



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

H BENN

Constituency

Leeds Central

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 13 06 to 31 3 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 595 : 49 p ✓

Food

£ 49 : 45 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ ~~44~~ : ~~00~~ p

Cleaning

£ : p

Service/maintenance

£ : p

Content Repairs/insurance/security

£ 23 : 22 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

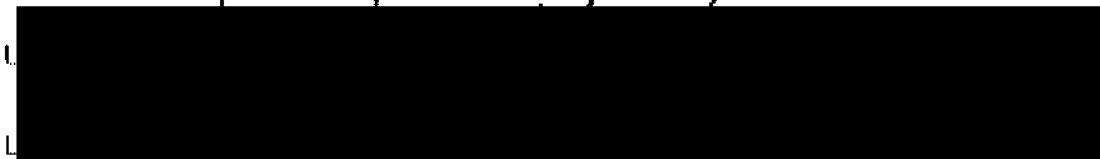
▶ please specify

Total

£ 668 : 16 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.

Signature



MP

Date

19/3/06

**Data protection**

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Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



21 FEB 2006

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

Please list

Please attach

Period of claim

from 1 / 2 / 06

to 27 / 2 / 06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 595 : 49 p ✓

Food

£ 34 : 63 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Contents ~~ins~~ insurance/security

£ 23 : 22 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 653 : 34 p ✓

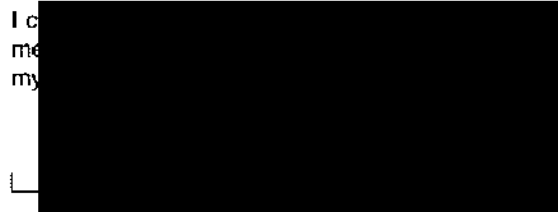
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I declare that the information provided is true and correctly and necessarily to enable  
me to claim for my second home for the purpose of performing

Signature



MP

Date

19/2/06

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26 JAN 2006

Member's claim form

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

Please list

Please attach

Period of claim

from 1 / 1 / 06 to 31 / 1 / 06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 595 : 49 p

(interest only) or rent

Food

£ 16 : 26 p

Electricity £46.72  
Telephone £46.67  
Utilities }

£ 92 : 99 p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Contents  
Repairs/insurance/  
security

£ 23 : 22 p

Other

£ 279 : 98 p

▶ please specify

Quarterly Service Charge

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1104 : 94 p

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

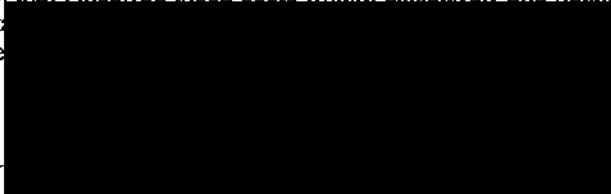
Address of  
second home  
*for Additional  
Costs Allowance*



✓

**Declaration**

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



Signature

Date

22/1/06

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Additional Costs Allowance

ACA2

06 JAN 2006

Member's claim form

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Your details

Name in CAPITAL LETTERS

H BENN ✓

Constituency

Leeds Central

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 / 12 / 05 to 31 / 12 / 05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 595 : 49 p

Food

£ : p

Water

Utilities

£ 64 : 46 p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

\* Service/maintenance

£ : p

Content Repairs/insurance/security

£ 185 : 76 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

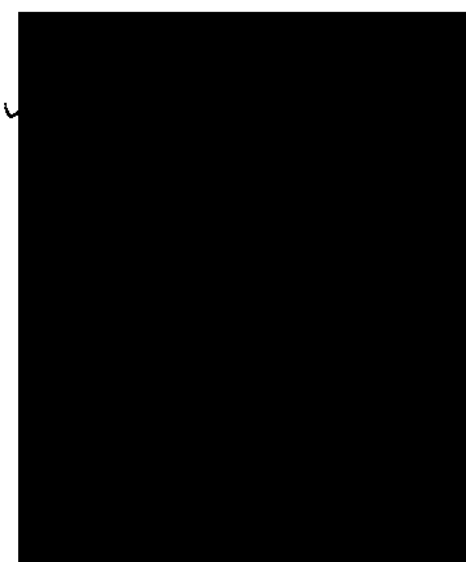
▶ please specify

Total

£ 942 : 71 p ✓

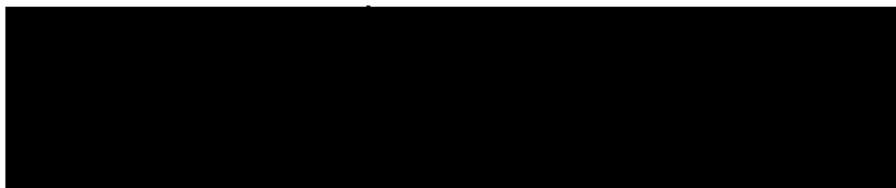
continued on page 2

Claim for Apr - Dec 05 (ie 8 months - ie minus election period - at £23.22 pm)



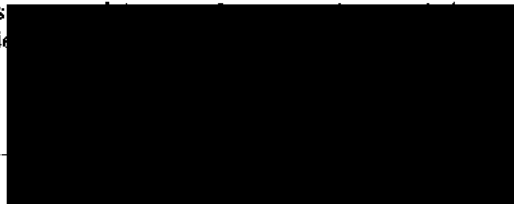
**Details of second home** *if applicable*

**Address of  
second home**  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to serve the public interest for the purpose of performing my duties as a Member of Parliament.

**Signature**



MP

**Date**

4/1/06

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Additional Costs Allowance

ACA2

Member's claim form

23 NOV 2005

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name in CAPITAL LETTERS

H BENN

Constituency

Leeds Central

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 / 11 / 05

to 30 / 11 / 05 ✓ ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 595 : 49 p

Food

£ 12 : 67 p

Utilities

£ : p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 29 : 03 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

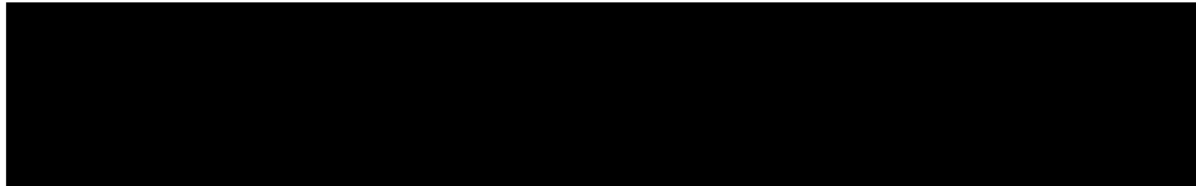
▶ please specify

Total

£ 734 : 19 p

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

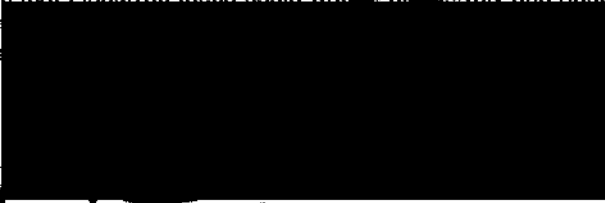
**Address of  
second home**  
*for Additional  
Costs Allowance*



✓

**Declaration**

I confirm that I incurred these costs wholly and exclusively and necessarily to enable me to serve the public interest in the purpose of performing my duties.



**Signature**

**Date**

20/11/05

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Additional Costs Allowance

Member's claim form

22 NOV 2005

23 NOV 2005

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Your details

Name in CAPITAL LETTERS

H BENN

Constituency

Leeds Central

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 / 10 / 05 to 31 / 10 / 05 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 595 : 49 p ✓

Food

£ 62 : 35 p

Electricity Utilities

£ 45 : 79 p

Council Tax Rates

£ 97 : 00 p

Telephone and telecommunications

£ 42 : 47 p

Cleaning

£ : p

Quarterly L Service Charge maintenance ✓

£ 279 : 98 p ✓

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1123 : 08 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 serve the public interest for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

20/11/05

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Your details

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Constituency

Leeds Central

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 / 9 / 05 to 30 / 9 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 595 : 49 p

Food

£ 41 : 46 p

Utilities

£ : p

Council Tax Rates

£ 97 : 00 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

£ 733 : 95 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 claim for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

9/10/05

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## Your details

Name  
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Constituency

Leeds Central

## Claim details

You can only claim for

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- all items costing £250 or more and include receipts -- except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1/8/05 to 31/8/05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 595 : 49 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 97 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

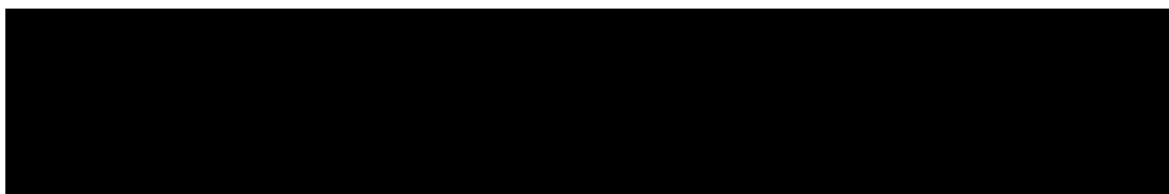
▶ please specify \_\_\_\_\_

Total

£ 692 : 49 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 maintain a second home for the purpose of performing  
my duties as an MP.

Signature

MP

Date

21/8/05

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Member's claim form

27 JUL 2005

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Leeds Central

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

Please list

Please attach

Period of claim

from 1 1 7 1 0 5 to 3 1 1 7 1 0 5 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 595 : 49 p ✓

Food

£ 18 : 81 p

Utilities

£ 55 : 52 p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ 41 : 59 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 279 : 98 p

▶ please specify Quarterly Service Charge

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1088 : 39 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I declare that the information provided is true and correct and is provided exclusively and necessarily to enable  
me to claim my Additional Costs Allowance on my second home for the purpose of performing  
my duties as a Member of Parliament.

Signature \_\_\_\_\_ MP

Date 22/7/05

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Your details

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Constituency

Leeds Central

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 / 6 / 05 to 30 / 6 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 595 : 49 p

Food

£ 31 : 01 p

Utilities

£ : p

Council Tax/Rates

£ 97 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 129 : 00 p

▶ please specify Household Goods

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 852 : 50 p

- Please pay

06 JUL 2005

**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 [redacted] for the purpose of performing  
my [redacted]

Signature

MP

Date

26/6/05

**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

Financial Processing }

Transaction No.

Registration No.

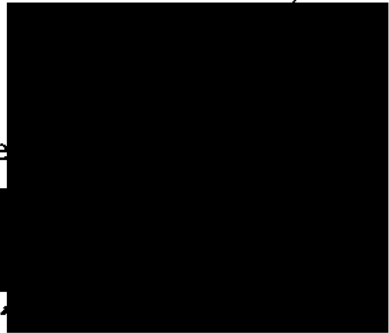


**ACA**

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

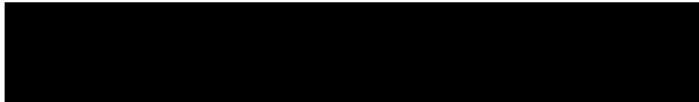
**Member Supplier ID**



**Pay recipient**

(NB Financial Processing to check whether a dedicated a/c e

**Text**



**Invoice No.**

**Account code / Allowance**



**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

05\_06

**Expenditure type (Cat5) :**



6858-58


\* 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)

 7/6/05

Posted by (initials & date)

.....



Member's claim form

24 MAY 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

H BENN

Constituency

Leeds Central

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 6 / 5 / 05 to 31 / 5 / 05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only)

£ 595 : 49 p 499.44 (26/31)

Food

£ 4 : 47 p

Utilities

£ 43 : 28 p

Council Tax/Rates

£ 97 : 00 p 81.35 (26/31)

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 43 : 39 p

▶ please specify

Ground Rent

Other

£ 186 : 65 p

▶ please specify

Quarterly service charge (minus one month for dissolution)

Other

£ : p

▶ please specify

Total

£ 970 : 28 p

£858.58

**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 claim for the purpose of performing  
my duties as a Member of Parliament

Signature

MP

Date

22/5/05

**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.

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**Send your completed  
form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

Financial Processing }

Transaction No

Registration No



**ACA**

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dec

**Text** MAR 05 /

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**



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

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

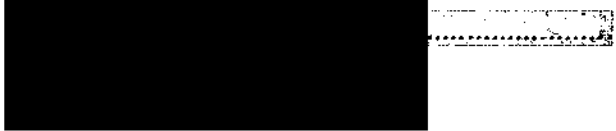
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*\* Financial Processing purposes only*

*Registered by (initials & date)*



*Posted by (initials & date)*







Member's claim form

07 APR 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

H Benn

Constituency

Leeds Central

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 / 3 / 05 to 31 / 3 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 595 : 49 p

Food

£ 20 : 97 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Contents

repairs/insurance/ security

£ 23 : 22 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

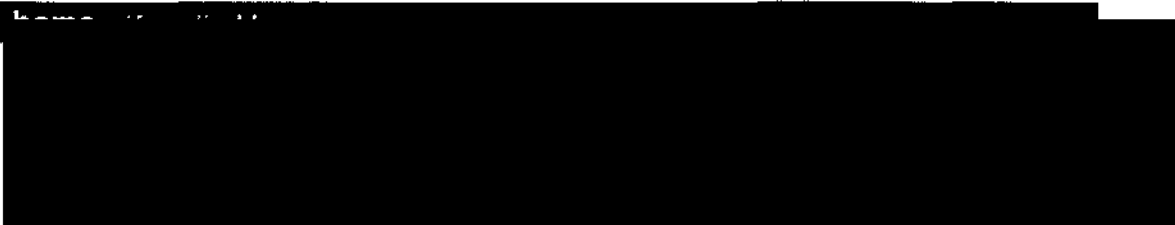
please specify

Total

£ 639 : 68 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 state my duties for the purpose of performing

Signature

\_\_\_\_\_ MP

Date

\_\_\_\_\_ 4/4/05

**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