



Additional Costs Allowance

05/06

03/11/2006

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

HUMPHREY MAZING

Constituency

WORKING

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 3 106 to 2 1 3 106 ✓

Total cost of hotel stays

£ — : p

attach all receipts

Mortgage payments (interest only) or rent

£ 220 : — p ✓

Food

£ 200 : — p ✓

Utilities

£ 50 : — p ✓

Council Tax/Rates

£ 70 : — p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 140 : — p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 51 : — p ✓

▶ please specify

bathtub bps & pipes

Other

£ 20 : — p ✓

▶ please specify

cleaning materials etc

Other

£ : p

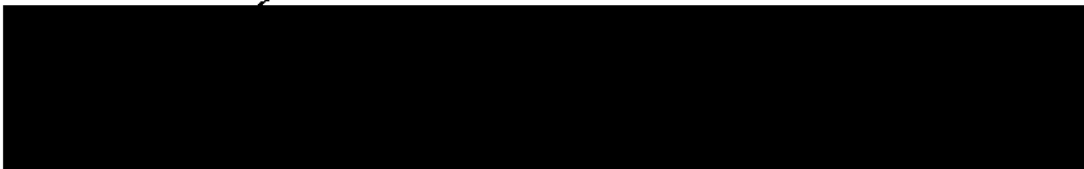
▶ please specify

Total

£ 751 : — 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

Signature



MP

Date

3/3/08

**Data protection**

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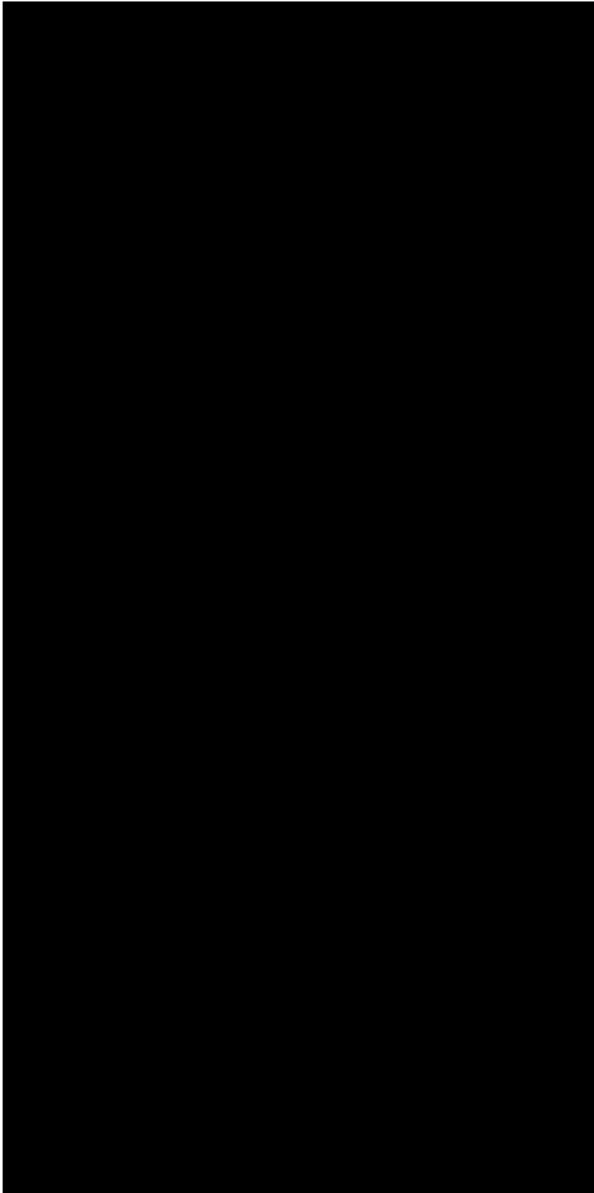
Send your completed  
form to

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

PETER JONES



Toilet Brush Set		
809.23017	1	4.00
Extending Mirror		
809.10305	1	12.00
Bathroom Set		
809.52805	1	35.00
	TOTAL	51.00





# Additional Costs Allowance

## 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

HM FRANK MARNS

Constituency

Woking

### 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 March 08

to 1/1

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ : p

(interest only) or rent

Food

£ : 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

£ 6335 : p

▶ please specify

Total

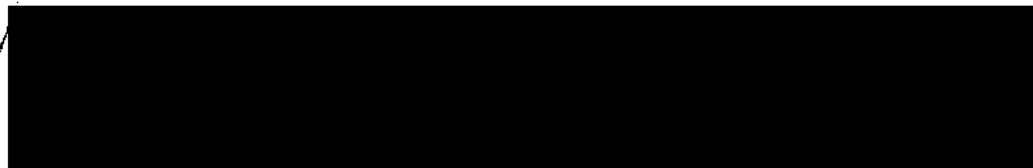
£ 6335 : p

NEW MAXIMUM ALLOWABLE COST OF A REPLACEMENT BATHROOM.

bath room replaced disburse

**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

Signature



MP

Date

30/3/06

**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

Mr Humfrey Malins

REF NO:  
INVOICE

DATE: 28<sup>th</sup> March 2006 ✓

RE: INVOICE FOR WORK CARRIED OUT AT

**Refurbishment of bathroom.**

Took out bath, toilet and hand basin.  
Took all tiles off wall.  
Supplied and fitted new extractor fan.  
Re tiled walls.  
Supplied and fitted new shower.  
Supplied and fitted new bath, basin and pedal stool, new toilet with seat.  
Supplied and fitted new shower screen.  
Painted ceiling and some walls.

Net price £6,335.00

Total amount due £6,335.00

Yours sincerely



Additional Costs Allowance

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Your details

Name in CAPITAL LETTERS

HUMFREY MALINS

Constituency

WOKING

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 7 1 3 1 0 6 to 7 1 3 1 8 6

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Gas

Utilities

£ 36 : 01 p ✓

Water

Council Tax/Rates

£ 190 : 48 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

£ 226 : 49 p

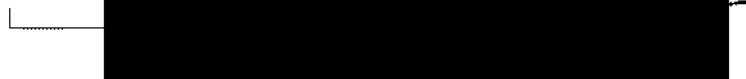
**Details of second home** *if applicable*

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

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

**Signature**



**Date**

**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



29 February 2006

MR H MALINS

Dear Mr Malins,

For gas supplied to  
MR MALINS

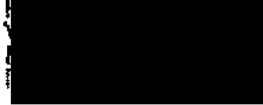
Your gas bill for this period is

**£36.01**

Please pay now. Thank you.

2006/07

MR H J MALINS



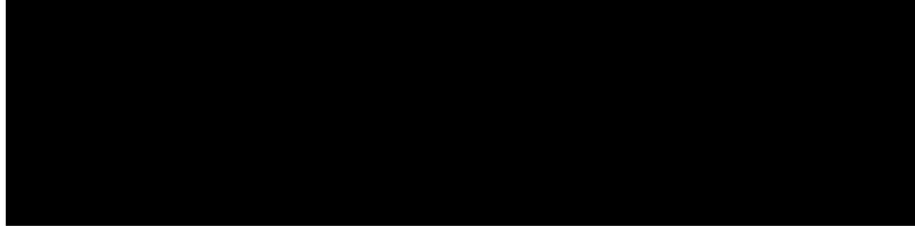
==



Your water services bill for the year 1 April 2006 to 31 March 2007

Amount to pay by  
1st April 06

**£190.48**





Member's claim form

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Your details

Name in CAPITAL LETTERS

HUMPHREY MALINS

Constituency

Woking

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 8 1 3 1 06 to 8 1 3 1 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 12 : 50 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 589 : 89 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 601 : 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**

8/3/02

**Data protection**

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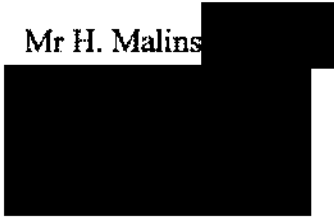
**Send your completed  
form to**

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



**RENT & SERVICE CHARGE DEMAND**

Mr H. Malins



Landlord address for service of notices

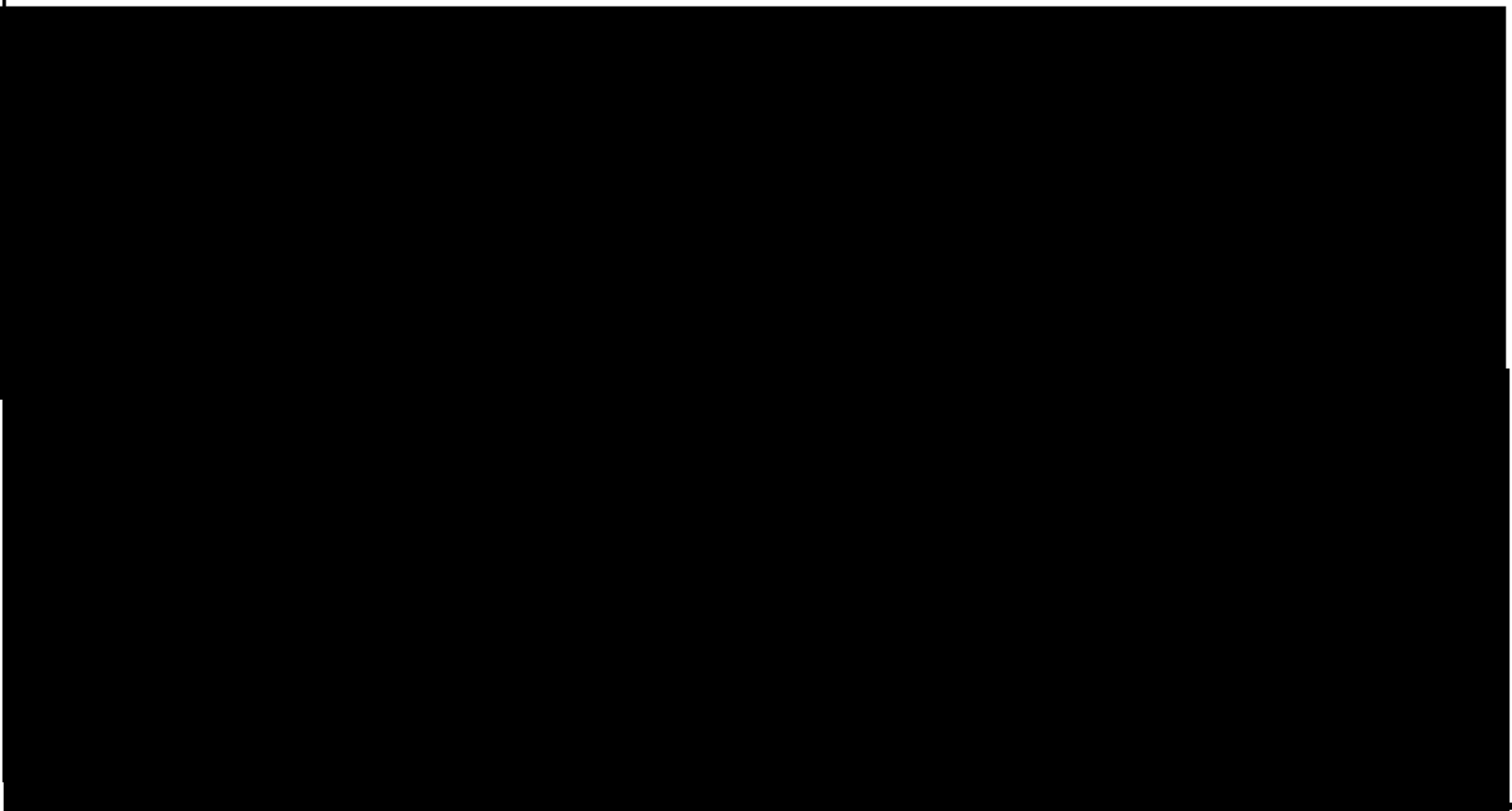


Date: 03/03/2006

Premises:



NATURE	FROM - TO	AMOUNT	
Ground Rent Due	25/03/2006-28/09/2006	£	12.50
Service Charge Due	25/03/2006-28/09/2006	£	589.39
<b>With Compliments</b>	<b>Total Due:</b>	£	601.89





Member's claim form

28 FEB 2005

About filling in this form

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



Your details

Name in CAPITAL LETTERS

HUMPHRY MATEUS

Constituency

WORKING



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 112 106 to 2812 158

Total cost of hotel stays attach all receipts

£ ~~220~~ : p

Mortgage payments (interest only) or rent

£ 220 : — p ✓

Food

£ 250 : p ✓

Utilities

£ 50 : — p ✓

Council Tax/Rates

£ 1270 : — p ✓

Telephone and telecommunications

£ — : — p

Cleaning

£ 140 : p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

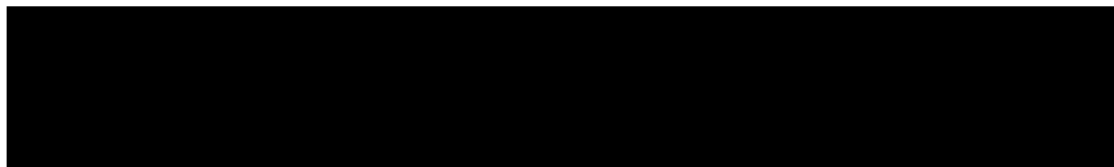
Total

£ 730 : 00p



**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

\_\_\_\_\_ 27/2/06

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Send your completed  
form to

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



Member's claim form

30 JAN 2006

About filling in this form

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Your details

Name in CAPITAL LETTERS

HUMPHREY MALINS

Constituency

Woking

Claim details

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

Please list

Please attach

Period of claim

from 1 1 08 to 31 1 08

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 220 : — p ✓

Food

£ 220 : — p ✓

Utilities

£ 103 : 85 p ✓

Council Tax/Rates

£ 70 : — p ✓

Telephone and telecommunications

£ — : — p

Cleaning

£ 140 : — p ✓

Service/maintenance

£ — : — p

Repairs/insurance/security

£ — : — p

Other

£ 100 : — p please specify cooking utensils, cleaning materials

Other

£ 85 : — p please specify DVD TV machine

Other

£ : — p please specify

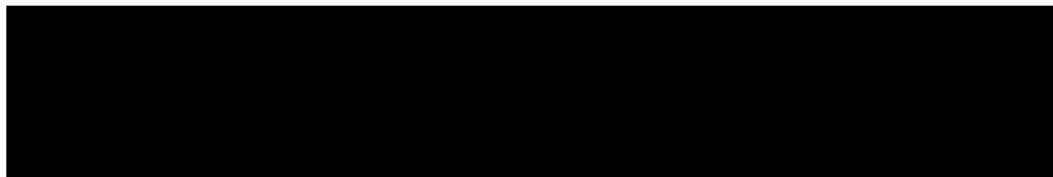
Total

£ 938 : 85 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

31/10/05

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**Send your completed  
form to**

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

MR H MALINS

Dear Mr Malins,

For gas supplied to:

Your gas bill for this period is

**£103.85**

Please pay now. Thank you.



Member's claim form

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Your details

Name in CAPITAL LETTERS

H J MALINS

Constituency

WOKING

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 11 2005 to 31 12 2005

Total cost of hotel stays

£ — : — p

attach all receipts

Mortgage payments (interest only) or rent

£ 220 : — p

Food

£ 220 : — p

Utilities

£ 100 : — p

Council Tax/Rates

£ 70 : — p

Telephone and telecommunications

£ : — p

Cleaning

£ 140 : — p

Service/maintenance

£ : — p

Repairs/insurance/security

£ : — p

Other

£ 229 : 13 p

please specify printer expenses

Other

£ : — p

please specify

Other

£ : — p

please specify

Total

£ 979 : 13 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

Signature

[Redacted Signature]

MP

Date

20/12/01

**Data protection**

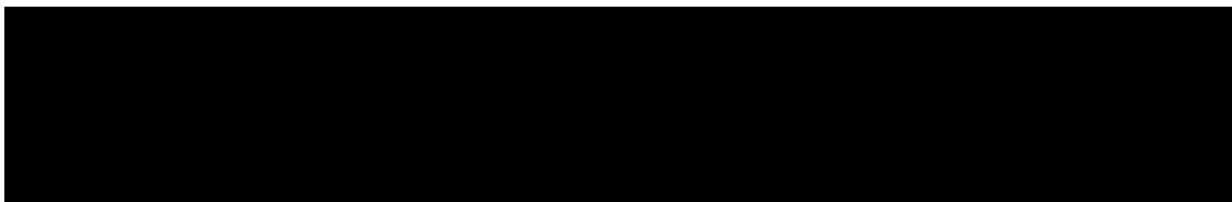
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Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



**Date** 19/12/2005

**Client** Humprey Mailins

**Address**  


**Building** Humprey Mailins

**Address**  


**Invoice Number** 

<b>Our Job Number</b> 	<b>Clients Order Ref.</b>	<b>Request Date</b> 19/12/2005
<b>Site Name</b> Humprey Mailins		

**Job Description** Plumbing Water

Date	Description	Units	Unit Price	Nett	VAT	Total
19/12/2005	2 Hrs on site Materials - £15	1	£195.00	£195.00	£34.13	£229.13
<b>Job Totals</b>				£195.00	£34.13	£229.13

<b>Invoice Totals</b>	<b>Nett</b>	<b>VAT</b>	<b>Total</b>
	£195.00	£34.13	£229.13



	£
133875 PAN TOUCH CONTR	69.99

Total To Pay	£69.99
--------------	--------

	£69.99
--	--------



Member's claim form

30 NOV 2005

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Your details

Name in CAPITAL LETTERS

H S MALINS

Constituency

Woking

Claim details

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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 05 to 30 11 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 220 : p

Food

£ 200 : p

Utilities

£ 100 : p

Council Tax/Rates

£ 70 : p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 50 : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ 69 : p

please specify M's arrival

Total

£ 849 : 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

30/11/05

**Data protection**

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form to

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Department of Finance & Administration, House of Commons, London SW1A 0AA





Additional Costs Allowance

5002 100 1 8

ACA2

Member's claim form

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Your details

Name in CAPITAL LETTERS

HUMPHRY MALINS

Constituency

✓ Woking

Claim details

You can only claim for

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

Please list

Please attach

Period of claim

from 1 1 10 1 05 ✓ to 31 1 10 1 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 220 : p ✓

Food

£ 240 : p ✓

Utilities

£ 80 : p ✓

Council Tax/Rates

£ 70 : p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 140 : p ✓

Service/maintenance

£ 274 : 51 p ✓

Repairs/insurance/security

£ 40 : p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

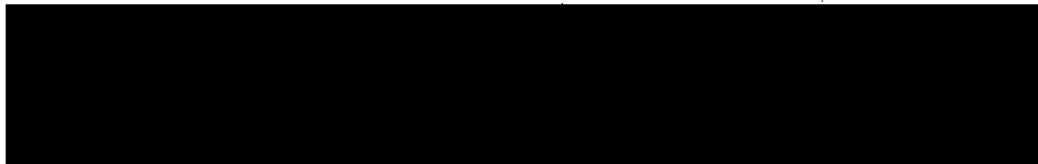
£ : p ▶ please specify

Total

£ 1064 : 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**

21/10/05

**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.

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**Send your completed  
form to**

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

[REDACTED]

Mr H Malins

[REDACTED]

25<sup>th</sup> October 2005

Dear Mr Malins,

Re: Service Charge for the Period 29<sup>th</sup> September 2004 – 28<sup>th</sup> September 2005

[REDACTED]

Please find enclosed the audited accounts for the above-mentioned property for the year ending 28<sup>th</sup> September 2005.

Your share for the above said period was £1,295.21 and we received £752.34. In addition for the year ending 28<sup>th</sup> September 2004 you had a credit balance of £268.36. Therefore you now have a debit balance of £274.51 which is to be settled as soon as possible.

Your Share for 29/09/05 – 28/09/05	£1,295.21
Credit (Pd £752.34 + £268.36 carried forward)	<u>£1,020.70</u>
DEBIT BALANCE -	<u>£274.51</u>

[REDACTED]



Additional Costs Allowance

ACA2

Member's claim form

30 SEP 200

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

HUMPHREY MALINS

Constituency

WOKING.

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

£ - : p

attach all receipts

Mortgage payments (interest only) or rent

£ 220 : - p

Food

£ 600 : p

Utilities

£ 50 : p

Council Tax/Rates

£ 70 : p

Telephone and telecommunications

£ : p

Cleaning

£ 120 : p

Service/maintenance

£ 565 : 21 p

Repairs/insurance/security

£ : p

Other

£ 12 : 50 p

please specify

ground rent

Other

£ : p

please specify

Other

£ : p

please specify

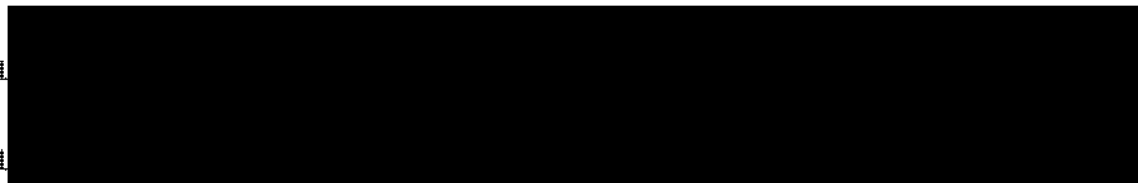
Total

£ 1137 : 71 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

30/9/08

**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.

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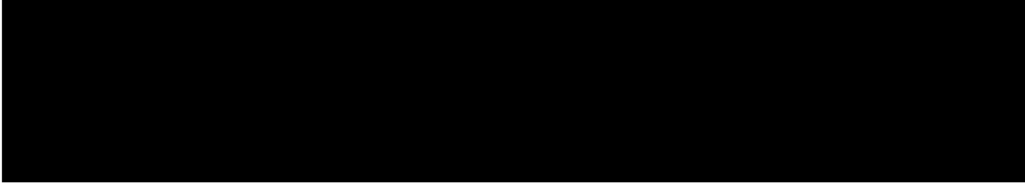
Send your completed  
form to

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



**DEMAND**

Mr H. Malins



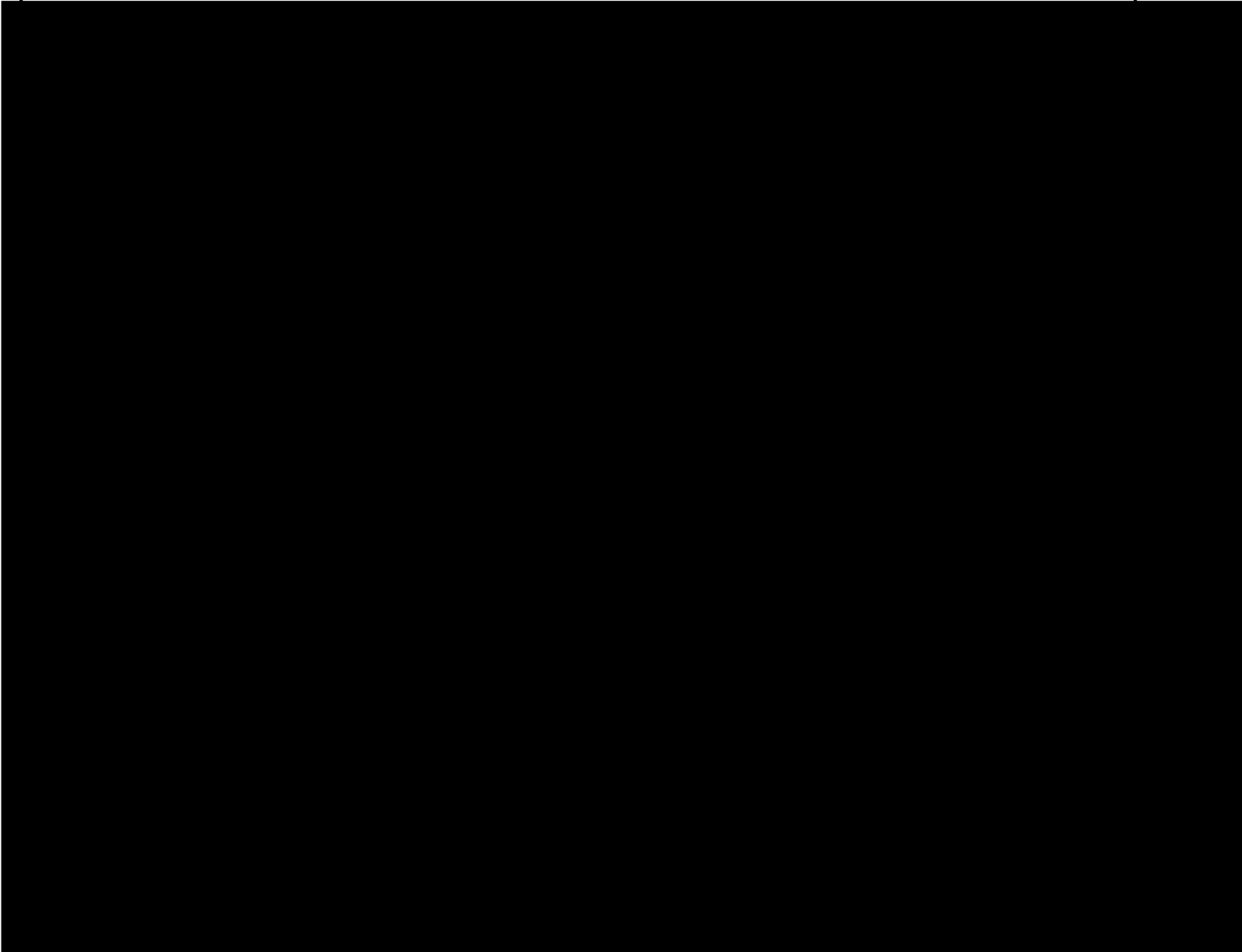
Date: 9 September 2005

Tenant Ref: [Redacted]

Demand No.: [Redacted]

Re: [Redacted] ✓

Service Charge Due	29/09/2005-24/03/2006	£565.21
Ground Rent Due	29/09/2005-24/03/2006	£12.50
<b>Total Due:</b>		<u>£577.71</u>





Member's claim form

24 AUG 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

HUMPHREY MALINS

Constituency

Woking

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 8 10 5 to 31 1 8 10 5

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 232 : p ✓

Food

£ 100 : p ✓

Utilities

£ 50 : p ✓

Council Tax/Rates

£ 70 : p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 100 : p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

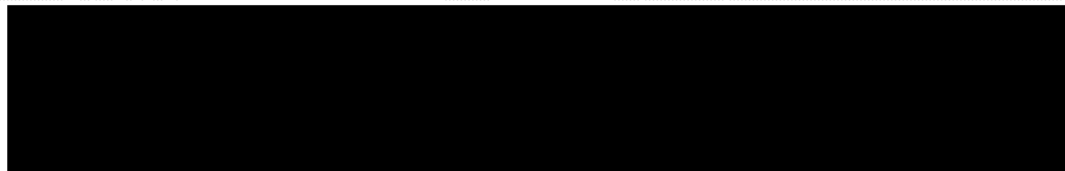
£ : p ▶ please specify

Total

£ 552 : 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

Signature



MP

Date

24/8/05

**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.

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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

HUMPHREY MALINS

Constituency

WORKING

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 / / to / /

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 220 : p

(interest only) or rent

Food

£ 250 : p

Utilities

£ 70 : — p

Council Tax/Rates

£ 70 : — p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ 50 : — p

Other

£ 126 : 50 p

please specify TV licence

Other

£ : p

please specify

Other

£ : p

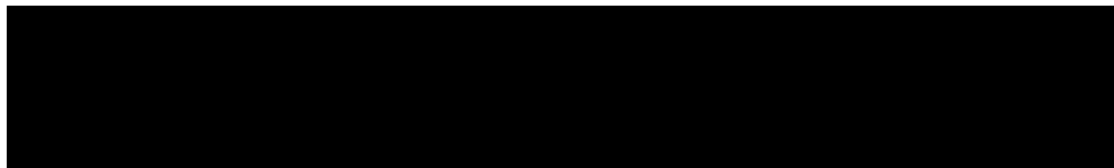
please specify

Total

£ 926 : 50 p

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

Address of  
second home  
for Additional  
Costs Allowance

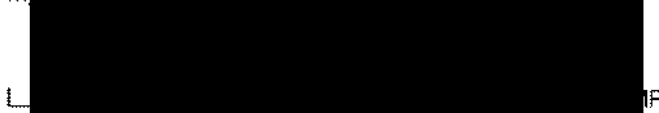


✓

**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

25/7/05

**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



Additional Costs Allowance

# Member's claim form

05/06

About filling in this form

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

## Your details

Name in CAPITAL LETTERS

HUMPHRY WALLEN

Constituency

Woking

## 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 6 1 0 5 to 3 0 1 6 1 0 5

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 220 : p

Food

£ 250 : p

Utilities

£ 50 : p

Council Tax/Rates

£ 70 : p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : p

Service/maintenance

£ 100 : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

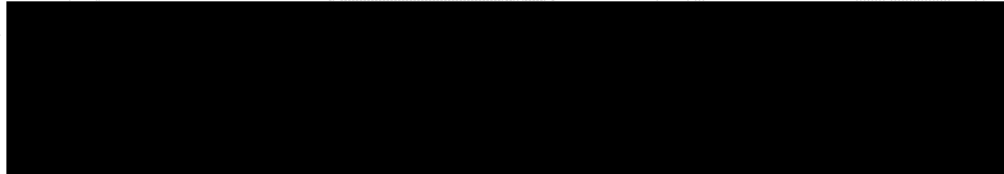
Total

£ 830 : 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

1/7/05

**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



Additional Costs Allowance

ACA2

Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

HUMANEY MALINE

Constituency

WOKING



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 15 105 to 31 15 105

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 220 : — p ✓

Food

£ 220 : — p

Utilities

£ 80 : — p

Council Tax/Rates

£ 70 : — p

Telephone and telecommunications

£ 20 : — p

Cleaning

£ 140 : — p

Service/maintenance

£ 40 : — p

Repairs/insurance/security

£ 50 : — p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 840 : — 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

Signature



MP

Date

30/5/05

**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

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 dedica

**Text**

**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>

/
/
/
/
/
/

*\* Financial Processing purposes only*

*Registered by (initials & date)*

22/4

*Posted by (initials & date)*

22 APR 2005



# 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

HUMPHREY WALINS

Constituency

Woking

## 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 11 1 4 1 05

Total cost of hotel stays  
*attach all receipts*

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
*(interest only) or rent*

£ 220 : \_\_\_\_\_ p

Food

£ 100 : \_\_\_\_\_ p

Utilities

£ 50 : \_\_\_\_\_ p

Council Tax/Rates

£ 69 : \_\_\_\_\_ p

Telephone and telecommunications

£ \_\_\_\_\_ : \_\_\_\_\_ p

Cleaning

£ 120 : \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/security

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£ 559 : \_\_\_\_\_ p

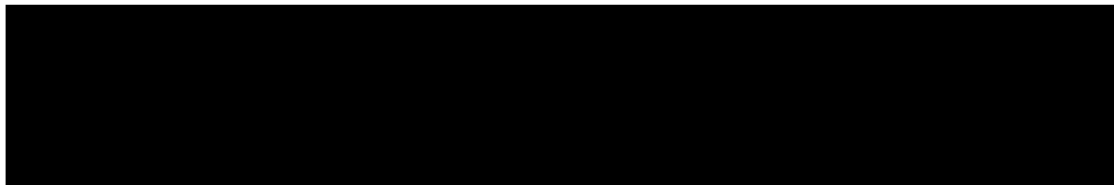
£ 268.30

continued on page 2



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

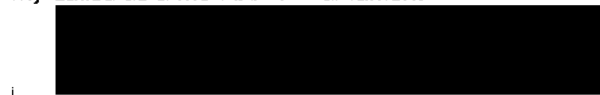
Address of  
second home  
for Additional  
Costs Allowance



**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

16/4/05

**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