

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 dedicate

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

04_05 / 05_06

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

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

** Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)

23 Mar



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

JANET DEAN

Constituency

BURTON

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 812 105 to 1413 105.

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1000 : 00 p

Food

£ 40 : 00 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

£ : p

▶ please specify _____

Total

£ 1040 : 00 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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

14.3.05

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.

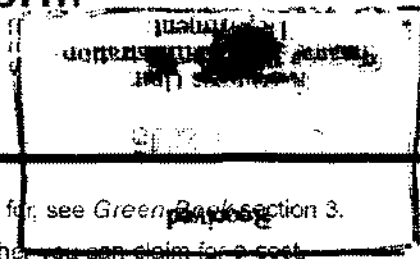
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

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



Member's claim form



Members' Allowances

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Your details

Name
in CAPITAL LETTERS

JANET DEAN

Constituency

BURTON

Claim details

Notes

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Please list

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Please attach

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

Period of claim

from 11/01/05 to 7/02/05 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1000 : 00 p ✓

Food

£ 30 : 00 p

Utilities

£ 70 : 58 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 34 : 89 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

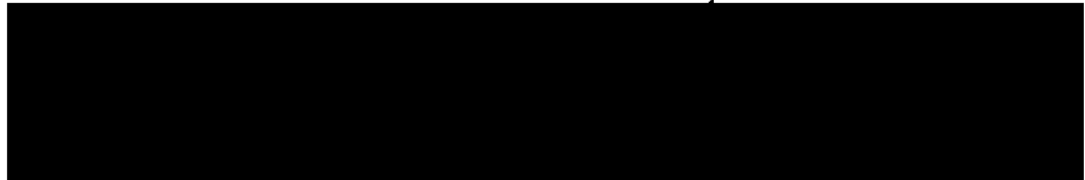
▶ please specify _____

Total

£ 1135 : 47 p ✓

Details of second home *if applicable*

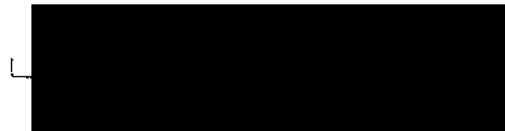
Address of
second home
for Additional
Costs Allowance



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

7.2.05

Data protection

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MRS J DEAN

Your gas bill for this period is

£70.58

JEAN

Total now due

£ 34.89



Member's claim form

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

JANET DEAN

Constituency

BURTON

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

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Please attach

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

Period of claim

from 7 / 12 / 04 to 10 / 1 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1000 : 00 p

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

£ : p

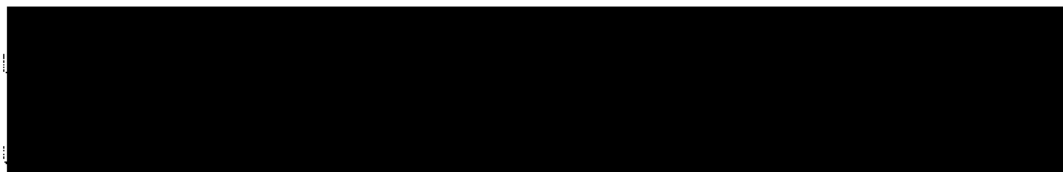
▶ please specify _____

Total

£ 1000 : 00 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

10.1.05

Data protection

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Member's claim form

Members' Allowances

About filling in
this form

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Your details

Name
in CAPITAL LETTERS

JANET DEAN

Constituency

BURTON

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

Please list

Please attach

Period of claim

from 3/11/04

to 6/12/04

Total cost of hotel stays
attach all receipts

£ : p

~~Mortgage payments~~
(interest only) or rent

£ 1000 : 00 p

Food

£ 60 : 00 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

£ : p

▶ please specify _____

Total

£ 1060 : 00 p

Details of second home *if applicable*

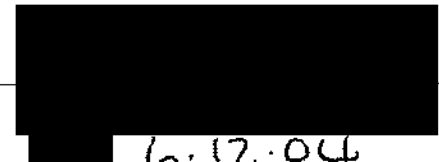
Address of second home
for Additional Costs Allowance



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

6.12.04

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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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

JANET DEAN

Constituency

BURTON

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 20/9/04 to 2/11/04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2000:00 p ✓

Food

£ 45:00 p

Utilities

£ - : 78 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

£ 2045:78 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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

2.11.04

Data protection

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

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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

our gas bill for this period is

£0.78



Member's claim form

Members' Allowances

About filling in this form

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Your details

Name
in CAPITAL LETTERS

JANET DEAN

Constituency

BURTON

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 10/8/04 to 19/9/04

Total cost of hotel stays
attach all receipts

£ : p

~~Mortgage payments~~
(interest only) or rent

£ 1000 : 00 p ✓

Food

£ 25 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 46 : 49 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1071 : 49 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 my duties as a Member of Parliament.

Signature

[Redacted Signature]

MP

Date

19.9.04

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

MRS J.E.A DEAN

Date
30 July 2004

If you have a query
please see reverse for
our contact details.

Total now overdue

£ 46.49



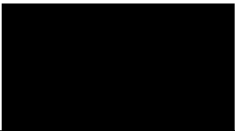
Member's claim form



Members' Allowances

About filling in this form

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

Name in CAPITAL LETTERS

JANET DEAN

Constituency

BURTON

Claim details

Notes

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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.

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 4/7/04 to 9/8/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1000 : 00 p

Food

£ 35 : 00 p

GAS Utilities

£ 20 : 77 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 _____

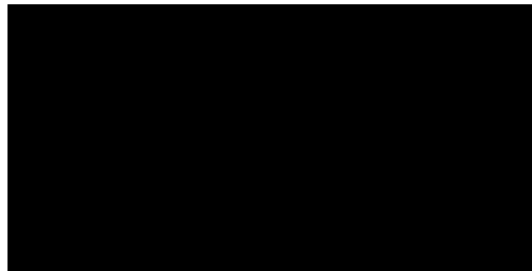
Other

£ : p

▶ please specify _____

Total

£ 1055 : 77 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 my duties as a Member of Parliament.

Signature

[Redacted Signature]

MP

Date

9.8.04

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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form to

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

YOUR GAS BILL

22 July 2004

MRS J DEAN

Your gas bill for this period is

£20.77



Additional Costs Allowance

Member's claim form RECEIVED

05 JUL 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.

DFA

Your details

Name
in CAPITAL LETTERS

JANET DEAN

Constituency

BURTON

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 14 16 104 to 3 17 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1000 : 00 p

Food

£ 25 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 194 : 95 p

Other

£ 121 : 00 p

▶ please specify TV license

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1340 : 95 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 my duties as a Member of Parliament.

Signature

[Redacted Signature]

MP

Date

[Redacted] 3.7.04

Data protection

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DEAN JANET E A

Renewal Premium £194.95	Amount Due £194.95
Buildings Sum Insured NOT INSURED	Contents Sum Insured £20000

Date 26-6-04

TV Licence number: [REDACTED]

Fee: £121.00

Mrs J Dean

id until: 30 June 2005



Member's claim form



Members' Allowances

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Your details

Name
in CAPITAL LETTERS

JANET DEAN

Constituency

BURTON

Claim details

Notes

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

Please list

Please attach

Period of claim

from 2015 104 to 1316 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1000 : 00 p

Food

£ 30 : 00 p

Utilities

£ 87 : 65 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 40 : 84 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

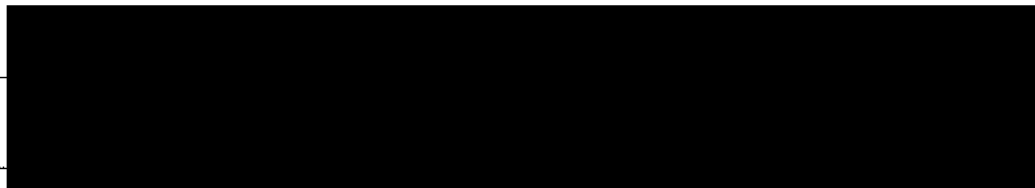
▶ please specify

Total

£ 1158 : 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



MP

Date

 13.6.04

Data protection

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Electricity bill

3 June 2004

MRS J DEAN

Please pay

£87.65

MRS J.E.A DEAN

Date
5 May 2004

If you have a query
please see reverse for
our contact details.

Total now overdue
£ 40.84



Member's claim form

20 NOV 2004

RECEIVED

Members' Allowances

About filling in
this form

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Your details

Name
in CAPITAL LETTERS

JANET DEAN

Constituency

BURTON

Claim details

Notes

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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.

Please list:

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Please attach

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

Period of claim

from 5/4/04 to 19/5/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1000 : 00 p ✓

Food

£ 55 : 00 p ✓

Utilities

£ 73 : 76 p ✓

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 60 : 00 p ✓

▶ please specify DISPOSAL of old furniture

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1188 : 76 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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

[Redacted] 19.5.04

Data protection

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YOUR GAS BILL

7 April 2004

MRS J DEAN

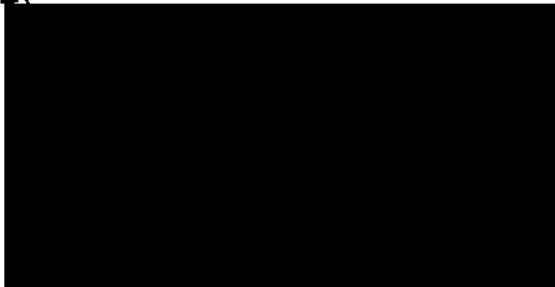
Your gas bill for this period is

£73.76



Received Cash Payment of £60.00

26-6-04

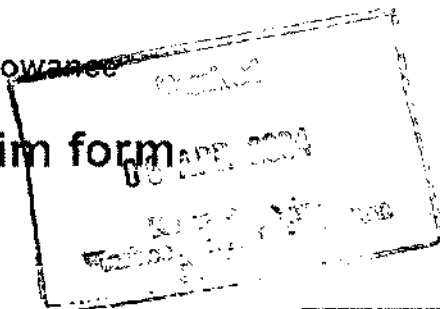




Members' Allowances

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

JANET DEAN

Constituency

BURTON

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 4 04

to 4 14 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1000:00 p

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

£ : p

▶ please specify

Total

£ 1000:00 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

4.4.04

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.