



# 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

Frank Cook

Constituency

Stockton North

## 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 01/01/05 to 31/01/05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1,357 : 72 p

Food

£ 176 : 00 p

Utilities

£ 91 : 60 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 89 : 92 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 121 : 00 p

Other

£ 59 : 99 p

▶ please specify

T. V. License

Digibox.

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,976 : 23 p

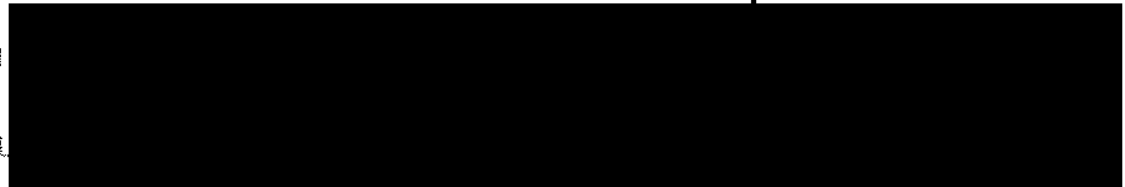
£978.00

continued on p2

£998.23  
£1,618.72.

**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

31st January 2005

**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

MR F COOK MP

Bill date & tax point 19 January 2005  
For electricity used by [REDACTED]

Total charges

£91.60

Your account and bill number

MR FRANK COOK MP/

Date  
**28 December 2004**

If you have a query  
please see reverse for  
our contact details.

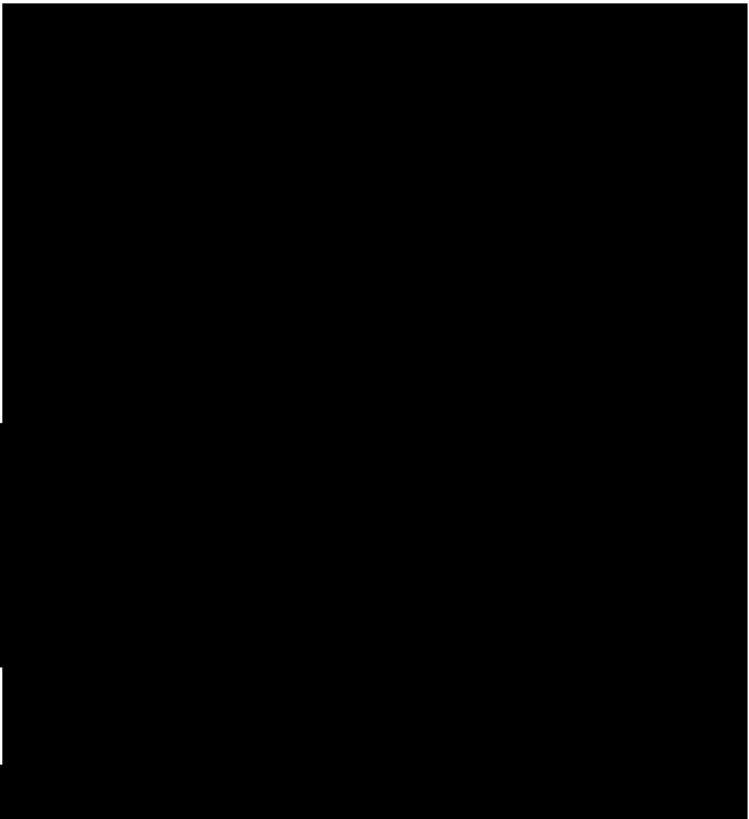
Cost of calls	£ 35.38
Service charges	£ 41.15
VAT	£ 13.39
<b>Total now due</b>	<b>£ 89.92</b>

Mr F Cook



Licence Number  
Our Reference

7 January 2005

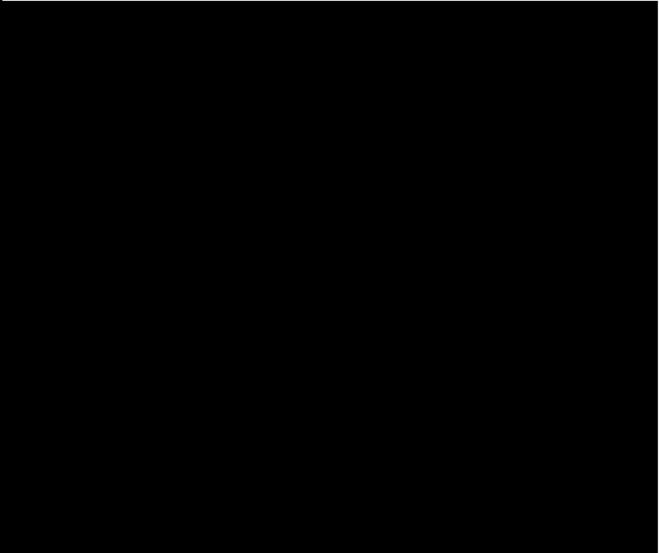


Please note that your next payment will be :

1 February 2005 £121.00

TOTAL DUE

59.99



AMOUNT

2000

+



Mr F Cook



59.99

TOTAL DUE

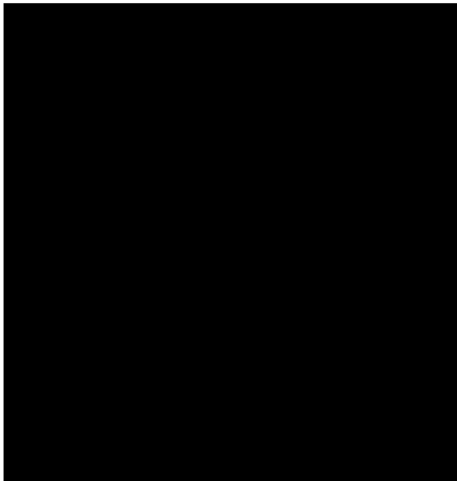
---

59.99

Financial Processing }

Transaction No.

Registration No.



**Validation Claim Summary Sheet**

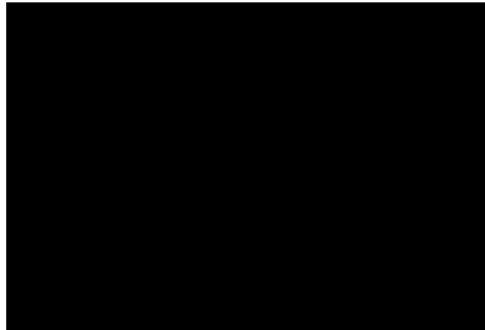
Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedicated a/c exists)

**Text**



**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

'04\_05 / 05\_06

**Expenditure type (Cat5) :**



*£0-07p.*

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

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


\* Financial Processing purposes only

Registered by (initials & date)



Posted by (initials & date)

.....  
.....





# Member's claim form

14 MAR 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

Frank COEK

Constituency

STOCKTON NORTH

## 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 / 02 / 05

to 28 / 02 / 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1,357 : 72 p

Food

£ 181 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 80 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

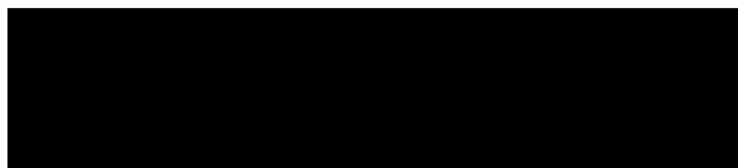
▶ please specify

Total

£ 1,618 : 72 p

**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

11. March 2005

**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.

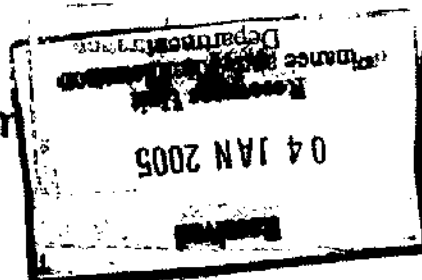
Send your completed  
form to

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



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

FRANK COOK

Constituency

Stockton North.

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 01/12/04

to 31/12/04.

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,357.72 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 60.00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

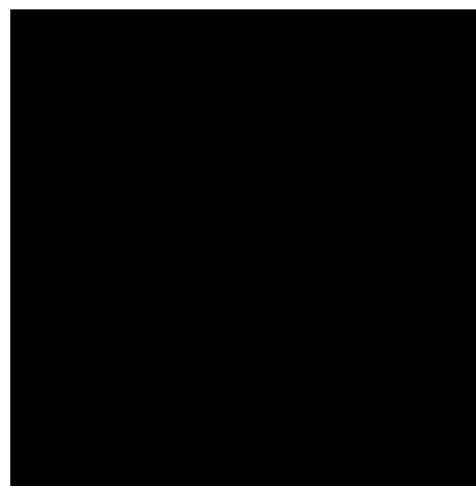
Other

£ : p

▶ please specify

Total

£ 1,417.72 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

31.12.04.

**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

12 NOV 2004

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

FRANK Cook

Constituency

Stockton North.

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 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,357 : 72 p

Food

£ 187 : 00 p

Gas  
Utilities

£ 23 : 98 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 105 : 64 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 65 : 00 p

▶ please specify Fitment of shelves.

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,799 : 34 p

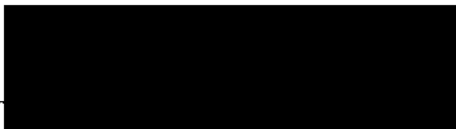
**Details of second home** *if applicable*

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

10.11.04

**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

**YOUR GAS ACCOUNT**

12 October 2004<sup>1</sup>

MR F COOK MP

Dear Mr Cook Mp,

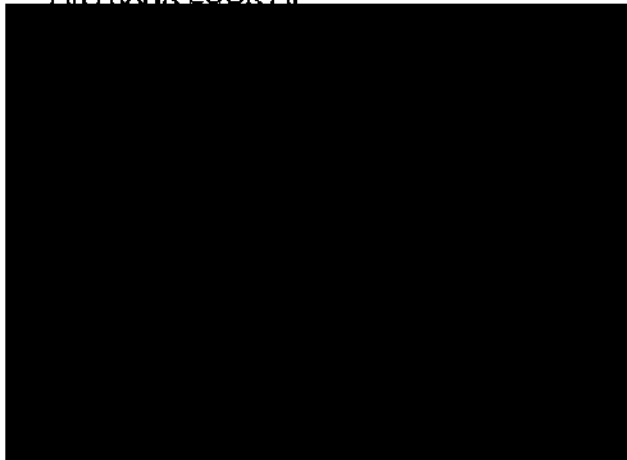
Your balance is in credit by

**£103.24**

Your account and bill number



MR FRANK COOK MP



Date  
**26 September 2004**

If you have a query  
please see reverse for  
our contact details.

Cost of calls	£ 48.76
Service charges	£ 41.15
VAT	£ 15.73
<b>Total now due</b>	<b>£ 105.64</b>



Mr Cook

28 October 2004

Dear Mr Cook

Here is my account for the recent work carried out.

14 October 2004

Fitted shelf in hallway and talked [REDACTED] out of further damage to the kitchen ceiling.

Labour 1 hour (min charge)

£ 65.00



# 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

FRANK COOK

Constituency

Stockton North.

## 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 / 09 / 04. to 30 / 09 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,357 : 72 p

Food

£ 197 : 00 p

Utilities

£ 59 : 95 p

Water Services  
Council Tax/Rates

£ 45 : 74 p

Telephone and telecommunications

£ : p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 425 : 00 p

▶ please specify Plumbing Services.

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,145 : 41 p

→ £1720.41 PAID.

less

£25.00

**Details of second**

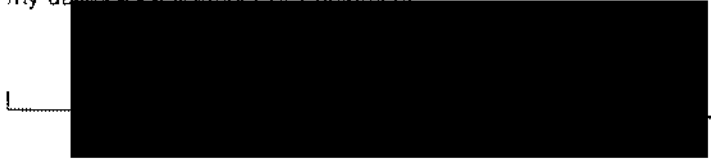
Address of  
second home  
for Additional  
Costs Allowance



**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



Date

02.10.04

**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

**YOUR GAS ACCOUNT**

This is a Replacement

26 July 2004

MR F COOK MP

Your balance is in credit by

**£52.22**

£59.93

MR F COOK

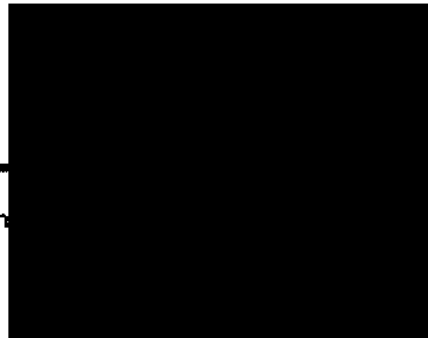
Your water services bill for 23 March 2004 to 1 September 2004

Total payable	The total shown is now due
---------------	----------------------------

<b>£45.74</b>	
---------------	--



# Member's claim form



## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

FRANK COOK

Constituency

Stockton North.

## 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 / 09 / 04.

to 30 / 09 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,357 : 72 p

Food

£ 197 : 00 p

Utilities

£ 59 : 98 p

Water Services  
Council Tax/Rates

£ 45 : 74 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 425 : 00 p

▶ please specify

Plumbing Services.

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,145 : 41 p

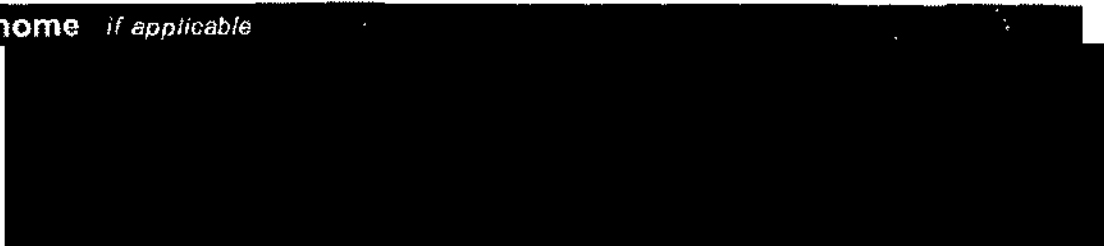
→ £1720.41 PAID.

Less

425.00

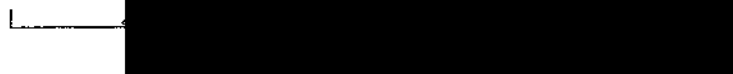
**Details of second home** *if applicable*

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



Date

02.10.04

**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

Mr Cook

21 September 2004

Dear Mr Cook

Here is my account for the recent work carried out.

flushed the entire central heating circuit.  
Balanced and bled all radiators/towel rails.

Total (as per estimate)

£ 425.00





# 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

FRANK COOK

Constituency

Stockton North

## 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 01/08/04

to 31/08/04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1,357.72 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 600.00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,417.72 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

1st September 2004**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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



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

FRANK COOK

Constituency

Stockton North

## 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 / 07 / 04

to 31 / 07 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,357 : 72 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1417 : 72 p

08 AUG 2004 17 AUG 2004

**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

\_\_\_\_\_

*1st August 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.

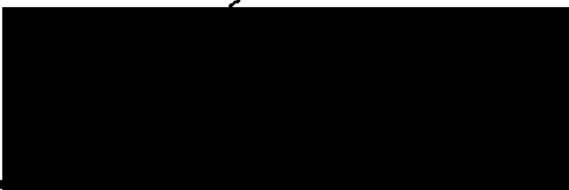
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

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



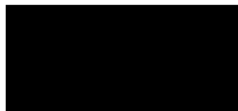
# Member's claim form



## 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

FRANK COOK

Constituency

Stockton North

### 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 01/06/04

to 30/06/04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,357 : 72 p

Food

£ 186 : 50 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 71 : 96 p

▶ please specify

Mirrors

Other

£ 49 : 99 p

▶ please specify

Kitchen Trolley

Other

£ 19 : 96 p

▶ please specify

Extra Shelves

£ 23 : 44 p

Waste Bin

Total

£ 1769 : 07 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

*15e July 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

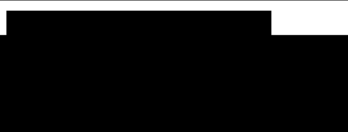
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Total

71.93



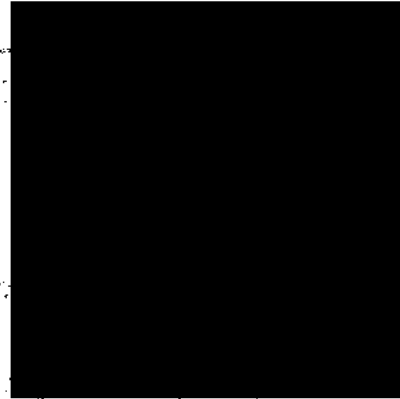
Total



1000  
1000



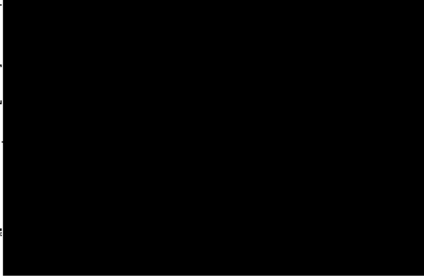





THANK YOU

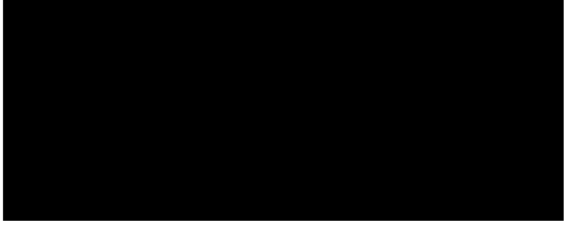
AMOUNT

£23.44





Hanging Shelf	4,99 B
Hanging Shelf	4,99 B
Hanging Shelf	4,99 B
Hanging Shelf	4,99 B
TOTAL	4 Pos
	19,96
	=====





# Member's claim form

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

Frank Cook

Constituency

Stockton North

## 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 / 04 / 04 to 30 / 04 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,349 : 08 p

Food

£ 178 : 50 p

Maintain Gas  
Utilities  
Electricity

£ 62 : 17 p

£ 19 : 00 p

£ 18 : 72 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 69 : 86 p

£ 31 : 78 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 211 : 70 p

Other

£ 750 : 00 p

Other

£ 150 : 00 p

£ 2137 : 01 p

Other

£ 289 : 99 p

£ 1238 : 41 p

Total

£ 6566 : 22 p

Additional Bedding

▶ please specify

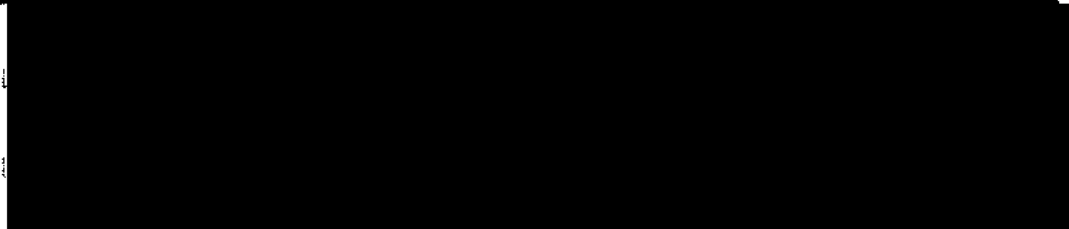
▶ please specify

▶ please specify

(Furniture)  
Removals & Storage  
(Freezer Chest)  
(Refrigerator)

**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<sup>th</sup> May 2004.

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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

**YOUR GAS BILL**  
This is a Replacement  
23 April 2004

MR F COOK MP

Dear Mr Cook Mp,

Your gas bill for this period is

**£62.17**

THE OCCUPIER

**Your First  
Electricity bill**

16 April 2004

Please pay

**£18.72**

Your account and bill number

MR FRANK COOK

Date  
**13 April 2004**

If you have a query  
please see reverse for  
our contact details.

**Total now due**

**£ 69.86**

*Date*

2 May 2004

MR FRANK COOK MP

Total amount overdue

**£ 31.78**



Mr F Cook

**Please find enclosed:**

Single Duvet Cover (with One P/Case) Percale Egyptian (TIM0001311)	<b>Quantity:</b> 2	<b>Price:</b>	75.90
Single Fitted Sheets (Pair) Percale Egyptian (TIM0001318)	<b>Quantity:</b> 2	<b>Price:</b>	59.90
Single Flat Sheets (Pair) Percale Egyptian (TIM0001315)	<b>Quantity:</b> 2	<b>Price:</b>	75.90
P&P - Inclusive	<b>Quantity:</b> 1	<b>Price:</b>	£ 0.00
		<b>Total:</b>	211.70

Date 5/14/04



Surname COOK.

Location

Articles

Location	Articles	
	INNOVATION 250 Reel	} 750.00
	3 200 Reels	
	4 250 Wds Reels	

750.00

Customer Signature.....

Name MR. FRANK COOK Order Date 28/6/06  
Address [REDACTED] Phone (Home) [REDACTED]  
Phone (Business) [REDACTED]  
Deliver [REDACTED]

Progress

2 x CP GLASS SHELF  
18" LONG [REDACTED] \$ 150.00  
INC VAT.

MR COOK

DATE 31/03/04 ACCOUNT [REDACTED] INVOICE No. [REDACTED]

DATE	REF. No.	GOODS/SERVICE	FROM	TO	QUANTITY/ WEIGHT	PRICE/ RATE	PER	VALUE	VAT CODE
22/03/04	0	STORAGE CHARGES # 8.00 PER WEEK						25.08	1
	0	STORAGE INSURANCE						1.54	2
	0	REMOVAL CHARGES							
	0	L28 GIN						1620.00	1
	0	TRANSIT INSURANCE						202.50	2
								1849.12	

VC	GOODS	VAT %	VAT	
1	1645.08	17.50	287.89	
2	204.04	0.00	0.00	
				INVOICE TOTAL
	1849.12		287.89	2137.01

\*\*\*\*\*

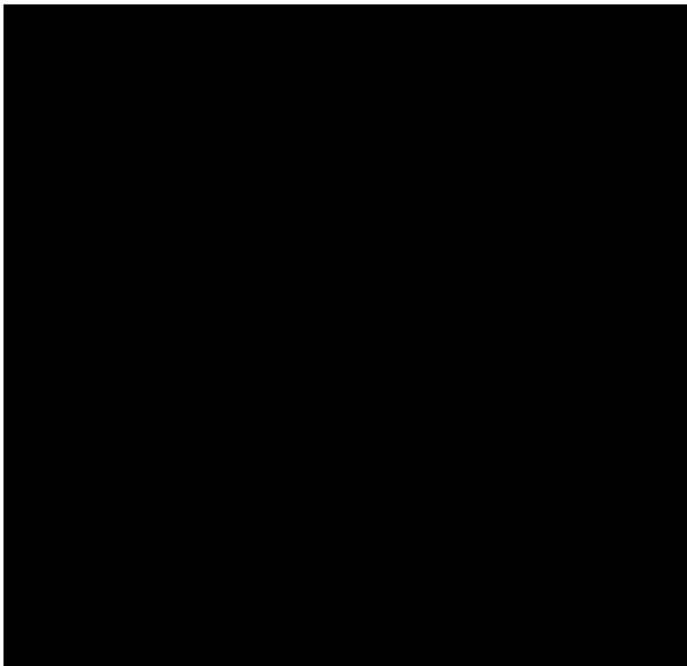
THANK YOU

AMOUNT

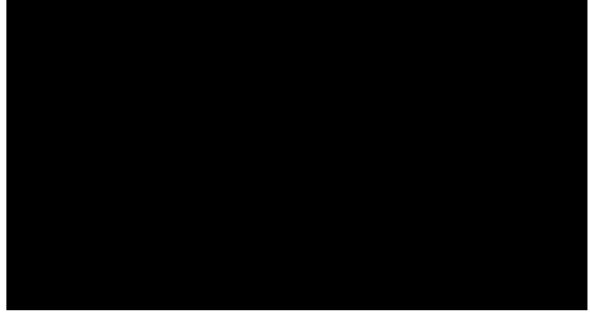
\$1238.41

THANK YOU  
AMOUNT

2003.9



TOTAL DUE 289.99





# Member's claim form



## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.



## Your details

Name  
in CAPITAL LETTERS

FRANK COOK

Constituency

Stockton North

## 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 / 05 / 04

to 31 / 05 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1,357 : 72 p

Food

£ 191 : 60 p

Utilities

£ 190 : 95 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 24 : 99 p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1874 : 51 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

\_\_\_\_\_

*15<sup>th</sup> June 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

**Electricity bill**

5 April 2004

MR FRANK COOK

Thank you for being part of our  
Payment Plan scheme.

Electricity charges	£181.86
VAT @ 5%	£9.09

£ 190 95

=====

THE OCCUPIER



**Final  
Electricity bill**

10 June 2004

Please pay

**£49.25**

