

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 dedicated

**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)

|   |                                     |
|---|-------------------------------------|
| 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)

29 Mar.

Posted by (initials & date)

30.3.05



# 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

John McFall

Constituency

Doncaster

## Claim details

Notes

You can only claim for

Please list

Please attach

Feb + March 2005.

- 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 / 1 to 1 / 1

Total cost of hotel stays  
*attach all receipts*

£            :            p

Mortgage payments  
*(interest only) or rent*

£ 2 x 1000 = £2000 - 00

Food

£            :            p

Utilities

£            :            p

Council Tax/Rates

£            :            p

Telephone and  
telecommunications

£            :            p

Cleaning

£            :            p

Service/maintenance

£ 1178 : 99 p

Repairs/insurance/  
security

£ 400 : 00 p

Other

£            :            p

▶ please specify

Other

£            :            p

▶ please specify

Other

£            :            p

▶ please specify

Total

£ 2279 : 96 p

23 MAR 2005

23 MAR 2005

Quarterly maintenance request (2 x £200)

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

|

MP

Date

|

21 March 2005.

**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.

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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

APPLICATION FOR PAYMENT

To: Mr J F [redacted] McFall  
[redacted]

Date: 11 Feb 2005  
[redacted]

| Description    | Period                    | Amount    |
|----------------|---------------------------|-----------|
| Service Charge | 1 Mar 2005 to 31 Aug 2005 | 1,331.01  |
|                | Total:                    | £1,331.01 |
|                | b/fwd balance:            | £-152.02  |
|                | Total Due:                | £1,178.99 |



# Member's claim form



## Members' Allowances

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### Your details

Name  
in CAPITAL LETTERS

JOHN Mc FALL

Constituency

DUMBARTON

### 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 to 1 / 1

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1000 : 00 p

1000 - 00 ✓

Food

£ 400 : 00 p

400 - 00

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 200 : 00 p

200 - 00

Other

£ 35 : 00 p

35 - 00

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1635 : 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

Signature

MP

Date

8 Feb 2005

**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:

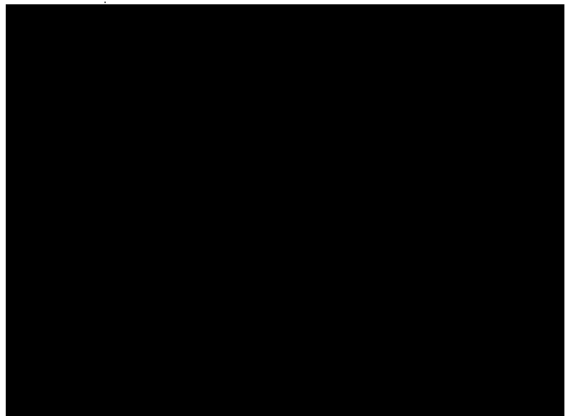
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CREDIT CARD 35.00





# Member's claim form

## Members' Allowances

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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

JOHN MC FALL

Constituency

DUMBARTON

## 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 to 31 12 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1000 : 00 p ✓

1000 - 00

Food

£ 400 : 00 p

400 - 00

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 58 : 39 p

Tel Bill 58 - 39

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 200 : 00 p ✓

200 - 00

Other

£ 50 : 00 p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1708 : 39 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

12 January 2005

**Data protection**

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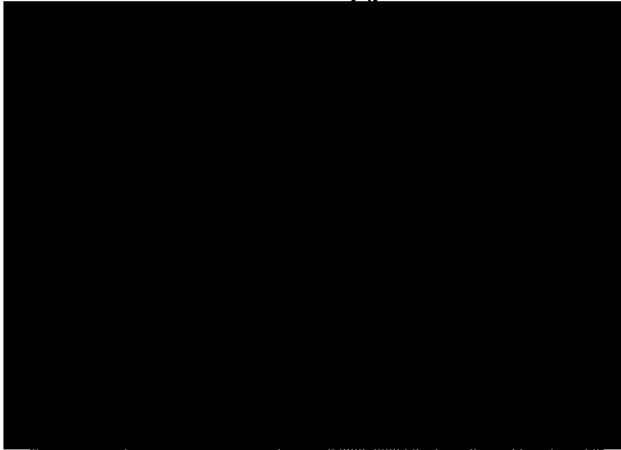
**Send your completed  
form to**

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

Your account and bill number



MR J MCFALL



Date

**28 December 2004**

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

**Total now due**

**£ 58.39**

# INVOICE

CUSTOMER NAME: Mrs McFaul

INVOICE No.:

DATE

03-01-05

DESCRIPTION OF WORK / GOODS SUPPLIED:

Found circulation pump sticking. Removed machine and stripped down, refitted pump seal. Tested ok.

Found plinth out of alignment causing damage to door on dishwasher, re-adjusted, tested ok.

| QTY.   | GOODS / SPARES DESCRIPTION | £                 | P     |
|--|----------------------------|-------------------|-------|
| 1  | Service call               | 50                | 00    |
| <p><b>PAYMENT DUE NOW</b></p> <p>PAID BY: CHEQUE <input type="checkbox"/> CASH <input type="checkbox"/> INVOICED <input checked="" type="checkbox"/></p> |                            | CALL OUT/ESTIMATE |       |
|  |                            | SERVICE/LABOUR    |       |
|  |                            | SUB TOTAL         | 50 00 |
|  |                            | VAT @ %           | —     |
|  |                            | <b>TOTAL DUE</b>  | 50 00 |



Member's claim form

08 DEC 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

JOHN McFALL

Constituency

DUMBARTON

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 to 30 11 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1000 : 00 p

1000 - 00

Food

£ 400 : 00 p

400 - 00

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 200 : 00 p

200 - 00

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1600 : 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

Signature

[Redacted Signature]

MP

Date

7 Dec '02

**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:

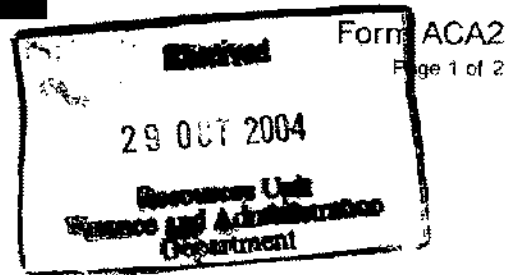
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Send your completed form to

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

JOHN McFALL

Constituency

DUMFRIES

## 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 to 31 OCT 2004

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1000-00 : 00 p

1000-00

Food

£ 400 : 00 p

400-00

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 200 : 00 p

200-00

Other

£ 51 : 71 p

▶ please specify

Other

£ 121 : 00 p

▶ please specify

TV licence

Other

£ : p

▶ please specify

Total

£ 1772 : 71 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

28 October 2004

**Data protection**

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form to

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

-----  
Your account and bill number

MR J MCFALL

-----  
Date  
**26 September 2004**

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

-----  
-----  
-----  
-----  
**Total now due**

**£ 51.71**



TV Licence

Fee:

£121.00

Mr J McEail



Member's claim form

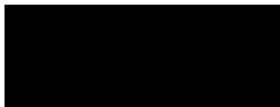
16 SEP 2004

Received

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

JOHN McFALL

Constituency

DUMBARTON



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 Aug 4 Sept '04

to / /

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2 x £1000-00 p

= £2000, 00.  
£ 200-00

Food

£ £200-00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 2 x £200-00 p

£ 400-00

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

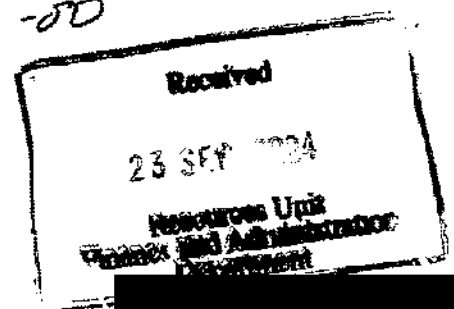
Other

£ : p

▶ please specify

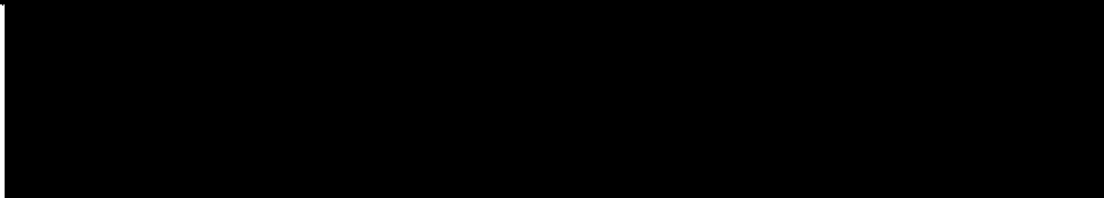
Total

£ 2600 : 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

22 September 2004

**Data protection**

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# Member's claim form

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.

RECEIVED

## Your details

Name  
in CAPITAL LETTERS

JOHN Mc FALL

Constituency

DUMYBARTON

## 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 / / to / /

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1800 : 00 p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 200 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1600 : 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

28 July 2004

**Data protection**

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Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

JOHN Mc FALL

Constituency

DUMBARTON

## 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 / / to / /

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1000 : 00 p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 200 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1600 : 00 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

29 June 2004

**Data protection**

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Members' Allowances

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this form

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## Your details

Name  
in CAPITAL LETTERS

JOHN MCFALL

Constituency

DUMBARTON

## 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 to 31 10 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
(interest only) or rent

£ 1000 : 00 p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1600 : 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

3 June 2004

**Data protection**

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2004

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:-

April '04

Hotel Accommodation

Residential Accommodation

(i) Rent/Rates

(ii) Heat and Light

(iii) Telephone

(iv) Cleaning

(v) Repairs and Maintenance

(vi) Other (please specify)

Food

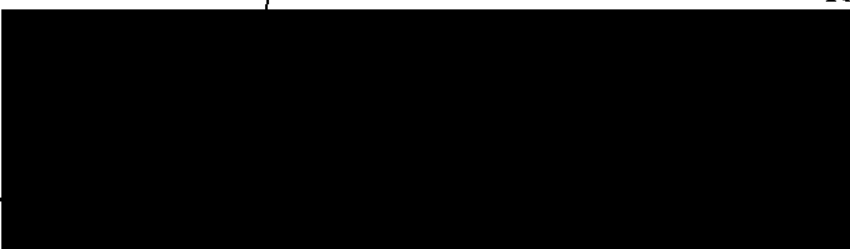
Other Expenses (please specify)

|  |                 |
|--|-----------------|
| Mortgage Interest                                  | £1000-00        |
| Cleaning   | 200-00          |
| Repairs and Maintenance                            | £400-00         |
| Food   | £400-00         |
| Other Expenses (please specify)                    |                 |
| ① House Contents Insurance for year full March '05 | 126-32          |
| ② Service Charges £416 3/8/04 - 24/8/05            | £1793-30        |
| ③ Council Tax April '04 - March '05                | £907-50         |
| <b>Total</b>                                       | <b>£4505-94</b> |

Signed .....

Print Name .....

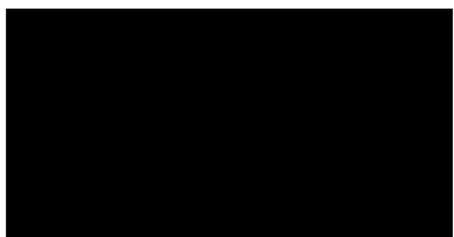
Date .....



M.P.

Constituency

Dumbarton



APPLICATION FOR PAYMENT  
For

To: Mr J F [redacted] McFall  
[redacted]

Date: 3 Feb 2004  
Account No: [redacted]

| Description                     | Period                    | Amount           |
|---------------------------------|---------------------------|------------------|
| Half Yearly s/charge in advance | 1 Mar 2004 to 31 Aug 2004 | 1,213.37         |
|                                 | <b>Total:</b>             | <b>£1,213.37</b> |
|                                 | <b>b/fwd balance:</b>     | <b>£-316.72</b>  |
|                                 | <b>Total Due:</b>         | <b>£896.65</b>   |

APPLICATION FOR PAYMENT  
For

To: Mr J F [REDACTED] McFall [REDACTED]

| Description                                | Period                | Amount           |
|--|-----------------------|------------------|
| Service Charge Adjustment For Y/E 31/08/02 | n/a to n/a            | -316.72          |
|  | <b>Total:</b>         | <b>£-316.72</b>  |
|  | <b>b/fwd balance:</b> | <b>£1,213.37</b> |
|  | <b>Total Due:</b>     | <b>£896.65</b>   |

More connections.  
More possibilities.



Your account and bill number

MR J MCFALL MP

Date  
24 March 2004

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

**BT**

Bill for

**Total now due**

**£ 48.82**

Transaction code.

### C1. REIMBURSEMENT

I wish to claim reimbursement of the following amounts from my Office Costs Allowance for the period ..... to ..... as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

| Item | Description of service / goods | Amount<br>£ | Fees Office use<br>only |
|------|--------------------------------|-------------|-------------------------|
| 1    |                                |             |                         |
| 2    |                                |             |                         |
| 3    |                                |             |                         |
| 4    | Please pay from                | 190-77      |                         |
| 5    | 2004-05 IFT                    | 152-94      |                         |
| 6    | as agreed in enclosed          |             |                         |
| 7    | letter from Andy Metcal        |             |                         |
| 8    |                                |             |                         |
| 9    |                                |             |                         |
| 10   |                                |             |                         |
|      |                                | 343.71      |                         |

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED.....MP

PRINTED NAME.....  
John Metcal

DATE.....CONSTITUENCY.....  
Dumfries