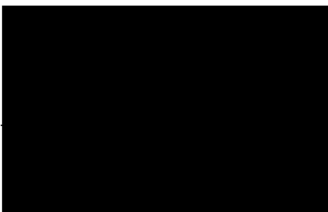


Financial Processing }

Transaction No.

Registration No.

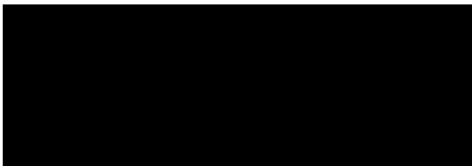


Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

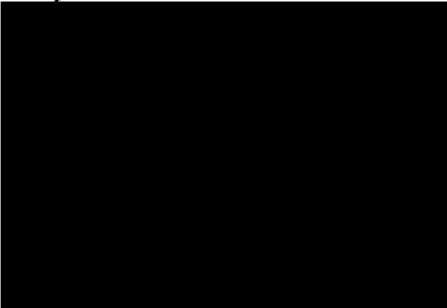
Member Supplier ID



Pay recipient

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

Text ACA 1 Feb 05 - 28 Feb 05



Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05

Expenditure type (Cat5) :



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

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd 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)



Posted by (initials & date)





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

JANE KENNEDY

Constituency

LIVERPOOL WAVERTREE

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 / 02 / 05 to 28 / 02 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : — p ✓

Food

£ 400 : — p ✓

Utilities

£ 134 : — p ✓

Council Tax/Rates

£ 100 : — p

Telephone and telecommunications

£ 100 : — p

Cleaning

£ 60 : — p

Service/maintenance

£ 100 : — p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

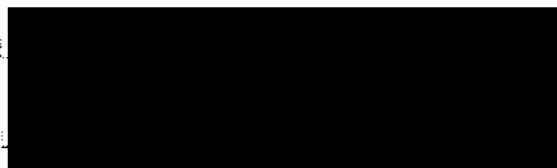
▶ please specify _____

Total

£ 1554 : — p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Postcode

**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

6/04/05**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 9AA

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

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 ACA IMAROS - 31.MAROS

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05

Expenditure type (Cat5) :

** 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 nd 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]

Posted by (initials & date) .. [REDACTED]



Member's claim form

07 APR 2005

04105

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

JANE KENNEDY

Constituency

LIVERPOOL WAVERTREE

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 01 / 03 / 05

to 31 / 03 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 660 : - p

Food

£ 400 : - p

Utilities

£ 134 : - p

Council Tax/Rates

£ 100 : - p

Telephone and telecommunications

£ 100 : - p

Cleaning

£ 60 : - p

Service/maintenance

£ 100 : - p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

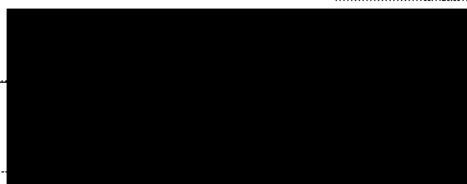
please specify

Total

£ 1554 : - p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Postcode


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

6/04/05

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
- National Audit Office staff.

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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

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

JANE KENNEDY

Constituency

LIVERPOOL WAVERTREE

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 01/01/05 to 31/01/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 659 : — p ✓

Food

£ 400 : — p ✓

Utilities

£ 138 : — p

Council Tax/Rates

£ 122 : — p

Telephone and
telecommunications

£ 100 : p

Cleaning

£ 64 : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

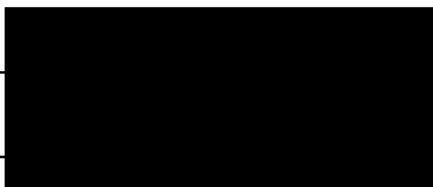
Total

£ 1483 : p



Details of second home *(if applicable)*

Address of
second home
for Additional
Costs Allowance



Postcode

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

31/01/05

Data protection

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Send your completed
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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

JANE KENNEDY

Constituency

LIVERPOOL WAVERTREE

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 1 12 04 to 31 12 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 659 : - p

Food

£ 400 : - p

Utilities

£ 133 : - p

Council Tax/Rates

£ 122 : - p

Telephone and telecommunications

£ 33 : - p

Cleaning

£ 64 : - p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1411 : - p

Details of second home *If applicable*

Address of
second home
*for Additional
Costs Allowance*

[Redacted]

Postcode

[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 my duties as a Member of Parliament.

Signature

[Redacted Signature]

MP

Date

27-12-04

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
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

JANE KENNEDY

Constituency

LIVERPOOL WAVERTREE

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 1 11 04 to 30 11 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 659 : — p

Food

£ 400 : — p

Utilities

£ 133 : — p

Council Tax/Rates

£ 122 : — p

Telephone and telecommunications

£ 33 : — p

Cleaning

£ 64 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1411 : — p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Postcode

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

27.12.04

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:

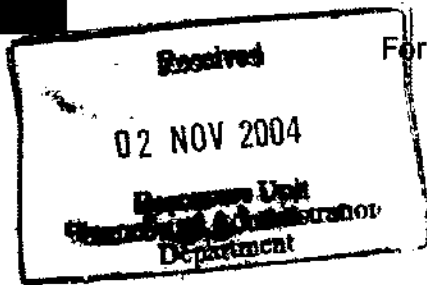
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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



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

JANE KENNEDY

Constituency

LIVERPOOL WAVERTREE

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 1st 10 10 to 31st 10 10

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 660 : — p

Food

£ 400 : — p

Utilities

£ 138 : — p

Council Tax/Rates

£ 122 : — p

Telephone and telecommunications

BT £ 70 : — p

Cleaning

£ 60 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other TV

£ 10 : — p

▶ please specify

TV licence

Other

£ 287 : — p

▶ please specify

Other

£ : p

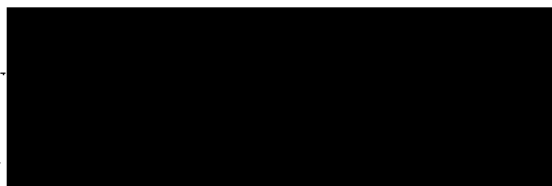
▶ please specify

Total

£ 1747 : — p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

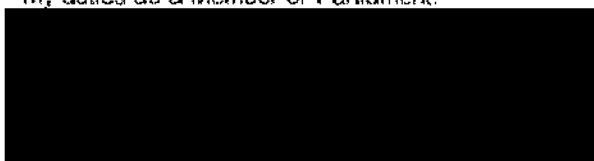


Postcode

**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

1/11/04

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

12 Oct 2004

Invoice

Ms J Kennedy

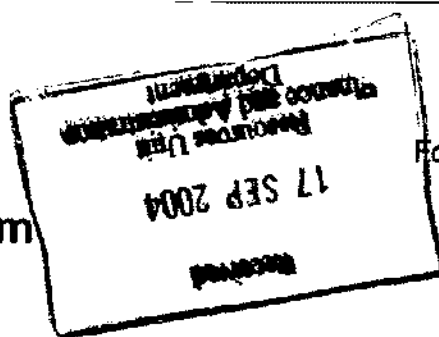
Amount due £296.09

£287.59



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 1592.

Your details

Name in CAPITAL LETTERS

JANE KENNEDY

Constituency

LIVERPOOL WAVERTREE

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 01/08/04 to 30/09/04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1318 : — p

Food

£ 400 : — p

Utilities

£ 281 : — p

Council Tax/Rates

£ 244 : — p

Telephone and telecommunications

£ 675 : — p

Cleaning

£ 132 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3050 : — p → £ 2375 : 00

less 675



Details of second home *(if applicable)*

Address of
second home
for Additional
Costs Allowance

Postcode

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

16-09-04

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:

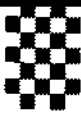
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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 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

JANE KENNEDY

Constituency

LIVERPOOL WAVERTREE

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 10 01 04

to 22 10 71 04 (JUNE + JULY)

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1318 : — p

Food

£ 800 : — p

Utilities

£ 256 : p

Council Tax/Rates

£ 244 : p

Telephone and telecommunications

£ 160 : p

Cleaning

£ 128 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 115 : p

▶ please specify

TV

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3021 : — p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Postcode

[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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

22-07-04

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:

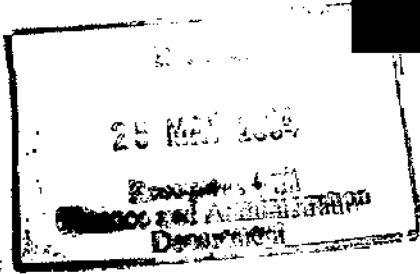
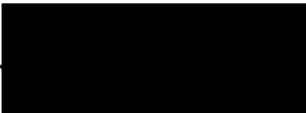
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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



I wish to claim reimbursement of the following amounts in respect of additional costs which I have necessarily incurred for overnight stays away from my main home (as notified to the Fees Office) on Parliamentary duties during the period from to..... made up as follows:-

MAY 2004

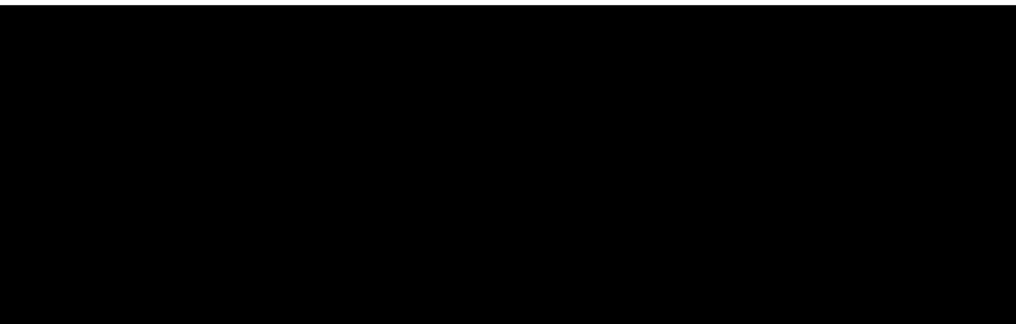
Hotel Accommodation		£	
Residential Accommodation		£	
(i) Rent/Rates		1309 —
(ii) Heat and Light		15 —
(iii) Telephone		16 —
(iv) Cleaning		80 —
(v) Repairs and Maintenance		
(vi) Other (please specify)	£	
Food		£	80 —
Other Expenses (please specify)		
		
		
		
		
	£	

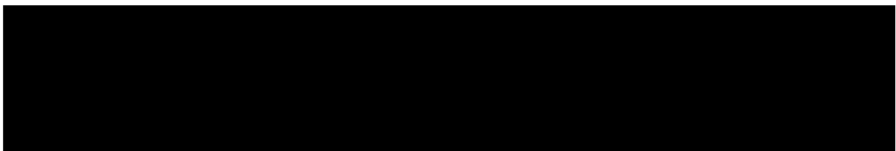
Total £ 1500

Signed M.P.

Print Name

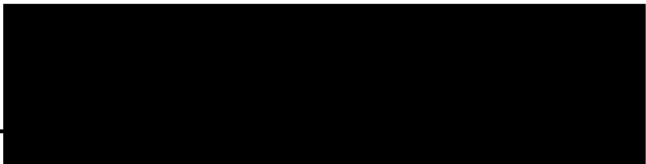
Date 24/05/04 Constituency Liverpool Wavertree





I wish to claim reimbursement of the following amounts in respect of additional costs which I have necessarily incurred for overnight stays away from my main home (as notified to the Fees Office) on Parliamentary duties during the period from to made up as follows:-

Hotel Accommodation	APRIL 2004	£
Residential Accommodation		£
(i) Rent/Rates	1309.28
(ii) Heat and Light	13 —
(iii) Telephone	16 —
(iv) Cleaning	80 —
(v) Repairs and Maintenance	
(vi) Other (please specify)	£
Food		£ 200 —
Other Expenses (please specify)	
	
	
	
	£
		<u>£ 1618.28</u>

Signed M.P.

Print Name.....

Date 24/05/04 Constituency Liverpool Wavertree

