



Additional Costs Allowance

ACA2

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

GILLIAN MERRON LN

Constituency

LINCOLN

Office use only

Costs

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 6, 12, 07 to 31, 13, 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2121 : 89 p

Food

£ : p

Utilities

£ 68 : 63 p ✓

Council Tax/Rates

£ 72 : 23 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

750.00
£ 7000 : p

FURNITURE

£ : p ✓

▶ please specify FURNITURE

Other

£ 271 : p ✓

▶ please specify HOUSEHOLD ITEMS

Other

£ 325 : p ✓

▶ please specify FURNITURE x 2

Total

Pay £ 250.00

▶ please specify



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

GILLIAN MERRON

Constituency

LINCOLN

Office use only

Costs

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 6, 12, 07 to 31, 13, 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2121 : 89 p

Food

£ : p

Utilities

£ 68 : 63 p ✓

Council Tax/Rates

£ 72 : 23 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/Insurance/Security

£ 150.00 : p

FURNITURE

Other

£ 150 : p ✓

▶ please specify FURNITURE

Other

£ 271 : p ✓

▶ please specify HOUSEHOLD ITEMS

Other

£ 325 : p ✓

▶ please specify FURNITURE x 2

Total

£ 4,008 : 75 p

Pay £ 3,158.75

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

31/5/08

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.

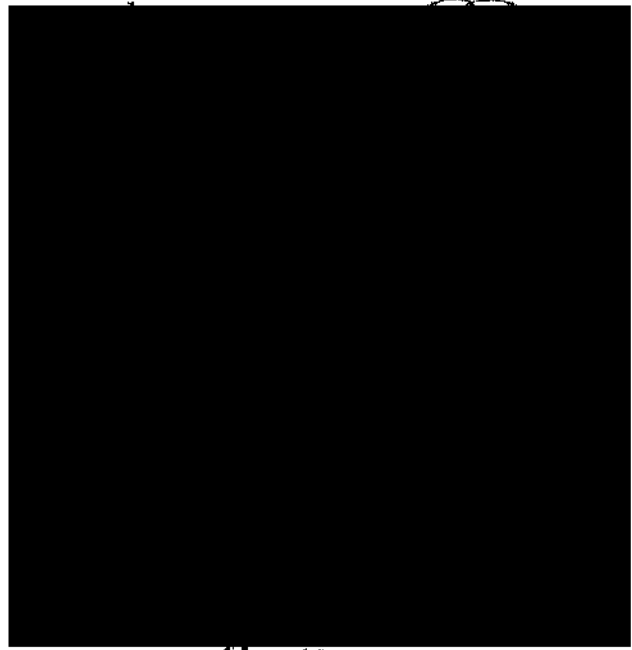
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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



Sunflower Std p/c ✓		
616.72391	2	12.00
Sunflower SK/Size ✓		
616.72331	1	55.00
Fine Cotton Sheet ✓		
605.22304	1	34.00
■ Duvet ✓		
602.70806	1	140.00
■ Pillow ✓		
608.31501	2	30.00
	TOTAL	271.00



Amount: £ 300.00
TOTAL: £ 300.00

4150





Details of readings and charges



Total electricity charges

= **68.63**

Date of issue: 29-APR-2008

MS G MERRON

Address of property

Council Tax demand notice
2007/2008

		Percentage (%) Change From Last Year	
[REDACTED]		2.0 % Increase	545.71
		5.3 % Increase	438.94
Council Tax for your property 2007 to 2008		3.4 % Increase	984.65
Charge for Period 05-OCT-2007 - 31-MAR-2008			481.56
Adjustments		Period	
Discount 10% : 2nd Home/Company Property	05-OCT-2007	31-MAR-2008	-48.16
Payments Received as at Date of Issue			-361.17
			72.23

[REDACTED]

25 February 2008 ✓

Reference [REDACTED]

Ms G J Merron

[REDACTED]

Dear Ms Merron,

[REDACTED]

Stock No.	Description	Unit Price	Quantity
[REDACTED]	HEBRIDES SE D/S 135X190	1395.00 (£)	1.00

£750.00.

1,000 claimed.



Member's claim form

About filling in this form

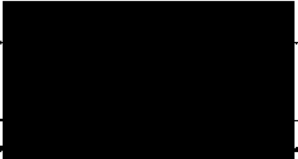
- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.



Your details

Name in CAPITAL LETTERS

GILLIAN MERRON



Constituency

LINCOLN

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

07/08

Period of claim

from Feb, 4th, 2008 to 31st, 3 108 (x2)

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 4243 : — p ✓

Food

£ : p

Utilities

£ 78 : 90 p ✓

Council Tax/Rates

£ 361 : 17 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 40 : — p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 150 : — p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

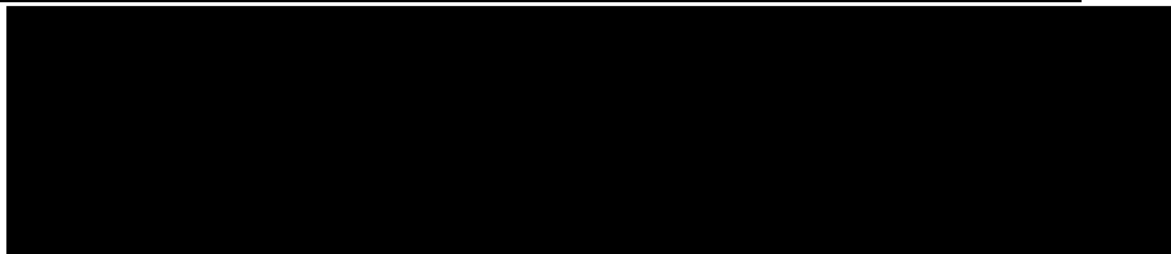
Total

£ 4,873 : 07

Please pay £4,873.07

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 / 4 / 08

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

Date of Issue: 13-DEC-2007

MS G MERRON

Address of property

Account reference

Property reference

Council Tax demand notice 2007/2008

		Percentage (%) Change From Last Year	
		2.0 % Increase	545.71
		5.3 % Increase	438.94
Council Tax for your property 2007 to 2008		3.4 % Increase	984.65
Charge for Period 05-OCT-2007 - 31-MAR-2008			481.56
Adjustments		Period	
Discount 25% : Single Occupation	05-OCT-2007	31-MAR-2008	-120.39
			361.17

Miss G Merron

Electricity bill

Date of this bill 12 January 2008

Please pay **£78.90**



Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 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

GILLIAN MERRON

Constituency

LINCOLN

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 5/1/08 to 4/2/08

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 2,218.89 p

(interest only) or rent

Food

£ 50.00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 20.00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,291.89 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

28/12/07

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
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

GILLIAN MERRON

Constituency

LINCOLN

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.

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 6 / 11 / 07 to 4 / 1 / 08

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 2121.89 p

(interest only) or rent

Food

£ 150 : — p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 60 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2331.89 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

28/12/07

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

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

GILLIAN MERRON

Constituency

LINCOLN

Office use only

Costs/Cat

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 5 / 10 / 07

to 6 / 11 / 07

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 2,232 : 68 p

(Interest only) or rent

Food

£ 250 : - p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2482 : 68 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

28/12/07**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

GILLIAN MERRON

Constituency

LINGOLN

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 / 4 / 07

to 1 / 9 / 07 x 5

Total cost of hotel stays attach all receipts

£ _____ p

Mortgage payments (interest only) ~~or rent~~

£ 3,932: 70 p x 5

Food

£ 1,400: 00 p

Utilities

£ 200 00 p

Council Tax/Rates

£ 265: 00 p

Telephone and telecommunications

£ _____ p

Cleaning

£ 180 : 00 p

Service/maintenance

£ 267 : 36 p

Repairs/insurance/security

£ 300: 00 p

Other

£ 200 : 00 p

▶ please specify

RUG

Other

£ _____ : _____ p

▶ please specify

Other

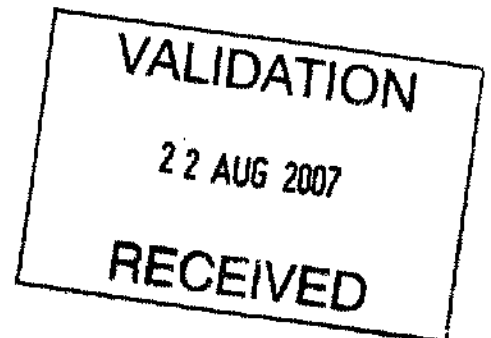
£ _____ : _____ p

▶ please specify

Total

£ 6,745 : 06 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

17/18/07

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