



# 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

ELLIOT MORLEY

Constituency

SCUNTHORPE

## 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 1 / 5 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 800 : p

Food

£ 350 : p

Utilities

£ : p

Council Tax/Rates

£ 153 : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 60 : p

Service/maintenance

£ 25 : p

Repairs/insurance/  
security

£ 40 : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1428 : p

628-00

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

*sh*

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

3/5/04

**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



# Member's claim form

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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 / 05 / 04 to 01 / 06 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 800 : p

Food

£ 350 : p

Utilities

£ : p

Council Tax/Rates

£ 153 : p

Telephone and  
telecommunications

£ 19 : p

Cleaning

£ 60 : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 47 : p

Other

£ : p  please specify \_\_\_\_\_

Other

£ : p  please specify \_\_\_\_\_

Other

£ : p  please specify \_\_\_\_\_

Total

**£1429** : 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

1/6/04

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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 6 1 0 1 to 1 1 7 1 0 4

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 800 : p

Food

£ 350 : p

Utilities

£ 496 : 27 p

Council Tax/Rates

£ 153 : p

Telephone and telecommunications

£ 19 : 99 p

Cleaning

£ 60 : p

Service/maintenance

£ 384 : 50 p

Repairs/insurance/  
security

£ 47 : p

Other

£ 29. ~~84~~ : 95 p

▶ please specify GAS

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

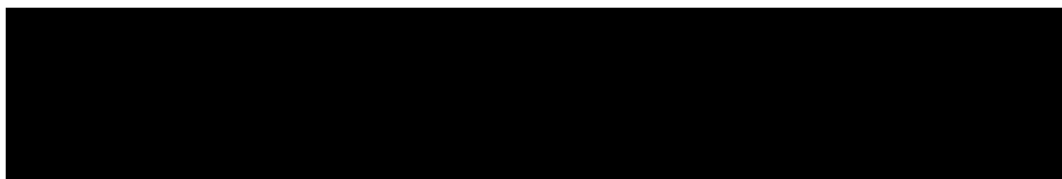
£ 2340 : 76 p

4 4 2

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

25/7/04

**Data protection**

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customer number

bill date / tax point

11 May 2004



MR MORLEY



## electricity bill

rate	present	previous	units used @ price per unit	VAT %	total charges
Standard	64446	63269	182 @ 9.88 pence	5.0	£17.98
			995 @ 6.45 pence	5.0	£64.18
			VAT @ 5.0% on £82.16		£4.11

**Please pay £86.27**

**To pay your bill see  
back for details**

Account number

Customer name(s)

Account date

Premises supplied

7 Mar 04

Payment number

MR E A MORLEY

period of charge

**1st April 04 - 31st March 05**

Total water charge

£177.65

Total sewerage charge

£232.35

bill amount

**£410.00**

Payment is now due and should reach us by 15 Apr 04. You can pay either £410.00 to clear the bill amount or £205.00 for the period to 30 Sep 04.



**YOUR GAS ACCOUNT**

3 June 2004

MR MORLEY

**If you need to contact us:**

Please quote your customer reference

Dear Mr Morley,

Your balance is in debit by


**£29.95**

This balance will be carried forward.

# Invoice

Mrs Morley



Date 23<sup>rd</sup> of July 2004  
Ref. 

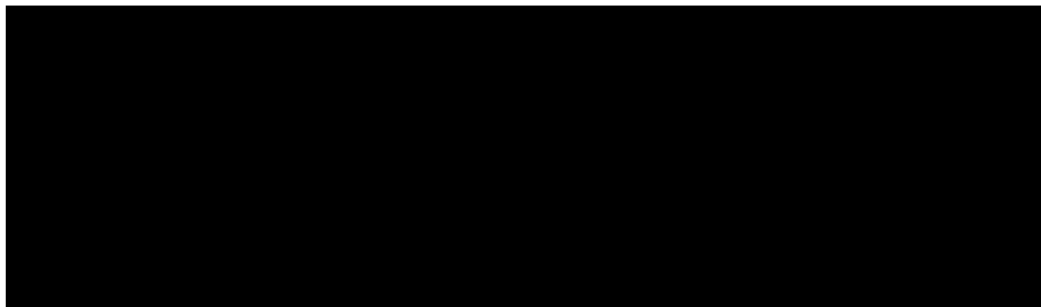
Job Description value in Sterling

Re-build perimeter wall section with stone facings pointed in traditional lime-mortar.

Remove from site and ease and adjust bespoke metal hinges Refitting to gate.

Remove and remake gate firing pieces refitting gates to same applying two coats of waterproof undercoat in preparation for new external top coats.

Total **£384.50**





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Constituency

SCUNTHORPE

## 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 / 7 / 04 to 1 / 8 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 800 : 00 p ✓

Food

£ 350 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 153 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 47 : p

Other

£ 19 : 99 p

▶ please specify internet

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1429 : 99 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

9/8/04.

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## Your details

Name  
in CAPITAL LETTERS  
Constituency

ELLIOT MORLEY  
SCUNTHORPE

## Claim details

### Notes

You can only claim for  
  
Please list  
  
Please attach

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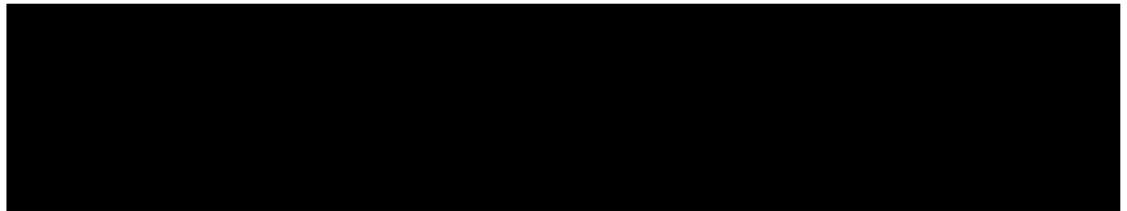
Period of claim from 1 / 8 / 04 to 1 / 9 / 04

Total cost of hotel stays <i>attach all receipts</i>	£	:	p
Mortgage payments <i>(interest only) or rent</i>	£ 800	:	p ✓
Food	£ 350	:	p
Utilities	£ 82	:	29 p
Council Tax/Rates	£ 153	:	p
Telephone and telecommunications	£ 19	:	99 p
Cleaning	£ 60	:	p
Service/maintenance	£	:	p
Repairs/insurance/security	£ 40	:	p
Other	£	:	p
Other	£	:	p
Other	£	:	p
<b>Total</b>	<b>£ 1505</b>	<b>:</b>	<b>28 p</b>

▶ 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

20/9/04

**Data protection**

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Member's claim form

12 OCT 2004

DFA

Members' Allowances

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Your details

Name  
in CAPITAL LETTERS

ELLIOT MORLEY

Constituency

SCUNTHORPE

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 / 9 / 04 to 1 / 10 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 800 : p

Food

£ 350 : p

Utilities

£ : p

Council Tax/Rates

£ 153 : p

Telephone and  
telecommunications

£ 19 : 99 p

Cleaning

£ 60 : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 2702 : 50 p

Other

£ 47 : 00 p

▶ please specify Insurance

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 4124 : 59 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

10/10/04**Data protection**

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# Invoice

Mrs P Morley



Date 20<sup>th</sup> of August 2004  
Ref. 

Job Description

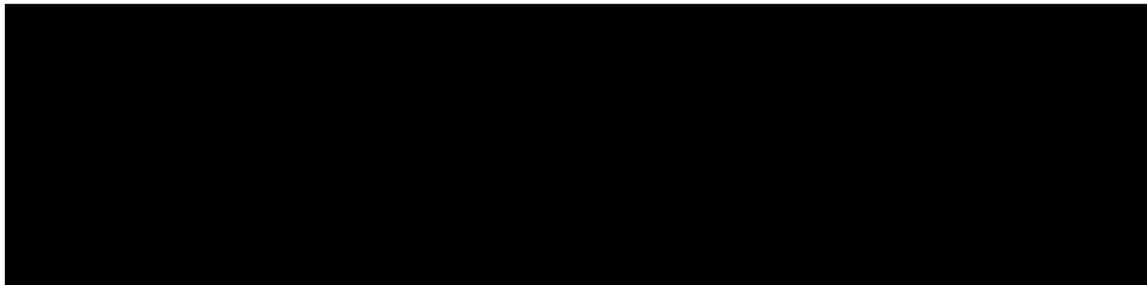
value in Sterling

Inspect and agree schedule of work with client  
Site meetings with area conservation officer  
Agreement of renovations with client  
Removal and cart from site existing porch roof  
Reconstruct roof like for like  
Re-lead roof like for like  
Reconstruct ceilings  
Remove and cart from site plaster vapour barrier  
Remake stone corners  
Remove sufficient stone covering to allow building to 'breathe'  
Remake window sill in original pattern  
Prepare for decoration  
Arrange scaffold  
Remove, repair and reconstruct original Georgian gutters  
Re-lead trough where required  
Paint Chimney  
Clear and tidy site

£2300.00

VAT £402.50

**Total £2702.50**





Additional

RECEIVED

Form ACA2  
Page 1 of 2

# Member's claim form

09 NOV 2004

## Members' Allowances

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## Your details

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Constituency

SCUNTHORPE

## 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 1st 10 104

to 1 11 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 800 : p

Food

£ 350 : p

Utilities

£ 163 : p

Council Tax/Rates

£ 153 : p

Telephone and  
telecommunications

£ 19 : 99 p

Cleaning

£ 60 : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 47 : p

Other

£ 220 : 00 p

▶ please specify

fridge/freezer

Other

£ 212 : 50 p

▶ please specify

mattress

Other

£ : p

▶ please specify

Total

£ 1862 : 49 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

7/11/04

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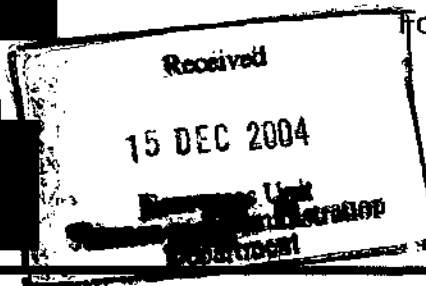
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# Member's claim form



## Members' Allowances

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## Your details

Name  
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### 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 1 / 11 / 04

to 1 / 12 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 800 : 00 p ✓

Food

£ 350 : 00 p

Utilities

£ 149 : 44 p

Council Tax/Rates

£ 153 : 00 p

Telephone and telecommunications

£ 19 : 99 p

Cleaning

£ 50 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 40 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

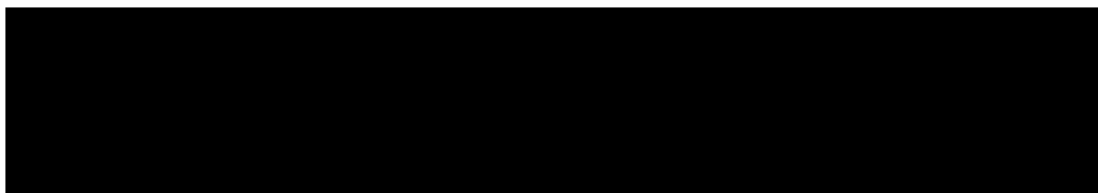
▶ please specify

Total

£ 1562 : 43 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

12/12/04

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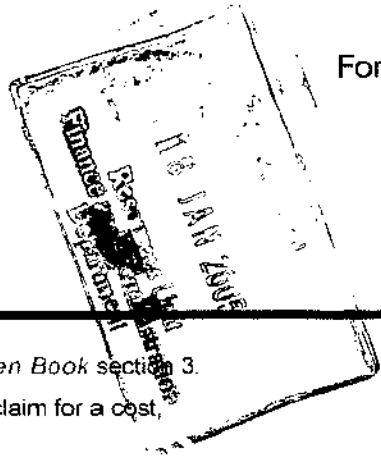
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Additional  
Member's claim form



Members' Allowances

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Your details

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ELLIOT MORLEY

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SCUNTHORPE

Claim details

Notes

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Please list

Please attach

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Period of claim

from 1 / 12 / 04

to 1 / 1 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 800 : p

Food

£ 350 : p

Utilities

£ 62 : p

Council Tax/Rates

£ 153 : p

Telephone and  
telecommunications

£ 19 : 92 p

Cleaning

£ 60 : p

Service/maintenance

£ : p

Repairs/insurance/  
security

47 insurance  
£ 1953.54 : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

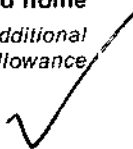
▶ please specify

Total

£ 3445 : 53 p

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

Address of  
second home  
for Additional  
Costs Allowance



[Redacted area for second home address]

**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

16/1/05

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# Invoice

Mrs P Morley

Date 10<sup>th</sup> of November 2004  
Ref. [REDACTED]

Job Description

value in Sterling

Prepare and decorate rear bedroom adjacent to bathroom including  
Materials.

Wardrobe alterations and wiring.

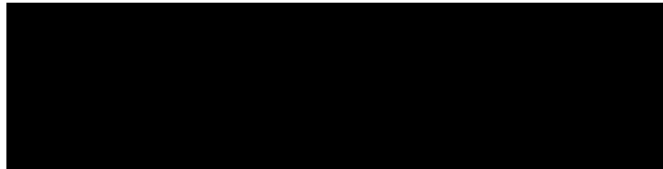
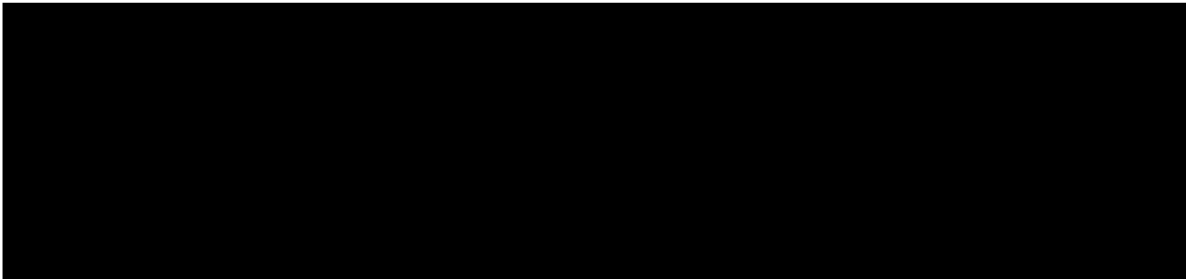
£1662.59

VAT

£290.95

Total

£1953.54

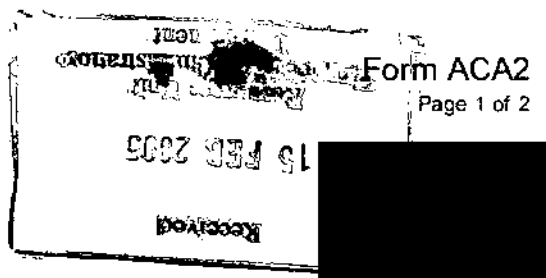






Additional Costs Allowance

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

ELLIOT MORLEY

Constituency

SCUNTHORPE

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 1 1 05 to 1 1 2 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 800 : 00 p

Food

£ 350 : 00 p

Utilities

£ 64 : 05 p

Council Tax/Rates

£ 153 : 00 p

Telephone and telecommunications

£ 19 : 99 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 646 : 18 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 2093 : 22 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

10/1/05

**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

# Invoice

Mrs P Morley



Date 20<sup>th</sup> of December 2004  
Ref.

Job Description	value in Sterling
Various home improvements including materials	£515.90
VAT	£90.28
<b>Total</b>	<b>£606.18</b>

