



Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1.
- If you have any doubt about whether you can claim for a cost please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DAVID RUFFLEY

Constituency

BURY ST. EDMUNDS.

Office use only

Costs/Cat 2

Claim details

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

FOR MARCH 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 800 : 00 p

RENT

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 80 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 800 : 00 p

please specify

ONE MONTH'S RENT DEPOSIT IN ADVANCE

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1680 : 00 p

Details of second home *if applicable*

As  
second  
for  
Costs



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

Signature

[Redacted Signature]

MP



Date

24/4/07

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act. Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Member's claim form

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Your details

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DAVID RUFFLEY

Constituency

Bury ST. EDMUNDS

Office use only

Costs/Cat 2

Claim details

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- 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.

Reduced for T.V. Set

Period of claim

from MARCH 2007 to / /

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ : p

(interest only) or rent

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 1,674:00 p

please specify SOFA

Other

£ 2,175:00 p

please specify TELEVISION

Other

£ 750:00 p

please specify

Total

£ 3,849:00 p

Pay £ 2,424:00

**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

29/3/07

**Data protection**

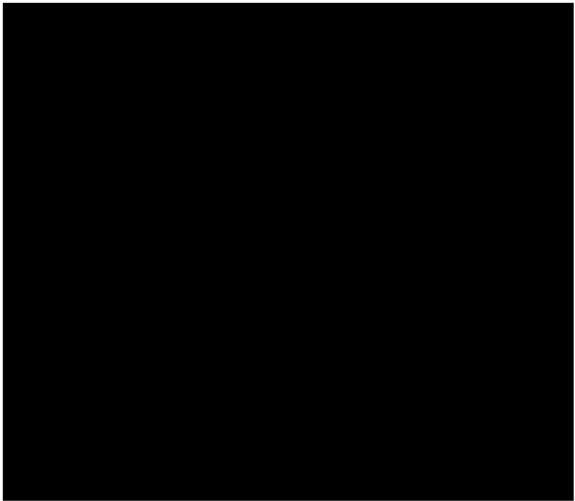
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**CUSTOMER COPY**



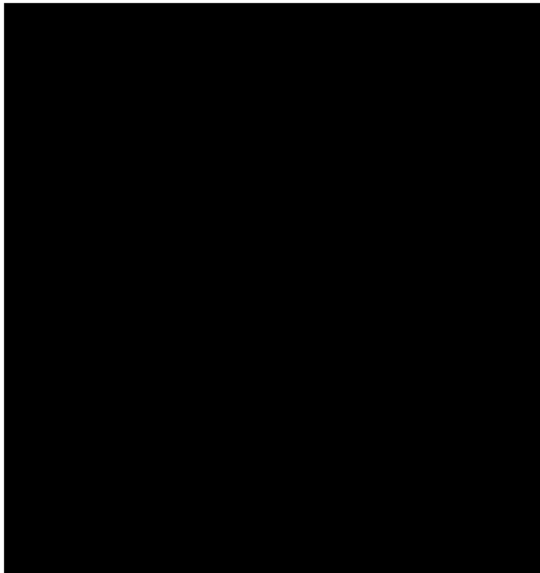
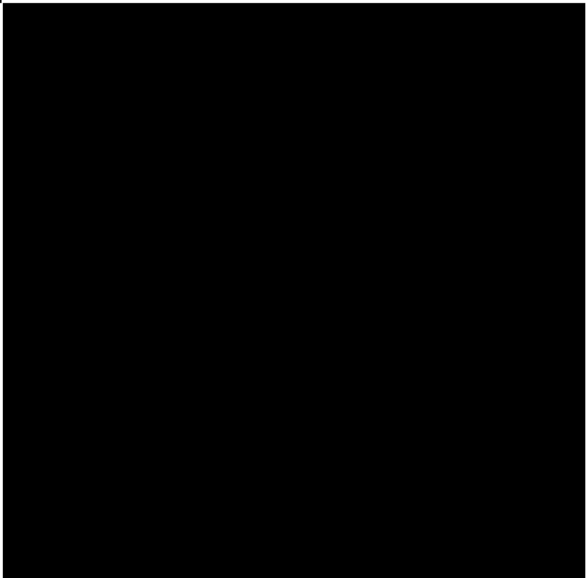
[Redacted]	Assistant	Ref No.	[Redacted]
[Redacted]	Dep. Cont Furn	1674.00	
Customer Order Number:	[Redacted]		
Total to Pay		1,674.00	
American Express Tendered		1,674.00	



American Express Tendered	\$2,175.00
Total to Pay	\$2,175.00
Item Details: LC&XDIE	2095.00
Item Details: Sound & Vision	80.00
Item Details: DELIVERY CHARGE	

[Redacted]	Assistant	Ref No.	[Redacted]
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**CUSTOMER COPY**





Member's claim form

03 APR 2007

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Your details

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Constituency

BURY ST EDMUNDS

Office use only

Costs/Cat 2

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.

receipts for furniture

Period of claim

from MARCH 1 2007 to / /

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only)

~~£ : p~~

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

REMOVAL Service/maintenance

£ 675 : 63 p ✓

Repairs/insurance/security

£ : p

Other

£ FURNITURE : p ▶ please specify

Other

£ 6,765 : 00 p ▶ please specify

Other

£ 2,011 : 00 p ▶ please specify

Total

£ 7,440 : 63 p

Pay £ 2,692.00

**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

31/3/07

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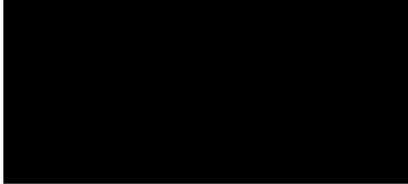
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Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

Mr D Ruffley



# Invoice



Invoice date 29/03/2007

Client ID



Invoice ID

<i>Description</i>	<i>Charge</i>	<i>VAT %</i>	<i>VAT</i>	<i>Total</i>
Weekday removal charge	£575.00	17.5	£100.63	£675.63
Full packing service				

Please write your Client ID and the Invoice ID on the reverse of your payment

Payment due by:

VAT Reg. No.:



<i>Sub-Total</i>	£575.00
<i>VAT Total</i>	£100.63
<i>Grand Total</i>	£675.63





# SALES ORDER ACKNOWLEDGEMENT

ORDER No: [REDACTED]

30 Mar 2007

ORDER DATE:

ANTICIPATED DELIVERY [REDACTED]

BRANCH [REDACTED]

CUSTOMER'S ADDRESS [REDACTED]

DELIVERY ADDRESS (if different) [REDACTED]

MR D. RUFFELEY [REDACTED]

MAIN CONTACT NUMBER [REDACTED]

ALTERNATE TELEPHONE NUMBER [REDACTED]

AGENTATIVE [REDACTED]

PRODUCT	DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL
	CEZANNE 6'0 B/S <i>max £1000-00</i>	3350.00	1.00	3350.00
	CEZ MEDIUM	1000.00	1.00	1000.00
	TRADITIONAL BEDSTEAD 182X200 REGULAR	283.00	1.00	283.00
	ASTE SLATTED BASE 6'0 X 6'6			-3.00
	MANAGERS DISCRETION	799.00	1.00	799.00
	CEZANNE BEDSIDE UNIT (1DR) <i>max £200-00</i>	799.00	1.00	799.00
	CEZ MEDIUM	799.00	1.00	799.00
	CEZANNE BEDSIDE UNIT (1DR)	219.00	1.00	219.00
	CEZ MEDIUM			-21.90
	AROSA 9 TOG DOWN DUVET 260 PROMOTION	62.00	2.00	124.00
	VILLA FTDSH 180X200 VANILLA PROMOTION	119.00	1.00	119.00
	VILLA DC 260X220 VANILLA PROMOTION	19.95	4.00	79.80
	VILLA OXFD PC 50X75 VANILLA PROMOTION	50.00	1.00	50.00
	DELIVERY			
	Gross Value		6822.80	
	Line Discount		-57.80	
				6765.00

Receipt number 3560  
Deposit by AMEX

3560

6765.00

*£2077-00*

Balance due before delivery

0.00



Member's claim form

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Your details

Name in CAPITAL LETTERS

DAVID RUFFLEY

Constituency

BURY ST EDMUNDS

Office use only

Costs/Cat 2

Claim details

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 01 / 12 / 06 to 31 / 12 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) ~~amount~~

£ 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

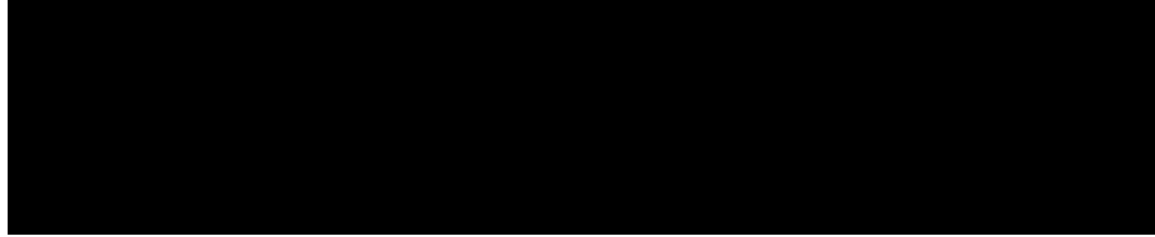
▶ please specify

Total

£ 1,136 : 08 p

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

**Address of  
second home**  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that the information provided is true and correct to the best of my knowledge and belief and I hereby declare my consent to the use of the information for the purpose of performing my duties.

**Signature**

**Date**

22/12/08

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**Send your completed  
form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Member's claim for

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 01/10/06 to 30/11/06 (x2)

Total cost of hotel stays attach all receipts

£ 2,272 : 16 p ✓ (£1,136.08 x 2)

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

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 2,272 : 16 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 incur these costs for the purpose of performing  
my duties as a Member of the House of Commons.

Signature

MP

Date

14/11/06

**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

2005

About filling in this form

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Your details

Name in CAPITAL LETTERS

DAVID RUFFLEY

Constituency

BURY ST EDMUNDS

Office use only

Costs/Cat 2

Claim details

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 those 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 01.08.06 to 30.09.06 x2

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) ~~amount~~

£ 2,272 : 16 p ✓ (2 x £1,136.08)

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

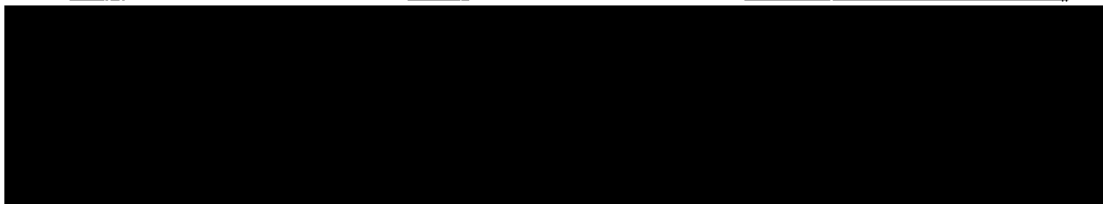
▶ please specify

Total

£ 2,272 : 16 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

Signature

 MP

Date

27/10/06 ✓

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Your details

Name in CAPITAL LETTERS

DAVID RUFFLEY

Constituency

BURY ST EDMUNDS.

02 AUG 2006

RECEIVED

Office use only

Costs

Claim details

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, 06 to 31, 07, 06 x 4

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only)

£ 4,544 : 32 p ✓ (£1,136.08 x 4)

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

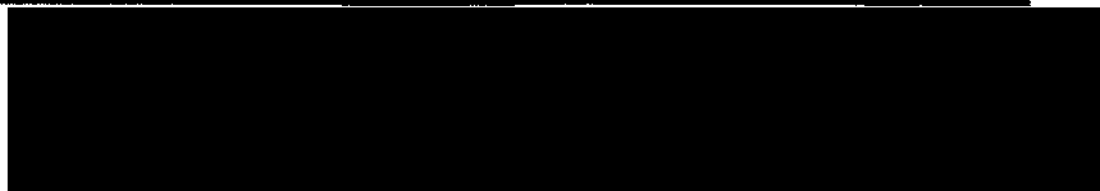
Total

£ 4,544 : 32 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.

Signature

Date

31/07/06.

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