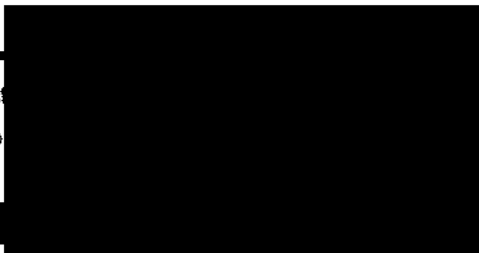




# Member's claim form

### 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.



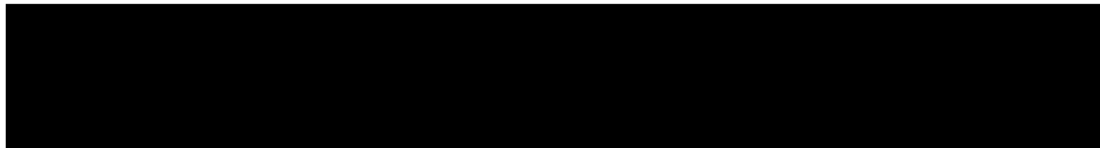
### Your details

Name  
in CAPITAL LETTERS

ERIC MARPLE

Constituency

CARLISLE



### 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 1 1 3 1 0 6 to 3 1 1 3 1 0 6

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 810 : 00 p ✓

Food

£ 300 : 00 p ✓

Utilities

£ 45 : 00 p ✓

Council Tax/Rates

£ \_\_\_\_\_ : \_\_\_\_\_ p

Telephone and  
telecommunications

£ 40 : 00 p ✓

Cleaning

£ 20 : 00 p ✓

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/  
security

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ 126 : 00 p ✓

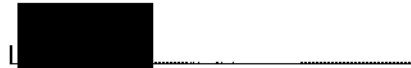
▶ please specify

T.V. hire

Other

£ 20 : \_\_\_\_\_ p

▶ please specify



Other

£ 90 : \_\_\_\_\_ p

▶ please specify

bedding

Total

£ 1446 : 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

10/4 (06)

**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



Additional Costs Allowance

ACA2

Member's claim form

07 MAR 2006

Page 1 of 2

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 1340.

Your details

Name in CAPITAL LETTERS

ERIC MARTLEO

Constituency

CARLUKE

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 1 12 06 to 28 12 06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 900 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 40 : 00 p ✓

Council Tax/Rates

£ 100 : 00 p ✓

Telephone and telecommunications

£ 40 : 00 p ✓

Cleaning

£ 20 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 40 : 00 p

▶ please specify

Household items

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1540 : 00 p

continued on page 2

**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

4/3/06

**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



Additional Costs Allowance

07 FEB 2006

ACA2

Member's claim form

About filling in this form

- For details of costs you can claim for, see Green B
- If you have any doubt about whether you can claim please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ERIC MARTLEW

Constituency

CARLISLE

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 1 / 1 / 06 to 31 / 1 / 06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 1219 : 00 p

Food

£ 400 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and telecommunications

£ 30 : 00 p

Cleaning

£ 20 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 380 : 00 p

please specify 2 CHEST DRAWNS

FEB 2006

Other

£ 721 : 00 p

please specify BED

Other

£ 250 : 00 p

please specify Household items cleaned £199

Please Pay £1219.00 Total Rest of the claim already paid

£ 3180 : 00 p

Please pay £196 term now

continued on page 2

**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

Signature

[Redacted] MP

Date

6/2/06

**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

Customer Requirement number :

Set up on 30.01.2006

Mr E Martlew

**Item Details**

Stock No.	Description	Unit Price (£)	Qty	Status
803 61103	Woodleigh 4+2 Chest	195.00	1	On order - due by 27.02.2006.
803 61102	Woodleigh 3+2 Chest	185.00	1	On order - due by 27.02.2006.

Total Price (£) : 380.00

Price including additional charges (£) : 380.00

## CUSTOMER INFORMATION

Name: MR E MARTLEW

## PURCHASE DETAILS

Item	Description	Unit Value (£)	Quantity	Unit Total (£)	M/D	Unit Disc (£)	Order Value (£)
LUS6230	Louisiana Medium tension Dbl divan	905.00	1	905.00	1C	271.50	633.50
CRI.8380	Carolina Natural double Headboard	125.00	1	125.00	1C	37.50	87.50
ZZD39	Delivery	0.00	1	0.00		0.00	0.00
	Sub-total			1,030.00		309.00	721.00





Additional Costs Allowance

ACA2

Member's claim form

19 JAN 2006

Page 1 of 2

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 1340.

Your details

Name in CAPITAL LETTERS

ERIC MANTLE

Constituency

CHALSLY LE

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 1 1 12 1 05 to 31 12 1 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 880 : 00 p

Food

£ 400 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and telecommunications

£ 30 : 00 p

Cleaning

£ 20 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/security

£ 440 : 00 p

Other

£ 106 : - p

please specify

bedding

Other

£ 21 : 00 p

please specify

TV

Other

£ : p

please specify

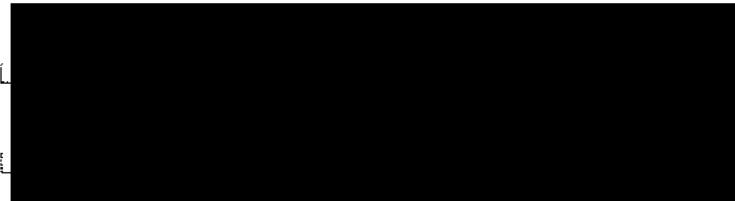
Total

£ 2241 : 00 p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

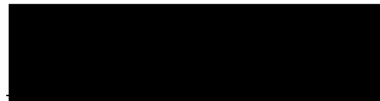


Postcode

**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

14/1/06

**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

Mr. F. Martlew

Dear Mr. Martlew

Your Norwich Union Home Plus insurance policy is due for renewal on 31 December 2005. Thank you for choosing to insure your home with us and we look forward to continuing to provide you with cover. You will find your current cover details below. Please check to ensure they still meet your requirements.

**Property 1 Insured**

Your current cover includes:

- CONTENTS
- PERSONAL BELONGINGS

**Property 2 Insured**

Your current cover includes:

- CONTENTS

You'll find enclosed:

- Your policy schedule
- Important information about your policy

Please note that the Sum(s) Insured for your Buildings, Contents and/or Specified Items of Personal Belongings cover(s) shown in the schedule, have been increased by the following amounts:-  
Specified Items 2.80% Retail Prices Index

To proceed, simply:

- Check that the details shown on your policy schedule are correct and that the amount you are insuring for is adequate
- Select one of the payment options below.

You can pay your premium in the following ways:

- Send a crossed cheque or postal order (making a note of your policy number on the reverse)
- Pay your premium by credit or debit card
- Pay monthly from a current account using direct debit (there will be a monthly administration charge for this facility)

**PLEASE KEEP THESE RENEWAL DETAILS WITH YOUR POLICY FOR FUTURE REFERENCE**

Continued over

**Your Insurance**

**Policy Number:**

**Period of Insurance:** 31 December 2005  
to: 30 December 2006

**Annual Premium:** £893.68

The above amount includes £42.56 Insurance Premium Tax. The renewal premium quoted is valid until the expiry of the current period of insurance.

**Excess:**

An excess applies to your policy, please refer to your policy booklet for details.

*50% from A.C.C*

In an emergency or for a claim you can call Clubline 24 hours a day, 365 days a year on

**0800 012345**



Additional Costs Allowance

218905

514602

18 DEC 2005 bre

ACA2

Member's claim form

07 DEC 2005

514500

Page 1 of 2

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 1340.

A 000000

Your details

Name in CAPITAL LETTERS

ERIC MURTELLO

Constituency

CHARLISLE

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 1 1 11 05 to 31 11 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 863 : 00 p

Food

£ 400 : 00 p

Utilities

£ 31 : 00 p

Council Tax/Rates

£ 100 : 00

Telephone and telecommunications

£ 30 : 00 p

Cleaning

£ 20 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 20 : 00 p

please specify Sky T. U

Other

£ 15 : 00 p

please specify Cleaning Materials

Other

£ ~~30~~ : 00 p

please specify ~~Food~~

Total

£ 1479 : 00 p

continued on page 2

5998345 AS 9/12/05

**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

\_\_\_\_\_ 5/12/04 \_\_\_\_\_

**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

514602

514500

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 1340.

031194

Your details

Name in CAPITAL LETTERS

ERIC MARTLE

Constituency

CARLUCE

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 1 1 0 1 0 5 to 3 1 1 0 1 5

Total cost of hotel stays £ : p

Mortgage payments (interest only) or rent £ 890 : 00 p ✓

Food £ 300 : 00 p ✓

Utilities £ 41 : 00 p ✓

Council Tax/Rates £ 100 : p ✓

Telephone and telecommunications £ 31 : 00 p ✓

Cleaning £ 20 : 00 p ✓

Service/maintenance £ : p

Repairs/insurance/security £ : p

Other £ 100 : 00 p

Other £ 230 : p

Other £ : p

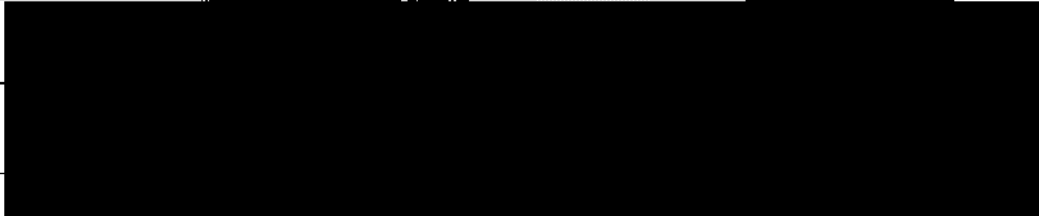
Total £ 1712 : 00 p

\*5995684 AS 23/11/05

please specify Household items  
Plumbing checks/Repairs

**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

15/11/05**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



04 OCT 2005

Member's claim form

15 SEP 2005

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 1340.

Your details

Name in CAPITAL LETTERS

ERIC MARTIN

Constituency

CHALLESLE

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 1 1 8 05 to 31 12 05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 900 : 00 p ✓

Food

£ 100 : 00 p ✓

Utilities

£ 29 : 00 p ✓

Council Tax/Rates

£ 100 : 00 p ✓

Telephone and telecommunications

£ 31 : 00 p ✓

Cleaning

£ 10 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 100 : p ✓

▶ please specify Access North Herts

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1290 : 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.

X

Signature

MP

X

Date

30/9/05

**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



Additional Costs Allowance

ACA 2

Member's claim form

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 1340.

Your details

Name in CAPITAL LETTERS

ERIC TARTLEW

Constituency

CARLISLE

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 1 1 9 1 0 5 to 3 0 1 9 1 0 5

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 905 : 00 p ✓

Food

£ 120 : 00 p ✓

Utilities

£ 41 : 00 p ✓

Council Tax/Rates

£ 100 : 00 p ✓

Telephone and telecommunications

£ 31 : 00 p ✓

Cleaning

£ 20 : 00 p ✓  
~~40~~

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 100 : 00 p

▶ please specify Household Items

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1286 : 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

23/10/05

**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

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 1340.

Your details

Name in CAPITAL LETTERS

ERIC MARTELLO

Constituency

CHARDLUS LE

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 1 1 7 1 0 5 to 3 1 1 7 1 0 5

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 905 : 00 p

Food

£ 360 : 00 p ✓

Utilities

£ 49 : 00 p ✓

Council Tax/Rates

£ 100 : p ✓

Telephone and telecommunications

£ 31 : 00 p ✓

Cleaning

£ 20 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 100 : p ✓ please specify

Household Items

Other

£ 200 : 00 p ✓ please specify

Ground Rent

Other

£ : p please specify

Total

£ 1765 : 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 Signature]

MP

Date

7/8/05

**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

05/06

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 1340.

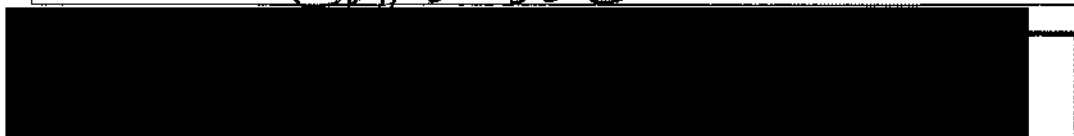
Your details

Name in CAPITAL LETTERS

ERIC MARTIN

Constituency

CHARLSLE



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 1 1 6 1 6 to 30 1 6 1 6

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 910 : p

Food

£ 400 : p

Utilities

£ 50 : p

Council Tax/Rates

£ 100 : p

Telephone and telecommunications

£ 30 : p

Cleaning

£ 20 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 100 : p

Other

£ : p

Other

£ : p

Total

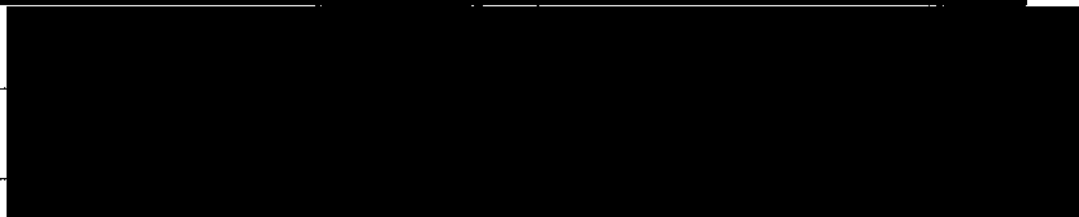
£ 1610 : 00 p

please specify House hold items

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

Address of  
second home  
*for Additional  
Costs Allowance*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



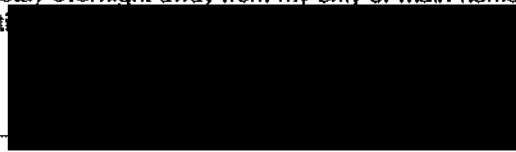
2

**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

\_\_\_\_\_

6/6/05

**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

05/06

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 1340.

Your details

Name in CAPITAL LETTERS

ERIC MARPLEW

Constituency

CARLISLE

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 1 1 5 1 0 5 to 3 1 1 5 1 0 5

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 900 : — p

Food

£ 300 : p

Utilities

£ 49 : p

Council Tax/Rates

£ 100 : p

Telephone and telecommunications

£ 31 : p

Cleaning

£ 20 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 80 : p

please specify Household Items

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1449 : 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

5/8/05

**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

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/c exists)

**Text** 1-30 APRIL 05 [REDACTED]

**Invoice No.** 25/5/05 [REDACTED]

**Account code / Allowance** [REDACTED]

**Members cost centre (Cat1)** [REDACTED]

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :** [REDACTED]

\* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held	<input checked="" type="checkbox"/>
Addresses comply with central records	<input checked="" type="checkbox"/>
Invoices relate to 2 <sup>nd</sup> home address	<input checked="" type="checkbox"/>
Budget checked	<input checked="" type="checkbox"/>
Claim signed	<input checked="" type="checkbox"/>
Claim correctly dated	<input checked="" type="checkbox"/>

\* Financial Processing purposes only

Registered by (initials & date)

[REDACTED] 13/06 [REDACTED]

Posted by (initials & date)

..... 14 JUN 2005 ..... [REDACTED]



# Member's claim form

31 MAY 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 ERIC MARTELLO

Constituency CARLISLE

## 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 1 4 1 05 to 30 4 05

Total cost of hotel stays £ : p  
attach all receipts

Mortgage payments £ 900 : 00 p ÷ 30 = £ 300.00.  
(interest only) or rent

Food £ : p

Utilities £ 50 00 p

Council Tax/Rates £ 110 : 00 p ÷ 30 = £ 40.33.

Telephone and telecommunications £ 30 00 p

Cleaning £ 20 : 00 p

Service/maintenance £ ~~2000~~ p 1583.25 p ✓

Repairs/insurance/security £ : p

Other £ : p ▶ please specify \_\_\_\_\_

Other £ : p ▶ please specify \_\_\_\_\_

Other £ : p ▶ please specify \_\_\_\_\_

Total £ 2693 : 25 p Pay £ 2053.58.

**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

25/5/05

**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

Eric [REDACTED] Martlew

Our Ref: [REDACTED]

25<sup>th</sup> April 2005

Dear Eric [REDACTED]

## REMINDER

Further to the service charge demand sent to you in March 2005, it has come to my attention that as at 25<sup>th</sup> April 2005 the sum of £239.00 remains outstanding on your account in respect of service charges.

Eric [REDACTED] Martlew



Our Ref:- [REDACTED]

25<sup>th</sup> April 2005

Dear Eric [REDACTED]



## RE M I N D E R

Further to the service charge demand sent to you in March 2005, it has come to my attention that as at 25<sup>th</sup> April 2005 the sum of £1344.25 remains outstanding on your account in respect of service charges.