one half part in depth of the structure between the ceiling of the Flat and the floors of the flat above it and one half part in depth of the structure between the floors of the Flat and the ceiling of the flat below it and the internal plasterwork coverings of the walls and partitions within the Flat and the doors windows and window frames therein including the external door to the Flat all which premises (hereinafter called "the Flat") are for identification only and not further or otherwise shown edged red on the plan annexed hereto TOGETHER WITH the easements rights and privileges set out in the Second Schedule hereto EXCEPT AND RESERVING as mentioned in the Third Schedule hereto TO HOLD the Flat unto the Lessee as from the 25th day of December One Thousand nine hundred and fifty one for the term of 150 YEARS (less 12 days) YIELDING AND PAYING therefor by way of ground rent in respect of the first 25 years from the 25th December 1987 the yearly rent of £200 in respect of the next 25 years from the 25th December 2012 the yearly rent of £400 in respect of the next 25 years from the 25th December 2037 the yearly rent of £800 in respect of the next 25 years from the 25th December 2062 the yearly rent of £1,200 and in respect of the remainder of the said term the yearly rent of £1,800 but so that such increased ground rent shall never equal a sum as would in appropriate circumstances create an inhibition on the premium capable of being charged on an assignment of the Flat in the same manner as set out in Section 127 and Schedule 18 Part II of the Rent Act 1977 as amended by Section 78 of the Housing Act 1980 or any amending or similar legislation payable by equal half yearly instalments in advance on the 25th day of March and the 29th day of September in each year free of all deductions whatsoever the first payment thereof being a proportionate part of the said annual sum calculated from the date hereof to the next rent day

THE Lessee HEREBY COVENANTS jointly and severally with the Lessor and with the owners and lessees of the other flats comprised in the Building that the Lessee and the person deriving title under [him] will at all times hereafter observe and perform the restrictions and stipulations set forth in the First Schedule hereto

THE Lessee HEREBY COVENANTS jointly and severally with the Lessor as follows:-

(a) To pay the said rent during the said term at the time and in manner aforesaid without any deduction

(b) To pay all rates taxes assessments charges impositions and outgoings whatsoever whether domestic parliamentary local or otherwise which are now or which may at any time during the said term be assessed charged imposed or become payable upon the Flat or the owner or occupier in respect thereof of an annual nature and the event of any rates taxes assessments charges impositions and outgoings being assessed charged or imposed in respect of the Building to pay the proportion of such rates taxes assessments charges impositions duties and outgoings attributable to the Flat

(c) To pay and indemnify the Lessor against any value added tax (or any tax of a similar nature that may be substituted for it or levied in addition to it) at the rate for the time being in force chargeable in respect of any payments made by the Lessee to the Lessor or any person on the Lessor's behalf in connection with or under any of the provisions of this Lease and in default of payment the same shall be recoverable as rent in arrear

(d) Not to make any structural alterations or structural additions to the Flat nor to erect any new buildings thereon or remove any of the Lessor's fixtures without the previous consent in writing of the Lessor and all Superior Lessors such consent not to be unreasonably withheld and to pay any Solicitors or other charges in connection therewith

(e) To pay all costs charges and expenses (including solicitors' costs and surveyors' fees) incurred by the Lessor or Superior Lessors for the purpose or incidental to the preparation and

(c) That where required in writing by the Lessee the Lessor shall at the expense of the Lessee take action or proceedings to enforce the terms covenants restrictions and stipulations contained in the other Leases of the Building of which the Flat forms part PROVIDED THAT it shall be a condition precedent of the Lessor taking such action or proceedings that

(i) the Lessor shall in its sole discretion be satisfied that a breach of such terms covenants restrictions and stipulations has taken place and still subsists and is not minor or frivolous and is sufficiently serious to warrant such actions or proceedings and that only the Lessor has the right to seek to remedy the alleged breach

(ii) it shall be the responsibility of the Lessee to provide such evidence as the Lessor may require both to enable the Lessor to exercise such discretion and to maintain and support action or proceedings

(iii) the Lessee shall deposit with the Lessor's solicitors a sum estimated by such solicitors to cover the entire costs and disbursements of Plaintiff and Defendant involved in such action or proceedings and to deposit further sums for such purpose as and when required

(iv) the Lessee HEREBY AGREES to indemnify the Lessor against all costs disbursements claims and charges whatsoever arising out of the Lessee's complaint and such actions and proceedings including any Judgment or finding against the Lessor and the costs thereof

(v) the nature of any action or proceedings and the conduct thereof and the cessation or termination thereof and the terms of any settlement thereof shall be in the sole discretion of the Lessor

(d) Subject to the contribution and payment by the Lessee as aforesaid the Lessor will throughout the term hereby granted maintain and keep in good repair and condition including as necessary in clean and good decorative condition as to both the exterior of the Building and the internal common parts:-

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- (1) The main structure of the Building including the foundations and the roof thereof with its gutters and rain waterpipes and the external walls and front door and all external parts of the Building
- (ii) The sewers drains watercourses cables and pipes and water tanks and cisterns in and upon the Building and the land comprised in the title mentioned as are enjoyed or used by the Lessee in common with the Lessor and other occupants of the Building
- (iii) The said entrance path hallways lift and other common parts of the Building and to keep the hallways lift and the entrances of the Building clean and reasonably lighted
- (iv) The boundary walls and fences of the Building
- (e) To insure and keep insured the Building against loss or damage by fire and such other risks as are normally insured by a Householders Comprehensive Policy (together with such other risks against which the Lessor shall from time to time reasonably deem it prudent to insure) to the full reinstatement value thereof and whenever required produce to the Lessee the policy or policies of such insurance or a copy thereof and the receipt for the last premium for the same or a copy thereof and in the event of damage or destruction to cause all money received in respect of such insurance as soon as reasonably practicable to be used to repair and reinstate the Building
- (f) That the Lessor will pay the rent reserved by the Underlease under which it holds the Building and otherwise observe and perform the covenants and obligations on the part of the Lessee therein contained except insofar as the same fall to be observed and performed by the Lessee under the covenants hereinbefore contained

6. PROVIDED ALWAYS AND IT IS HEREBY AGREED: -

- (a) That if the rent or any part thereof shall be unpaid for TWENTY ONE (21) days after becoming payable (whether formally demanded



Member's claim form

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

Constituency

RUFFLEY (DAVID)
Bury St. Edmunds.

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, 05, 04 to 30, 7, 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 3,408 : 24 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 3408 : 24 p

(monthly interest of each of £1,136-08 for the months of May, June, + July 2004 i.e. £1,136-08 x 3 = £3,408-24)



- please specify
- please specify
- please specify

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

1/8/2004

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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Send your completed form to

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Member's claim form

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Your details

Name
in CAPITAL LETTERS
Constituency

DAVID RUFFLEY MP
BURN ST. EDMUNDS

Claim details

Notes

You can only claim for

Please list

Please attach

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- 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 / 08 / 04 to 30 / 08 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,136 : 08 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£1,136 : 08 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

MP

Date

8/8/04

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Member's claim form



10 SEP 2004

Members' Allowances

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RECEIVED

Your details

Name in CAPITAL LETTERS

DAVID RUFFLEY

Constituency

BURY ST. GERMANS.

Claim details

Notes

You can only claim for

Please list

Please attach

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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.

Period of claim

from 1 1 09 04 to 30 09 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,136 : 08 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,136 : 08 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

MP

Date

9/09/04.

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Your details

Name in CAPITAL LETTERS

DAVID RUFFLEY

Constituency

BURY ST EDMUNDS

Claim details

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 1 / 10 / 04

to 31 / 10 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,136 : 08 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,136 : 08 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

27/09/04.

Data protection

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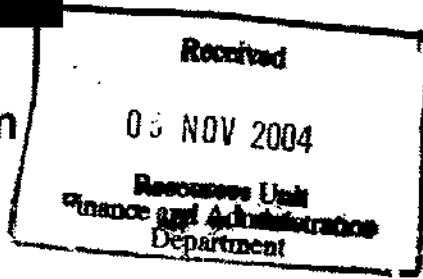
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Members' Allowances

Additional Costs Allowance

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

Period of claim

from 1 / 11 / 04 to 30 / 11 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only)

£ 1,136 : 08 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1,136 : 08 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 home for the purpose of performing my duties

Signature

Date

3/11/04.

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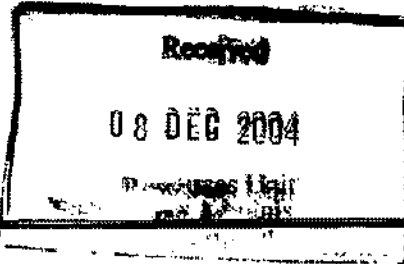
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Please list

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Please attach

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

Period of claim

from 01/12/04 to 31/12/04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 281 : 33 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 281 : 33 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

3/12/04

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