

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** [REDACTED]

**Invo** [REDACTED]

**Acco** [REDACTED]

**Mem** [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]

20/4

Posted by (initials & date)

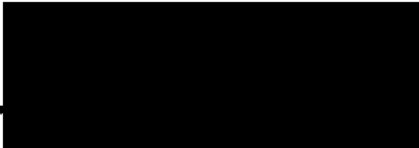
4

[REDACTED]



Member's claim form

04/05



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

LAW MCCARTNEY

Constituency

MAKERFIELD

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 3 10 5 to 31 13 10 5

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 154 : 00 p (confirmed annually - July)

Food

£ 4 00 : 00 p

water - paid 14/13/05.

Utilities

£ 1 1 1 68 : 19 47 p

elec.

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 11 : 00 p

Cleaning

£ : p

Service/maintenance

£ See below p

Repairs/insurance/security

£ 1 14 : 81 p contents insurance

Other

£ 10 : 49 p

▶ please specify TV.

Other

£ 128 : 25 p

▶ please specify gl/rent + sup/chg.

Other

£ : p

▶ please specify

Total

£ 998 : 21 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

Date

6/4/05

**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

Financial Processing }

Transaction N [redacted] .....

Registration N [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)

[redacted]

**Text** (i.e. period of claim)

**Invoice No.**

[redacted]

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

[redacted]

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

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

*\* Financial Processing purposes only*

Registered by (initials & date) ... [redacted] 20/4 .....

Posted by (initials & date) ... [redacted] 20/4 [redacted] .....



# Member's claim form

Members' Allowances

04/05

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 McCARTNEY

Constituency

MAKESFIELD

## 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 2 1 05 to 28 12 105

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p

Mortgage payments  
(Interest only) or rent

£ 154 : 00 p (confirmed annually in July)

Food

£ 400 : 00 p

Utilities

£ \_\_\_\_\_ p

Council Tax/Rates

£ \_\_\_\_\_ p

Telephone and telecommunications

£ 11 : 00 p

Cleaning

£ \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/  
security

£ \_\_\_\_\_ p

Other

£ 10 : 49 p ▶ please specify TV.

Other

£ \_\_\_\_\_ p ▶ please specify

Other

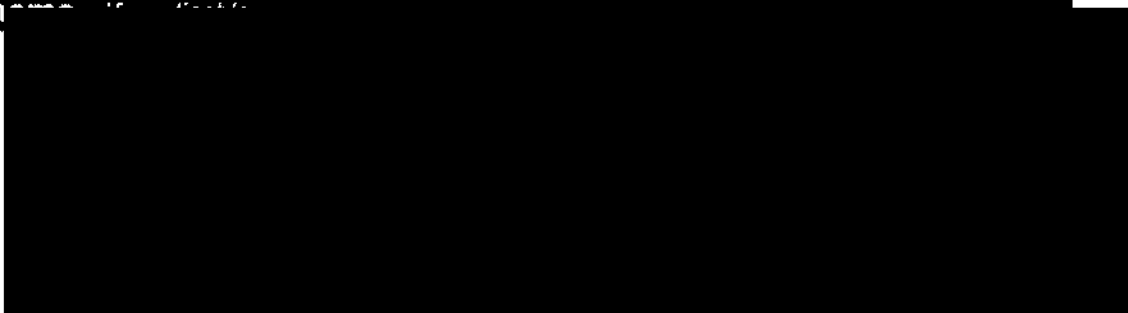
£ \_\_\_\_\_ p ▶ please specify

Total

£ 575 : 49 p

**Details of second home**

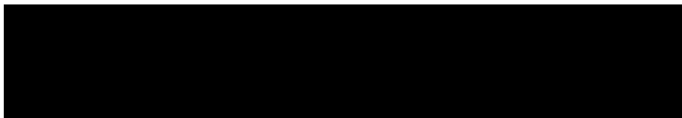
Address of  
second home  
for Additional  
Costs Allowance



**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



Date

6/4/05

**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.

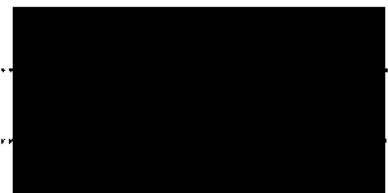
Send your completed  
form to

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

Financial Processing }

Transaction No. ....

Registration No. ....

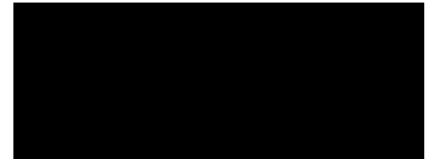


**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

**Member Supplier ID**



**Pay recipient**

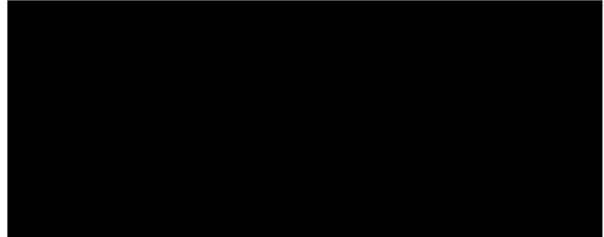
(NB Financial Processing to check whether a dedicated a/c exists)

**Text**



(i.e. period of claim)

**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)*

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)

..... 20/4 .....

Posted by (initials & date)

..... 22/4 .....



# Member's claim form

08 APR 2005

04/05

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 MCCARTNEY

Constituency

MAKERFIELD

## 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 1.11.105 to 31.11.105

Total cost of hotel stays  
attach all receipts

£ — : — p

Mortgage payments  
(interest only) or rent

£ 154 : 00 p (confirmed annually - July)

Food

£ 400 : 00 p

Utilities

£ 91 : 43 p water (paid 2/9/04)

Council Tax/Rates

£ 61 : 00 p

Telephone and telecommunications

£ 11 : 00 p

Cleaning

£ — : — p

Service/maintenance

£ See below. p

Repairs/insurance/  
security

£ : p

Other

£ 10 : 49 p

▶ please specify TV

Other

£ 128 : 25 p

▶ please specify gl rent + serv chg.

Other

£ 53.91 p

▶ please specify ~~water~~  
elec. paid Dec 04.

Total

£ 910 : 08 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

Date

6/4/05

**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



# 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 Mc CARTNEY

Constituency

MAKERFIELD

## 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 NOV 04 to 30 NOV 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 200 : 00 p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 61 : 00 p

Telephone and telecommunications

£ 11 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 10 : 49 p

▶ please specify

TV licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 682 : 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

Signature

MP

Date

19.12.04

**Data protection**

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

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

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



# 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 McCARTNEY

Constituency

MAKESFIELD

### 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 1/12/04 to 31/12/04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 200 : 00 p

(Confirmed annually - July)

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 61 : 00 p

Telephone and  
telecommunications

£ 11 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 10 : 49 p

▶ please specify TV licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 682 : 49 p

**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

19.12.04

**Data protection**

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

The information you give will be seen by:

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

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

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



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* 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 MCCARTNEY

Constituency

MAKERFIELD

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 1/8/04 to 31/8/04

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 159 : 00 p (letter sent)

Food

£ 400 : 00 p ✓

Utilities

£ 91 : 43 p (water)

Council Tax/Rates

£ 61 : 00 p

Telephone and telecommunications

£ 11 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 117 : 15 p (cont. ins)

Other

£ 9 : 99 p ▶ please specify TV licence

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 849 : 57 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

13-11-04

**Data protection**

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

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

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Send your completed  
form to

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



# Member's claim form

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- 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 MCCARTNEY

Constituency

MANCHESTER

## 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 19/04 to 30/9/04

Total cost of hotel stays  
*attach all receipts*

£ \_\_\_\_\_ p

Mortgage payments  
*(interest only)* or rent

£ 159 : 00 p

Food

£ 400 : 00 p ✓

Utilities

£ \_\_\_\_\_ p

Council Tax/Rates

£ 61 : 00 p

Telephone and telecommunications

£ 11 : 00 p

Cleaning

£ \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/  
security

£ \_\_\_\_\_ p

Other

£ 9 : 99 p

▶ please specify TV Licence

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£ 640 : 99 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

13-11-04

**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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Send your completed  
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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 MC CARTNEY

Constituency

MAKERFIELD

### 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 1/10/04 to 31/10/04

Total cost of hotel stays  
*attach all receipts*

£            p

Mortgage payments  
*(interest only) or rent*

£ 159.00 p

Food

£ 400.00 p ✓

Utilities

£            p

Council Tax/Rates

£ 61.00 p

Telephone and  
telecommunications

£ 11.00 p

Cleaning

£            p

Service/maintenance

£            p

Repairs/insurance/  
security

£            p

Other

£ 9.99 p

▶ please specify TV licence

Other

£            p

▶ please specify \_\_\_\_\_

Other

£            p

▶ please specify \_\_\_\_\_

Total

£ 640.99 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

18<sup>th</sup> - 11 - 02**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
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



# 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 McCARTNEY

Constituency

MAKERFIELD

### 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 01 / 04 / 2004 to 30 / 04 / 2004 ✓

Total cost of hotel stays attach all receipts

£ : p

TO BE CLAIMED AT LATER DATE }

Mortgage payments (interest only) or rent

Food

£ 400 : 00 p

Utilities

£ 151 : 07 p

WATER 91.44  
ELEC. 59.63

Council Tax/Rates

£ 63 : 74 p

Telephone and telecommunications

£ 11 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 9 : 99 p

▶ please specify TV

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 635 : 80 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

18/6/2004

**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
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

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Send your completed  
form to

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



RECEIVED

Member's claim form 21 JUN 2004

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 MCCARTNEY

Constituency

MAKERFIELD

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 01/05/04 to 31/05/04

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p  
TO BE CLAIMED  
£ AT LATER DATE

Mortgage payments (interest only) or rent

£ \_\_\_\_\_ p

Food

£ 400 : 00 p

Utilities

£ \_\_\_\_\_ p

Council Tax/Rates

£ 61 : 00 p

Telephone and telecommunications

£ 11 : 00 p

Cleaning

£ \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/security

£ \_\_\_\_\_ p

Other

£ 9 : 99 p

▶ please specify TV

Other

£ \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ p

▶ please specify

Total

£ 481 : 99 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

18/6/2004

**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



# 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 MCCARTNEY

Constituency

MAKERFIELD

## 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 01 / 06 / 2004 to 30 / 06 / 2004

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p  
TO BE CLAIMED LATER

Mortgage payments  
(interest only) or rent

£ \_\_\_\_\_ p

Food

£ 400 : 00 p

Utilities

£ \_\_\_\_\_ p

Council Tax/Rates

£ 61 : 00 p

Telephone and  
telecommunications

£ 11 : 00 p

Cleaning

£ \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/  
security

£ \_\_\_\_\_ p

Other

£ 9 : 99 p

▶ please specify TV

Other

£ \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ p

▶ please specify

Total

£ 481 : 99 p

continued on page 2



**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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Signature

MP

Date

18/6/2004

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## Your details

Name  
in CAPITAL LETTERS

IAN MCCARTNEY

Constituency

MAKERFIELD

## Claim details

### Notes

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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.

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 01 / 07 / 04 to 31 / 07 / 04

Total cost of hotel stays  
attach all receipts

£ : P

Mortgage payments  
(interest only) or rent

£ 159 : 99 P

Food

£ 400 : 00 P

Utilities

£ 52 : 15 P

Council Tax/Rates

£ 61 : 00 P

Telephone and  
telecommunications

£ 11 : 00 P

Cleaning

£ : P

Service/maintenance

£ : P

Repairs/insurance/  
security

£ : P

Other

£ 139 : 27 P

Other

£ 141 : 84 P

Other

£ 149 : 44 P

Total

£ 1,125 : 67 P

} mortgage account attached.  
 } only three each July. I  
 } will ring Co-op each month  
 } for interest payment details  
 } as Co-op  
 } will not  
 } issue statement  
 } each and  
 } every month.

APRIL'S MORT. INT. PAYMENT

▶ please specify APRIL'S MORT. INT.

▶ please specify MAY'S MORT. INT.

▶ please specify JUNE'S MORT. INT.

TV Licence

**Details of second**

\*  
?  
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

6/8/2004

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form to

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Mr J McCartney

**Any questions?**

Please read the back of this statement or, for further information, telephone

Account Number:

Page 1 of 2

Date	Description	Debits	Credits
28 Feb 2004	interest	155.00	
31 Mar 2004	Interest	137.34	
30 Apr 2004	Interest	139.27 ✓	
28 May 2004	interest	141.84 ✓	
30 Jun 2004	Interest	149.44 ✓	
30 Jun 2004	Total Insurance Contributions	0.00	