

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

**Member Supplier ID** [REDACTED]

**Pay recipient**

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

**Text**

(i.e. period of claim)

**Invoice No.** [REDACTED]

**Account code / Allowance** [REDACTED]

**Members cost centre (Cat1)** [REDACTED]

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :** [REDACTED]

*\* 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

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

*\* Financial Processing purposes only*

Registered by (initials & date) [REDACTED]

Posted by (initials & date) 4.4 [REDACTED]



# Member's claim form

31 MAR 2005

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name in CAPITAL LETTERS: IAN LUCAS

Constituency: WIMBORNE

## 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 / 3 / 05 to 30 / 11 / 05

Total cost of hotel stays £ : p  
attach all receipts

Mortgage payments £ 966 : 64 p  
(interest only) or rent

Food £ 60 : 00 p

Utilities £ : p

Council Tax/Rates £ 95 : 00 p

Telephone and telecommunications £ : p

Cleaning £ : p

Service/maintenance £ : p

Repairs/insurance/security £ : p

Other £ 1,815 : 00 p

▶ please specify NEW FLOORING IN FLAT

Other £ : p

▶ please specify \_\_\_\_\_

Other £ : p

▶ please specify \_\_\_\_\_

Total £ 2,936 : 64 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

29/3/05

**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

CUSTOMER'S ORDER NUMBER [REDACTED]	TELEPHONE	DATE / TAX POINT 18/3/05
---------------------------------------	-----------	-----------------------------

NAME

ADDRESS

SOLD BY	CASH	CHEQUE	CREDIT CARD	ACCOUNT	C.O.D.	GOODS RETURNED
---------	------	--------	-------------	---------	--------	----------------

QUANTITY	DESCRIPTION	PRICE	AMOUNT
----------	-------------	-------	--------

	[REDACTED]		
	Supply incl (at Quickstop [REDACTED]-866 950 Ver. reshead Breed + three free Silver 2 incl in bill with thank		1815 00

[REDACTED]	1815 00
------------	---------



# Member's claim form

09 MAR 2005



## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

IAN LUCAS

Constituency

WREKHAM

## 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 / 2 / 05

to 28 / 2 / 05 ✓

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 966 : 64 p ✓

Food

£ 60 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 95 : 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

£ 1121 : 64 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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

6/3/05

**Data protection**

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

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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# Member's claim form

FORM ACA2



## Members' Allowances

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 1592.

## Your details

Name  
in CAPITAL LETTERS

IAN LUCAS

Constituency

WREXHAM

## 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 / 02 / 05 to 28 / 02 / 05 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 966 : 64 p ✓

Food

£ 60 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 95 : 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

£ 1121 : 64 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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

13/2/05

**Data protection**

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The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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Additional Costs Allowance

2  
2

Member's claim form

Members' Allowances

About filling in this form

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

Your details

Name in CAPITAL LETTERS

JAN LUCHS

Constituency

WREXHAM

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 1/11<sup>92</sup>/05 to 31/1/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 966 : 64 p ✓

Food

£ 80 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 95 : 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

£ 1141 : 64 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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

16/1/05

**Data protection**

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# 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

IAN LUCAS

Constituency

WREXHAM

## Claim details

### Notes

You can only claim for

- 1 costs you have actually paid
- 2 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

- 2 all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from 1 / 12 / 04

to 31 / 12 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 982 : 43 p ✓

Food

£ 80 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 95 : 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

£ 1157 : 43 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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

4/12/04

**Data protection**

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Additional Costs Allowance

Member's claim form

Members' Allowances

About filling in this form

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

Your details

Name in CAPITAL LETTERS

IAN LUCAS

Constituency

WREXHAM

Claim details

Notes

You can only claim for

Please list

Please attach

- costs you have actually paid
additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
all items costing £250 or more and include receipts - except for food, for which receipts are not required.
receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 / 11 / 04 to 30 / 11 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 966 : 64 p

Food

£ 80 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 95 : 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

£ 1241 : 64 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

7/11/04

**Data protection**

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# 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

IAN WYLS

Constituency

WREXHAM

### 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 / 10 / 04

to 31 / 10 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 926 : 11 p

Food

£ 30 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 181 : 09 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 297 : 15 p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1434 : 35 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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

10/10/04

**Data protection**

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INVOICE

Mr I C Lucas

Date	29/09/2004
Prev Ref	
Account Ref	
Invoice No.	

— Premises:

Due Date	Description	From	To	Amount	VAT %	VAT Amount
29/09/2004	End of Year Balancing Charge		30/06/2003	297.15		0.00
TOTAL				297.15		

ADD VAT

AMOUNT DUE

297.15



# Member's claim form

## Members' Allowances

About filling in this form

- For details of costs you can claim for see G
- If you have any doubt about whether you can claim please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

Constituency

IAN LUCAS

WALSLEY

## Claim details

### Notes

You can only claim for

Please list

Please attach

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ : p

Utilities

£ 59 : 23 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

£ 59 : 23 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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

16/10/04

**Data protection**

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Member's claim form

Members' Allowances

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this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name  
in CAPITAL LETTERS

IAN WOOD

Constituency

WREXHAM

Claim details

Notes

You can only claim for

Please list

Please attach

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 / 9 / 04 to 30 / 9 / 04

Total cost of hotel stays  
attach all receipts

£ 0 : p

Mortgage payments  
(interest only) or rent

£ 926 : 11 p

Food

£ 20 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 181 : 09 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

£ 1127 : 20 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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

12/9/04

**Data protection**

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Member's claim form

Members' Allowances

About filling in this form

- For details of costs you can claim for, see [redacted]
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

IAN LUCAS

Constituency

WREXHAM

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 / 08 / 04

to 31 / 08 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 926 : 11 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 181 : 09 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

£ 1107 : 20p

**Details of second h**

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

\_\_\_\_\_ 24/08/04 \_\_\_\_\_

**Data protection**

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