



# 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

E. O'NARA

Constituency

Knowsley South

### 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 10 5 10X

to 31 10 5 10X

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 740 : 55 p

Food

£ 400 : 00 p

Utilities

£ 200 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : p

Repairs ~~insurance~~  
security

£ 40 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

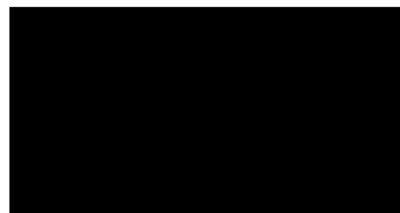
Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1520 : 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

31/05/04

**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



RECEIVED

# Member's claim form

02 JUL 2004

Members' Allowances

DFA

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Constituency

Knowsley South

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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 01/06/04 to 30/08/04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 740 : 55 p

Food

£ 400 : 00 p

Utilities

£ 200 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : p

Repairs (insurance/  
security)

£ 40 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1520 : 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

30/06/04

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Members' Allowances

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Constituency

Knowsley South

## 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 01 10 04

to 31 10 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 740 : 55 p

Food

£ 400 : 00 p

Utilities

£ 200 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 40 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

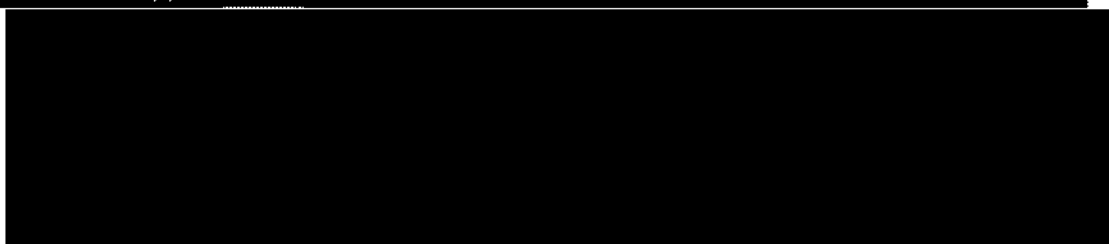
▶ please specify

Total

£ 1520 : 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

\_\_\_\_\_ 27/07/04 \_\_\_\_\_

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# Member's claim form

## Members' Allowances

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### Your details

Name  
in CAPITAL LETTERS

E. NARA

Constituency

Knowsley South

### Claim details

#### Notes

You can only claim for

- costs you have actually paid
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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 01 108 104 to 31 108 104

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 740 : 55 p ✓

Food

£ 400 : p

Utilities

£ 200 : p

Council Tax/Rates

£ 100 : p

Telephone and telecommunications

£ : p

Cleaning

£ 40 : p

Service/maintenance

£ : p

Repairs ~~insurance~~  
security

£ 40 : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Total

£ 1520 : 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

31/08/04

**Data protection**

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# Member's claim form

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this form

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## Your details

Name  
in CAPITAL LETTERS

E. O'NARA

Constituency

Knowsley South

## 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 07

to 30 09 10

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 740 : 55 p

Food

£ 400 : 00 p

Utilities

£ 200 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 40 : 00 p

Other

£ 6,300 : 00 p

▶ please specify

Replacement windows

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 7820 : 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

30/09/04

**Data protection**

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INVOICE TO:

MR O'HARA

INVOICE/

DATE 3 SEPT 04

DEPOSIT PAID 500.00

DESCRIPTION

£ P

MANUFACTURE & INSTALL 15 No  
WHITE PVCU DOUBLE GLAZED  
WINDOWS

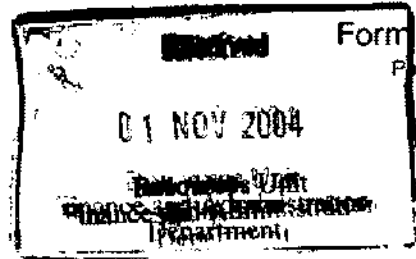
V.A.T. Registration No.:

VALUE £ 6300 00

DEP

500 00

TOTAL £ 5800 00

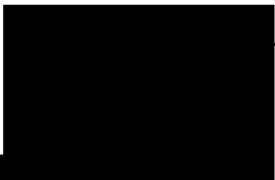


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Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

E. NARA

Constituency

Knowsley South

## Claim details

### Notes

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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 1 / 1 to 1 / 1

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 740 : 55 p ✓

Food

£ : p

Utilities

£ 200 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs ~~insurance~~  
security

£ 40 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1080 : 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

31/10/04

**Data protection**

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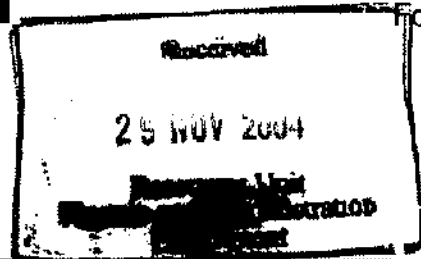
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Additional

# Member's claim form



Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

E. ONARA

Constituency

Knowsley South

## 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 01 11 04

to 30 11 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 740 : 55 p ✓

Food

£ : p

Utilities

£ 200 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs (insurance/  
security)

£ 40 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1080 : 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

29/11/04

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# Member's claim form

06 JAN 2005

## Members' Allowances

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E. NARA

Constituency

Knowsley South

## 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 01 12 04 to 31 12 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 740 : 55 p ✓

Food

£ : p

Utilities

£ 200 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs ~~insurance/~~  
security

£ 40 : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1080 : 55 p



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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted address area]

**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

~~31/12/04~~ 31/12/04

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Knowsley South

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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 10 105 to 31 10 105

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 740 : 55 p ✓

Food

£ : p

Utilities

£ 250 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 40 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1080 : 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

31/01/05

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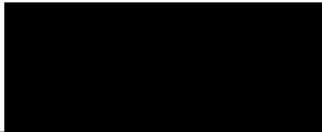
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08 MAR 2005

# Member's claim form



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## Your details

Name  
in CAPITAL LETTERS

E. ONARA

Constituency

KOLWISLEY SOUTH

## 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 01 10 05

to 28 10 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 740 : 55 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

£ 740 : 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

07/03/05

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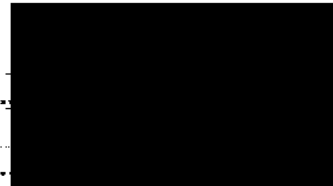
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Financial Processing }

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** MAR 05 - PAID TO BUDGET



**Invoice No.**

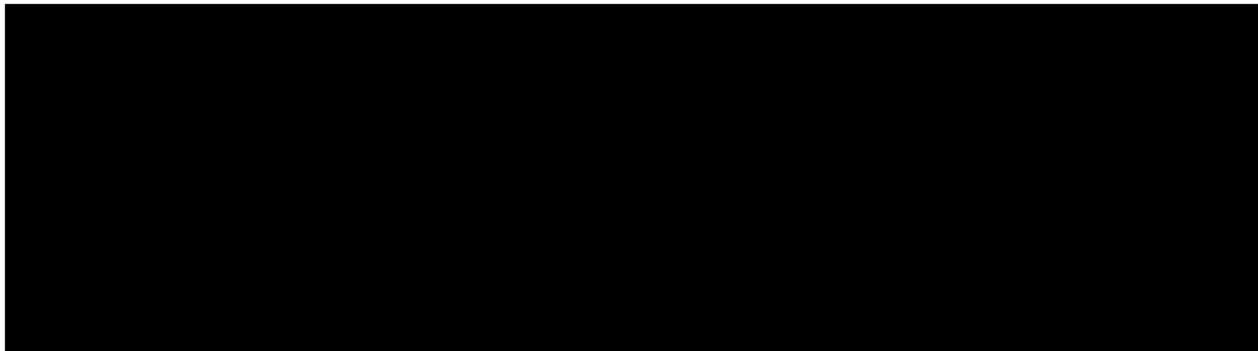
**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**



*\* Financial Processing purposes only*

**Registered by (initials & date)**

J.S. 4.5

**Posted by (initials & date)**

20/4



Member's claim form

05 APR 2005

Members' Allowances

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Your details

Name in CAPITAL LETTERS

E. ONARA

Constituency

KNOWSLEY SOUTH

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 01 103 105 to 31 103 105

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 740.55 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

£ 740.55 p

Handwritten total: £415.95

**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

04/04/05

**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 0AA