



# 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

GILLIAN MERRON

Constituency

LINCOLN

## 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 / 4 / 04 to 31 / 7 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 1,600 : — p

Utilities

£ 240 : — p

Council Tax/Rates

£ 320 : — p

Telephone and telecommunications

£ 320 : — p

Cleaning

£ 480 : — p

Service/maintenance

£ 800 : — p

Repairs/insurance/  
security

£ 125 : 60 p

Other

£ 315 : 00 p

▶ please specify

Other

£ 40 : 00 p

▶ please specify

TV License

Other

£ : p

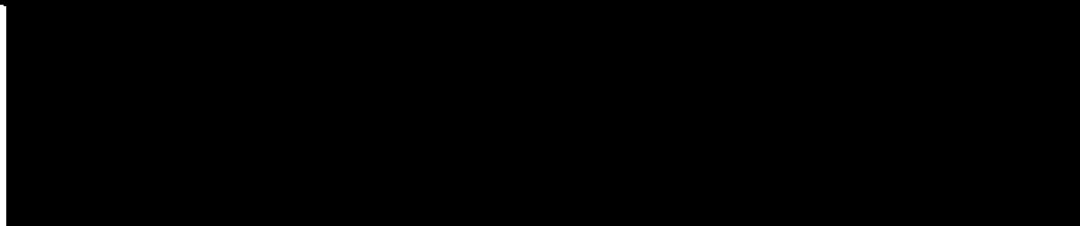
▶ please specify

Total

£4,240 : 60 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

20/7/04

**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

# STATEMENT

Account

Date : 30/06/2004

Page : 1

Miss G. Merron

Date	Transaction	Reference	Status	Debit	Credit	Balance
16/06/2004	Invoice			315.01		315.01



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Constituency

LINCOLN

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Please list

Please attach

Period of claim

from 1 19 104 to 30 19 104

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 835 : 09 p

Food

£ 400 : — p

Utilities

£ 65 : — p

Council Tax/Rates

£ 79 : — p

Telephone and  
telecommunications

£ 85 : — p

Cleaning

£ 120 : — p

Service/maintenance

£ 220 : — p

Repairs/insurance/  
security

£ 31 : 39 p

Other

£ 9 : 99 p

▶ please specify

TV Licence

Other

£ 150 : — p

▶ please specify

lighting

Other

£ : — p

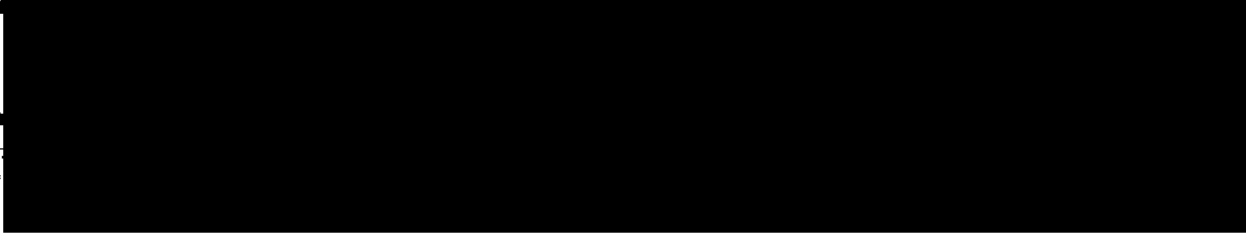
▶ please specify

Total

£ 1,995 : 47p

**Details of second home**

Address  
second home  
for Additional  
Costs Allowance



**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
for the purpose of performing



Signature

MP

Date

16 / 9 / 04

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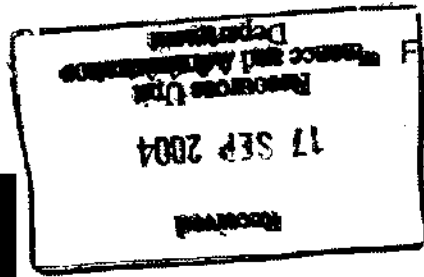
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Members' Allowances

Additional Costs Allowance

Member's claim form



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Your details

Name in CAPITAL LETTERS

GILLIAN MERRON

Constituency

LINCOLN

Claim details

Notes

You can only claim for

Please list

Please attach

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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.
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receipts or invoices for any hotel cost even if it is less than £250

Period of claim

from 1 / 8 / 04 to 31 / 8 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 804 : 17 p

Food

£ 400 : - p

Utilities

£ 59 : - p

Council Tax/Rates

£ 79 : - p

Telephone and telecommunications

£ 85 : - p

Cleaning

£ 120 : - p

Service/maintenance

£ 200 : - p

Repairs/insurance/security

£ 31 : 39 p

Other

£ 9 : 99 p

please specify TV Licence

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1788 : 55p

**Details of second home**

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 / 8 / 04 \_\_\_\_\_

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Your details

Name in CAPITAL LETTERS

GILLIAN MERRON

Constituency

LINCOLN

Claim details

Notes

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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.
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Please list

Please attach

Period of claim

from 1/10/04 to 31/12/04 x3

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2,412 : - p

Food

£ 1,200 : - p

Utilities

£ 195 : - p

Council Tax/Rates

£ 240 : - p

Telephone and telecommunications

£ 255 : - p

Cleaning

£ 360 : - p

Service/maintenance

£ 660 : - p

Repairs/insurance/security

£ 94 : - p

Other

£ 30 : - p

please specify TV Licence

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 5,466 : - p



**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
me to perform my duties as a Member of the House of Commons for the purpose of performing  
my duties as a Member of the House of Commons.

Signature

MP

Date

22/12/04

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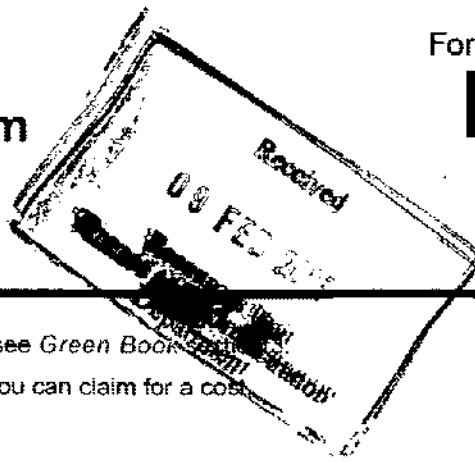
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Constituency: LINCOLN

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.
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Please list

Please attach

Period of claim from JAN 1st 05 to Feb 28th 05

Total cost of hotel stays £ : p

Mortgage payments £ 1608 : 34 p

(interest only) or rent Food £ 600 : - p

Utilities £ 130 : - p

Council Tax/Rates £ 158 : - p

Telephone and telecommunications £ 170 : - p

Cleaning £ 200 : - p

Service/maintenance £ 220 : - p

Repairs/insurance/security £ 62 : 78 p

Other £ 19 : 98 p

Other £ 450 : - p

Other £ : p

Total £ 3619 : 10p

(2 months)

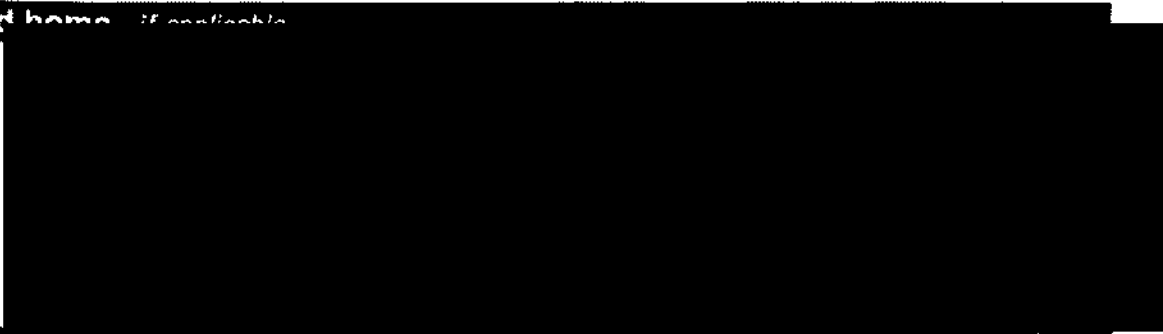
please specify

TV Licence
Lighting

Details of second home *if applicable*



Address of second home  
for Additional Costs Allowance

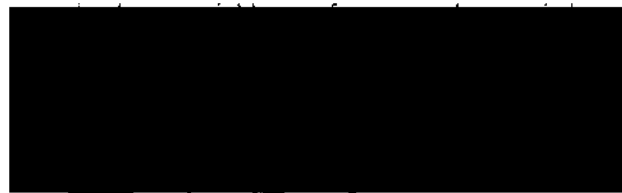


Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
for the purpose of performing



Signature



MP



Date

10th Feb/05

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