



This form may be used for multiple cheques which are coded to the same account and analysis codes. In this case, the total value of cheques should be given in the amount column and a note of the number of cheques included in the total should be made in the remarks box. A general description for the receipts may be given, but details of the invoice/reference for each payment should be written on the reverse of each cheque.

**1. TO BE COMPLETED BY DEPARTMENTS**

Date of Cheque: 11/10/05/06

Cheque Number: 

Cheque Payee: Mr J F McFall

Account Code	Amount		Cost C	Piro	Who	Exp_Type	Description
	£	p					
	102	00					Refund from MP.
<b>Total</b>	120	00					

**COMPLETED BY:**

Signature: 

Name: 

Date: 10-05-06

**REMARKS:** Refund from MP on behalf of supplier.

Please send this form together with the cheque and any background documentation (e.g. invoice or request for payment) to the Finance Office for processing.

See overleaf for Finance Office action.



# 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.

03 APR 2006

### Your details

Name in CAPITAL LETTERS

JOHN McFALL

Constituency

West Dorset

### 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.

Please list

Please attach

[redacted] £250.

to 31 10 2006 ✓

1885	: 90	p
1086	: 67	p
	:	p
	:	p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify Pay 1

Total

£ 2962.57 p

£2334.06 ✓

**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

\_\_\_\_\_

**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

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

[Redacted Signature]

MP

29 March 2006

Data protection

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Send your completed form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Member's claim form

About filling in this form

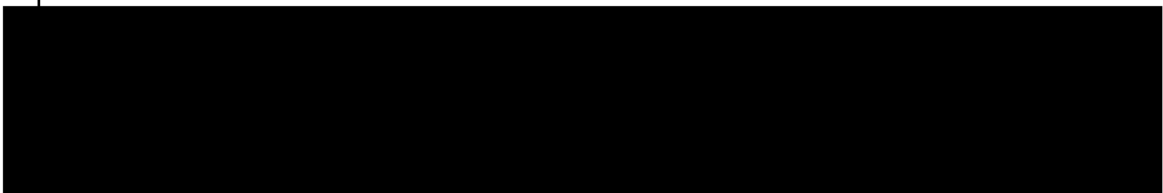
- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name  
in CAPITAL LETTERS

\_\_\_\_\_

Constituency



Claim details

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	/	/	to	/	/
Total cost of hotel stays <i>attach all receipts</i>	£	:	p			
Mortgage payments <i>(interest only) or rent</i>	£	:	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	£	:	p			

Letter Reference [REDACTED]

31st October 2005

[REDACTED]  
Mr John F McFall &  
[REDACTED]  
[REDACTED]

Mortgage roll number: [REDACTED]

Please use this number when you contact us about your mortgage

### YOUR ANNUAL MORTGAGE STATEMENT

Please keep this statement for future reference. There is a charge for every duplicate statement requested. We've included a question and answers leaflet with this statement, but if you need any extra help, please call our Mortgage Service Team on the telephone number above.

#### Monthly payment details

Your contractual payment will continue to be £1,086.67. This is made up of:

Monthly Mortgage Payment £1,086.67

We collect your monthly payment from the account with sort code [REDACTED] and account number [REDACTED]

#### List of transactions since last statement

Date	Description	Credits (£)	Debits (£)
01.11.2004	Direct debit	1,541.47	
01.12.2004	Direct debit	1,541.47	
04.01.2005	Direct debit	1,541.47	
31.01.2005	Interest		14,522.05
01.02.2005	Direct debit	1,541.47	
01.03.2005	Direct debit	1,541.47	
01.04.2005	Direct debit	1,541.47	
03.05.2005	Direct debit	1,541.47	
01.06.2005	Direct debit	1,541.47	
01.07.2005	Direct debit	1,541.47	
01.08.2005	Direct debit	1,541.47	
01.09.2005	Direct debit	1,086.67	
03.10.2005	Direct debit	1,086.67	



Additional Costs Allowance

ACA2

Member [redacted] n

07 [redacted] 2006

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 1340.

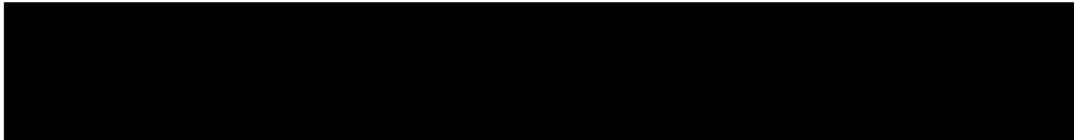
Your details

Name in CAPITAL LETTERS

JOHN McFALL

Constituency

WEST DUNBARTONSHIRE



Claim details

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 / /

to 28 / 02 / 2006

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 1000 : 00 p ✓

(interest only) or rent

Food

£ 400 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 200 : 00 p ✓

Repairs/insurance/security

£ 1350 : 63 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2950 : 63 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 March 2006**Data protection**

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Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



APPLICATION FOR PAYMENT

To: Mr J [redacted] McFall

Account Queries:  
Ask for Customer Accounts

Maintenance Queries:  
Ask for Estate Co-ordinator

Invoice No: [redacted]  
Date: 8 Feb 2006  
Account No: [redacted]

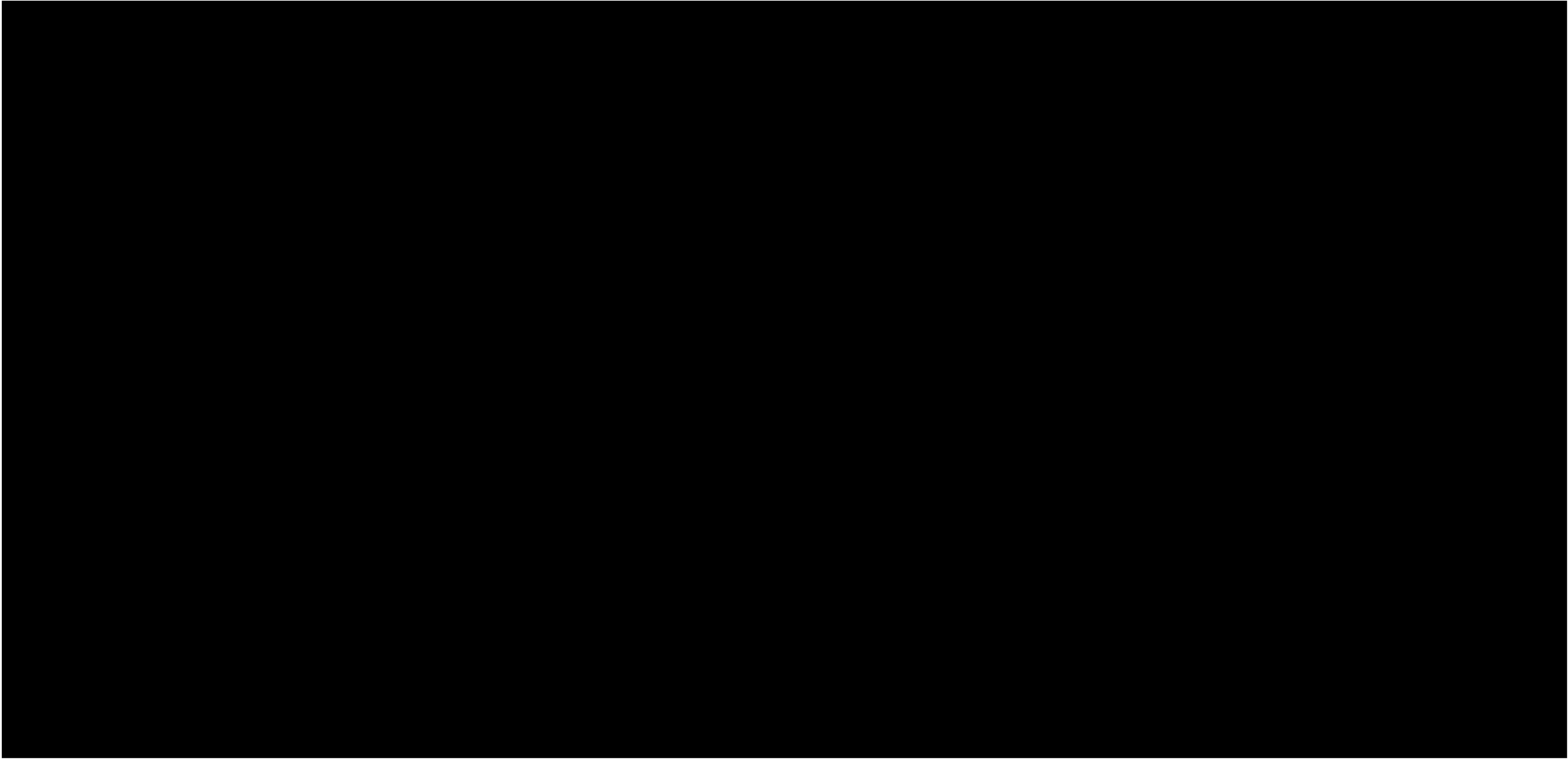
Description	Period	Amount
Service Charge	1 Mar 2006 to 31 Aug 2006	1,350.63
	Total:	£1,350.63
	b/fwd balance:	£0.00
	Total Due:	£1,350.63

If you have a current standing order arrangement, this invoice is for information only.

REMITTANCE ADVICE

Please detach remittance advice and return with a [redacted] at the address below.

£1,350.63





# Member's claim form

9007 01/20

## Members' Allowances

About filling in this form

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

WEST DUNBARTONSHIRE ✓

## 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 to 31 01 06 ✓

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1000 : 00 p

Food

£ 400 : 00 p

Utilities

£ 59 : 86 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/security

£ : p

Other

£ 25 : 00 p

ground rent  
▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1684 : 86 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

1 February 2006

**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


Emergencies  
Call on

Any questions?  
Call free on

**THIS IS AN  
ESTIMATED  
BILL**



Account number

Part of  EDF



**ESTIMATED  
Electricity bill**

Please pay

**£59.86**

Page 2 of 2

13 January 2006

**Your account**

Last bill £54.23

Payment 24 Oct £54.23

*Received with thanks*

**This bill**

Electricity charges £57.01

VAT @ 5% £2.85

**Total £59.86**

MR MCFALL

[REDACTED]

**Application for Payment  
of ground rent relating to**

[REDACTED]

Mr J [REDACTED] McFall  
[REDACTED]

Invoice: [REDACTED]  
Date: 16 January 2006  
Due: 1 March 2006

Description	Period	Amount
Ground Rent	1 March 2006 – 31 August 2006	£25.00
	Previous period unpaid	£0.00
	Interest on previous unpaid	£0.00
	<b>Total Due</b>	<b>£25.00</b>

[REDACTED]

---

**REMITTANCE ADVICE**

Account: [REDACTED]  
Invoice: [REDACTED]  
Date: 1 March 2006  
Total Due: **£25.00**

Please detach remittance advice and return *Or* Please remit funds via electronic transfer (Bill  
with a cheque payable to Payment) to:  
[REDACTED] at the address  
below:

[REDACTED]

[REDACTED]



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

WEST DUNBARTONSHIRE

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 to 31 / 12 / 05

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

£ 42 : 59 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

£ 1642 : 59 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

\_\_\_\_\_

 MP  
28 January 2006.

**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



Date  
27 December 2005

Bill for

**Total now due**

**£ 42.59**



# Additional Costs Allowance Member's claim form

Members' Allowances

About filling in this form

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

## Your details

Name in CAPITAL LETTERS

JOHN MCFALL

Constituency

WEST DUNBARTONSHIRE

## 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 05 to 30 11 05

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 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

 1 Dec 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



Additional Costs Allowance

ACA2

09 NOV 2005

Member's Allowance form

About filling in this form

- For details of costs you can claim for, see *Green Book* section
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JOHN MCFALL

Constituency

WEST DUNBARTONSHIRE

Claim details

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 / /

to 7 Nov 2005 ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ : p

(interest only) or rent

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 1187 : 69 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1187.69p ✓

continued on page 2

Management Fees for Apartment Building

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

[Redacted signature]

MP

Date

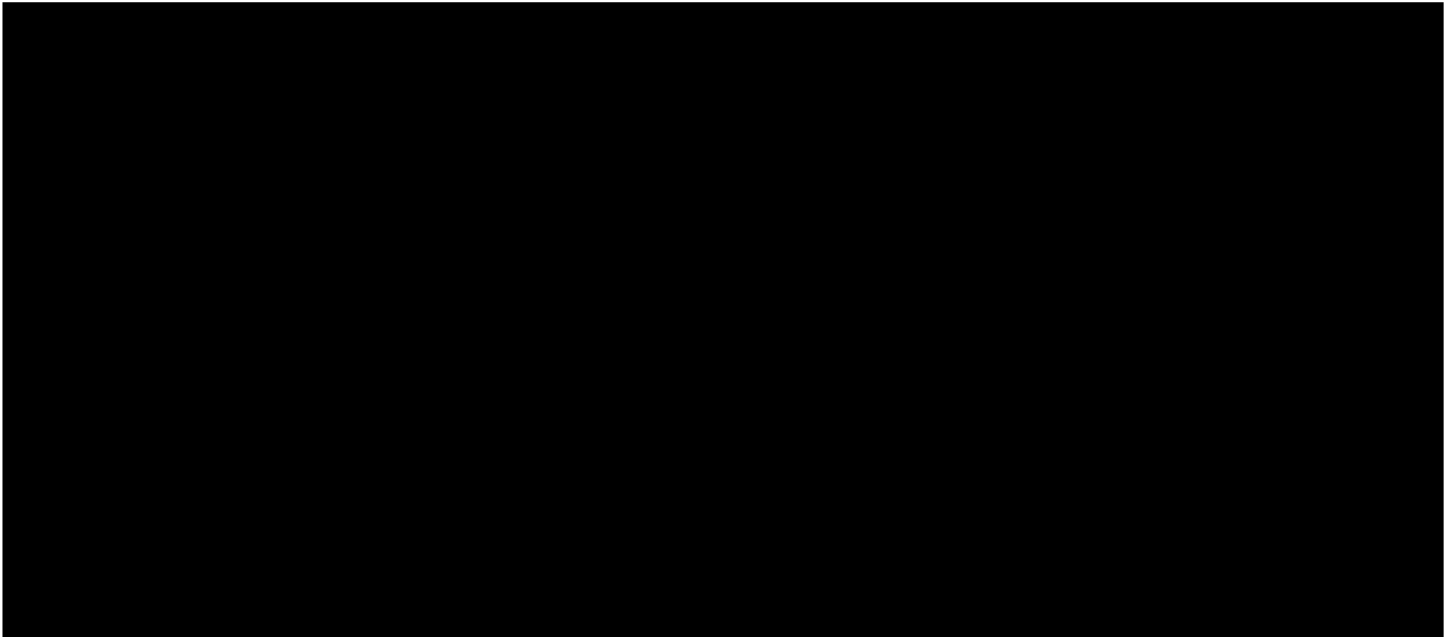
8 Nov 2005

Data protection

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Send your completed form to

Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA

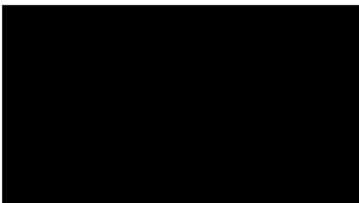


**REMITTANCE ADVICE**

**Payment now overdue**  
Please detach remittance advice and return  
with a **cheque payable to** [REDACTED]  
at the address below:

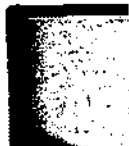
**Our Ref:** [REDACTED]

**Amount Now Due £1,187.69**



To pay by Credit Card\* please call Customer Accounts on [REDACTED]

\*Credit Card payments are subject to a 2% surcharge





Additional Costs Allowance

ACA2

Member's claim

About filling in this form

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Your details

Name in CAPITAL LETTERS

JOHN Mc FALL

Constituency

WEST DUNBARTONSHIRE

Claim details

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.

Claims Reduced.

Period of claim

from / /

October 2005

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 1000 : 00 p ✓

(interest only) or rent

Food

£ ~~500~~ : 00 p ~~4.00~~ . 00

Utilities

£ 54 : 23 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 200 : 00 p ✓

Other

£ 126 : 50 p ✓

please specify

TV licence (enclosed)

Other

£ 69 : 99

Other

£ 279 : 00

Council Taxp Natl Dec Item

Total

£ 2960 : 72 p

£ 2229-72

£ 2129-72 ✓

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

Address of  
second home  
for Additional  
Costs Allowance

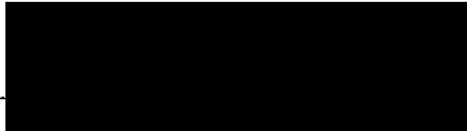
**Declaration**

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

 MP  
23 October 2005  
31 Oct 2005

**Data protection**

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form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA





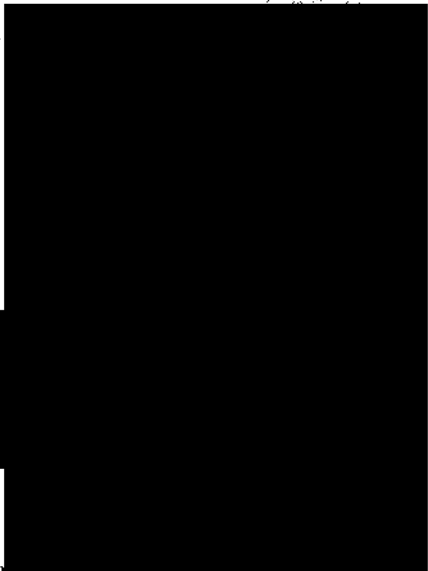
MR MCFALL



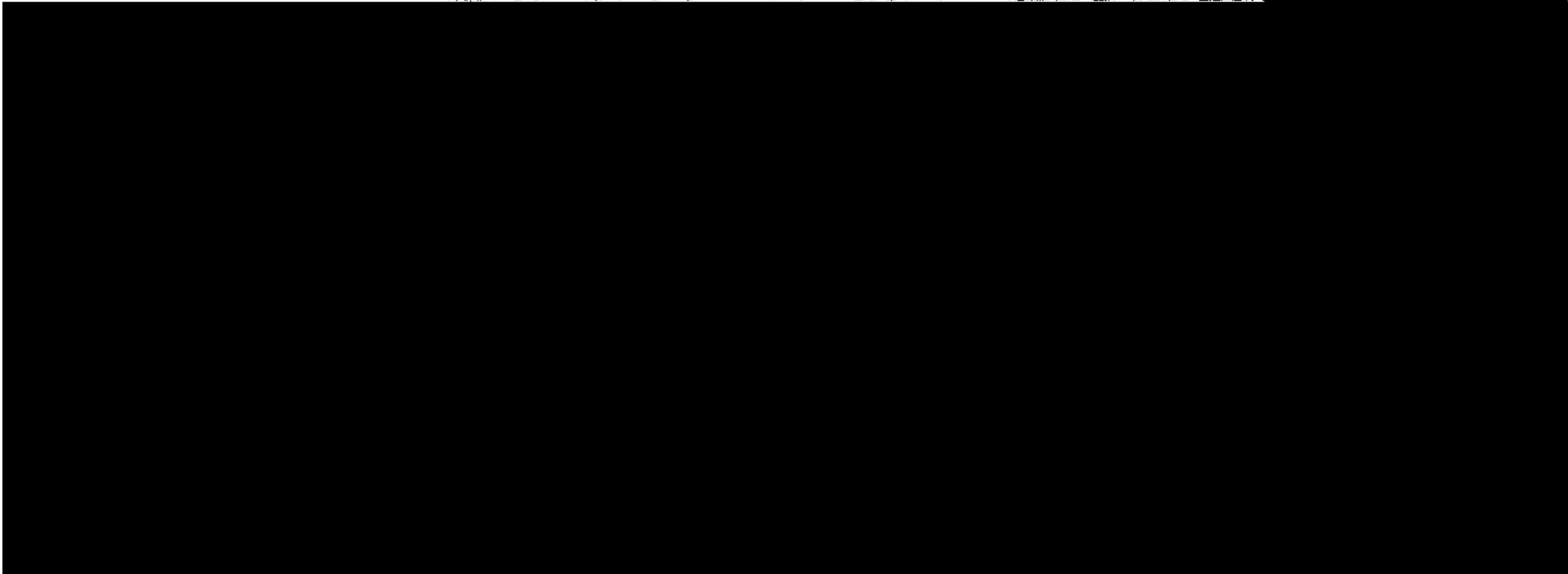
# Electricity bill

Please pay

## £54.23



Transcash		
1	£ 54.23	54.23
1	£ 1.65	1.65
TOTAL DUE TO POST OFFICE		55.88
Cash	FROM CUSTOMER	55.88
BALANCE		0.00



Mr. J. McFall



TV Licence number is:

Dear Mr McFall,

Thank you for paying for your TV licence. Your new licence is below, allowing you to watch television for another year.

Why not pay for next year's licence by Direct Debit? It's the most convenient way to ensure that you stay licensed each year. Your licence is renewed automatically with no cheque to write, and no payment to post.

Customer Services



Date

Credit Account number

[Redacted]

Reference (Customer number)

[Redacted]

Date payment due

01-NOV-2005

Cashier's name and initials

[Redacted]

Amount due

£ 93.00

Date

Credit Account number

[Redacted]

Reference (Customer number)

[Redacted]

Date payment due

01-DEC 2005

Cashier's stamp (initials)

[Redacted]

Amount due

£ 93.00

SEE THE BACK COVER.

Date

Credit Account number

[Redacted]

Reference (Customer number)

[Redacted]

Date payment due

01-JAN-2006

Cashier's stamp (Signature)



Amount due

£ 93.00



Additional Costs Allowance

Member's claim for

Members' Allowances

About filling in this form

- For details of costs you can claim for, see Green Book
If you have any doubt about whether you can claim for

Your details

Name in CAPITAL LETTERS

JOHN McFALL

Constituency

WEST DUNBARTONSHIRE

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

August & Sept 2005 to 30 Sept 2005 x 2

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 22.00 : 00 p (2 x £11.00)

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 4.00 : 00 p (2/2.00) ✓

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 26.00 : 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

15 Sept 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.

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

22 JUL 2005

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 1340.

Your details

Name in CAPITAL LETTERS

JOHN MCFALL

WEST DUNBARTONSHIRE

Claim details

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

reduced for food & mobile phone

Period of claim

from 1 1 to 31 July 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1200 : 00 p ✓

Food

£ ~~500~~ : 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

Other

£ 28 : 51 p Telephone bill

Other

£ : p please specify

Other

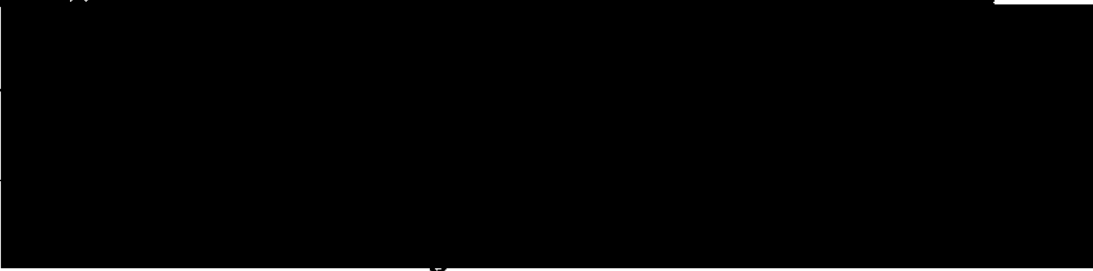
£ : p please specify

Total

£ 1928 : 51 p Pay £1800-00

**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 July 2005

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

O<sub>2</sub>

MR JOHN MCFALL

Bill for mobile [REDACTED] User Mr John Mcfall

Type of Charge		Amount (£)
<b>O2 100</b>		
Line Rental Charge	From: 02 Jly 05 To: 01 Aug 05	21.28
Call Charges	To: 27 Jun 05	0.44
O2 Pay As You Use Data Service		0.00
<b>Other Charges and Credits</b>		
Int Traveller Service	From: 02 Jly 05 To: 01 Aug 05	2.54
Loyalty Reward - International		0.00
<b>Sub total excluding VAT</b>		<u>24.26</u>
VAT @ 17.50% of £24.26		<u>4.25</u>
<b>Total amount due this bill</b>		<b>28.51</b>
<b>Balance brought forward</b>		0.00

TOTAL AMOUNT DUE 16 Jly 05

£ 28.51



05 JUL 2005

Members' Allowances 05/06

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- 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

WEST DUNBARTONSHIRE

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.

Please list

Please attach

[Redacted] less than £250.

Period of claim

from 1/1 to 30 June 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1200 : 00 p ✓

Food

£ ~~500~~ : 00 p £ 400-00 max

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

£ 1900 : 00 p

Pay £ 1800-00

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

Address of  
second home  
for Additional  
Costs Allowance

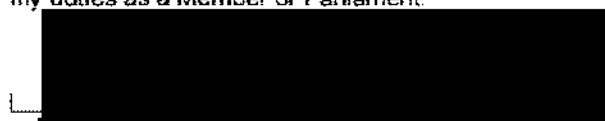


Postcode

**Declaration**

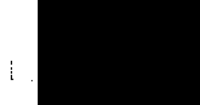
I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

 4 July 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.

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**

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)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**



*Please Pay £1904.45*

*\* 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)**



*6/6/05*

**Posted by (Initials & date)**

.....



# 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 Mc FALL

Constituency

DUMFRIE & GALLOWAY

## 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 6 May 05 to 31 May 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1200 : 00 p - £1006.45 <sup>24/31</sup>

16 MAY 2005

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 555 : 00 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

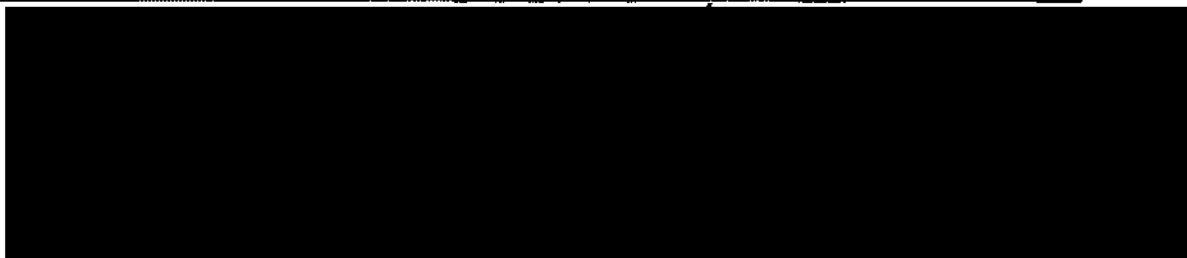
Total

£ ~~2155~~ 00 p

£1904.45

**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

[Redacted Signature] MP

Date

[Redacted Date] 12 May 2015

**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



Letter Reference [REDACTED]

31st October 2004

[REDACTED]  
Mr John F McFall &  
[REDACTED]

Mortgage roll number: [REDACTED]

Please use this number when you contact us about your mortgage

### YOUR ANNUAL MORTGAGE STATEMENT

Please keep this statement for future reference. There is a charge for every duplicate statement requested. We've included a question and answers leaflet with this statement, but if you need any extra help, please call our Mortgage Service Team on the telephone number above.

#### Monthly payment details

Your contractual payment will continue to be £1,541.47. This is made up of:

Monthly Mortgage Payment £1,541.47

We collect your monthly payment from the account with sort code [REDACTED] and account number [REDACTED]

#### List of transactions since last statement

Date	Description	Credits (£)	Debits (£)
09/11/2003	Direct debit	1,124.57	
01/12/2003	Direct debit	1,189.18	
02/01/2004	Direct debit	1,189.18	
31/01/2004	Interest		12,045.41
02/02/2004	Direct debit	1,189.18	
01/03/2004	Direct debit	1,253.49	
01/04/2004	Direct debit	1,253.49	
04/05/2004	Direct debit	1,253.49	
01/06/2004	Direct debit	1,313.49	
01/07/2004	Direct debit	1,377.27	
02/08/2004	Direct debit	1,377.27	
01/09/2004	Direct debit	1,441.79	
01/10/2004	Direct debit	1,441.79	
18/10/2004	Sundry		399.00
28/10/2004	Sundry	399.00	

31st October 2004



X

**Contractual Monthly Payments**

Month Due	Amount (£)
November 2003	1,124.57
December 2003	1,189.18
January 2004	1,189.18
February 2004	1,189.18
March 2004	1,253.49
April 2004	1,253.49
May 2004	1,253.49
June 2004	1,313.49
July 2004	1,377.27
August 2004	1,377.27
September 2004	1,441.79
October 2004	1,441.79

