



Member's claim form

05/06

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.

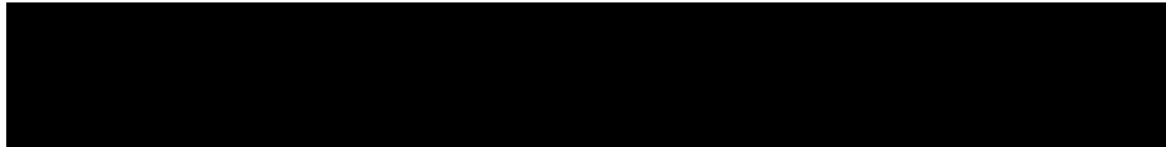
Your details

Name in CAPITAL LETTERS

JOHN ROBERTSON

Constituency

GLASGOW NORTH WEST



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

Period of claim

from 01 / 03 / 06

to 31 / 03 / 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 300 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : 00 p ✓

Service/maintenance

£ 150 : 00 p ✓

Repairs/Insurance/security

£ 150 : 00 p ✓

Other

£ 50 : 00 p ✓

▶ please specify WINDOW CLEANING

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 850 : 00 p

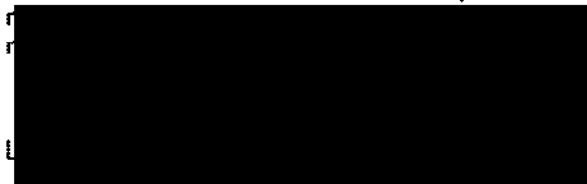
**Details of second home** *if applicable*

**Address of  
second home**  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
for the purpose of performing

Signature



MP

Date

11 / 4 / 06

**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.

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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

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Your details

Name in CAPITAL LETTERS

JOHN ROBERTSON

Constituency

GLASGOW NORTH WEST

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 01 / 02 / 06 to 28 / 02 / 06

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ 400 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 126 : 50 p

▶ please specify TV LICENCE

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 726 : 50 p

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

**Address of  
second home**  
*for Additional  
Costs Allowance*

**Declaration**

Signature

[Redacted] and necessarily to enable  
[Redacted] for the purpose of performing

MP

Date

01/03/06

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



31 JAN 2006

ACA2

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

JOHN ROBERTSON ✓

Constituency

GLASGOW NORTH WEST

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 20 / 12 / 06 to 31 / 1 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 p ✓

Utilities

£ 32 : 40 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 50 : 00 p ✓

Cleaning

£ 200 : 00 p ✓

Service/maintenance

£ 100 : 00 p ✓

Repairs/insurance/security

£ 100 : 00 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 882 : 00 p ✓

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature



ively and necessarily to enable  
home for the purpose of performing

MP

Date

31/1/06

**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

MR ROBERTSON

## Electricity bill

30 December 2005

Please pay

**£32.40**

Please make sure your payment  
reaches us within 14 days.



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

JOHN ROBERTSON ✓

Constituency

GLASGOW NORTH WEST

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

Period of claim

from 01/12/05 to 31/03/06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 3551 : 00 p ✓

Food

£ 300 : 00 p ✓

Utilities

£ 25 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 25 : 00 p ✓

Cleaning

£ 150 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 100 : 00 p ✓

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

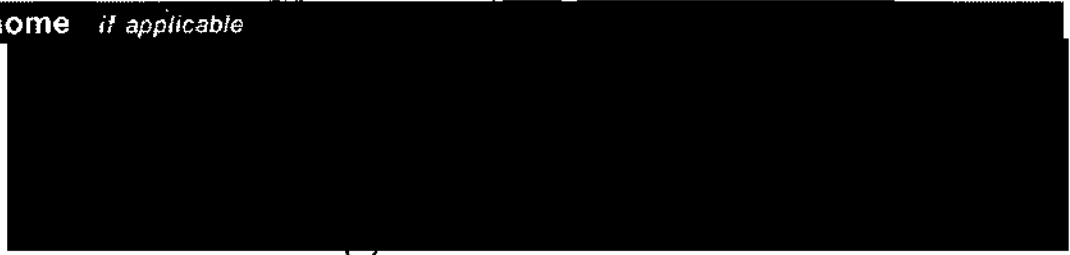
Total

£ 4051 : 00 p



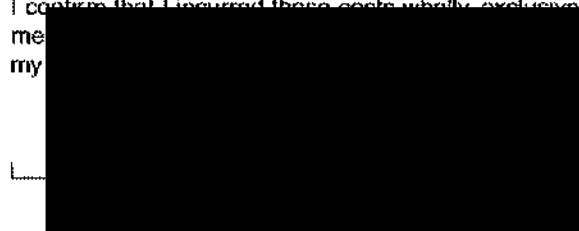
**Details of second home** *if applicable*

**Address of  
second home**  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to perform my duties for the purpose of performing my duties as a Member of Parliament.

Signature

 MP

Date

20 / 12 / 05

**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



02 DEC 2005

Member's claim form

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 1340.

Your details

Name in CAPITAL LETTERS

JOHN ROBERTSON

Constituency

GLASGOW NORTH WEST

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

Period of claim

from 28 / 10 / 05 to 30 / 11 / 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 15 : 00 p

Cleaning

£ 200 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

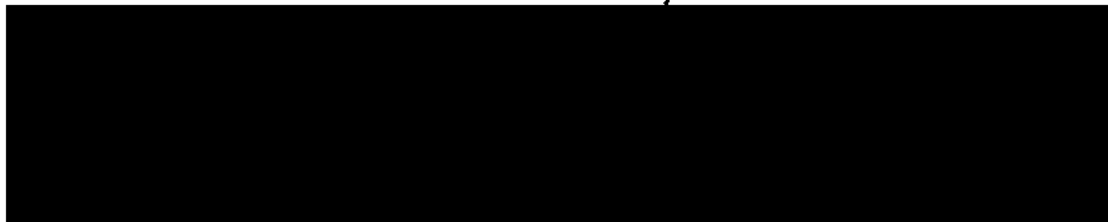
▶ please specify

Total

£ 765 : 00 p

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

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

Signature

I [redacted] and necessarily to enable  
[redacted] the purpose of performing  
[redacted]  
[redacted] MP

Date

1/12/05

**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



Additional Costs Allowance

Member's claim form

28 OCT 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 ROBERTSON

Constituency

GLASGOW NORTH WEST

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 1 110 105 to 27 110 105

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 32 : 70 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 632 : 70 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

and necessarily to enable  
for the purpose of performing

MP

Date

27/10/05**Data protection**

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

Electricity bill

5 October 2005

MR ROBERTSON

Please pay

**£32.70**



Additional Costs Allowance

10 OCT 2005

Member's claim form

ACA2

12 OCT 2005

Page

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 ROBERTSON

Constituency

GLASGOW NORTH WEST

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

Period of claim

from 1 10 05 to 30 12 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 3462 : 72 p

(Rent quarterly OCT-DEC) ✓

Food

£ : p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 25 : 00 p

Cleaning

£ 200 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 155 : 45 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3893 : 17 p

continued on page 2

**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 discharge my duties as a Member of Parliament for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted] MP

Date

5 - 10 - 05

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Department of Finance & Administration, House of Commons, London SW1A 0AA





# Member's claim 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 ROBERTSON

Constituency

GLASGOW NORTH WEST

## 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 1 9 105 to 30 9 105

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1154 : 24 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

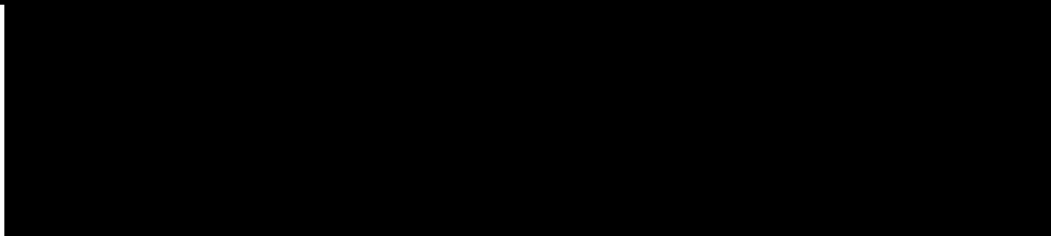
▶ please specify

Total

£ 1154 : 24 p

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

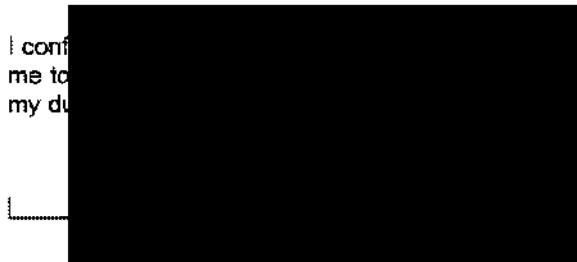
Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

I confirm that the information provided is true and necessarily to enable  
me to complete the return for the purpose of performing  
my duties.

Signature



MP

Date

2/8/05

**Data protection**

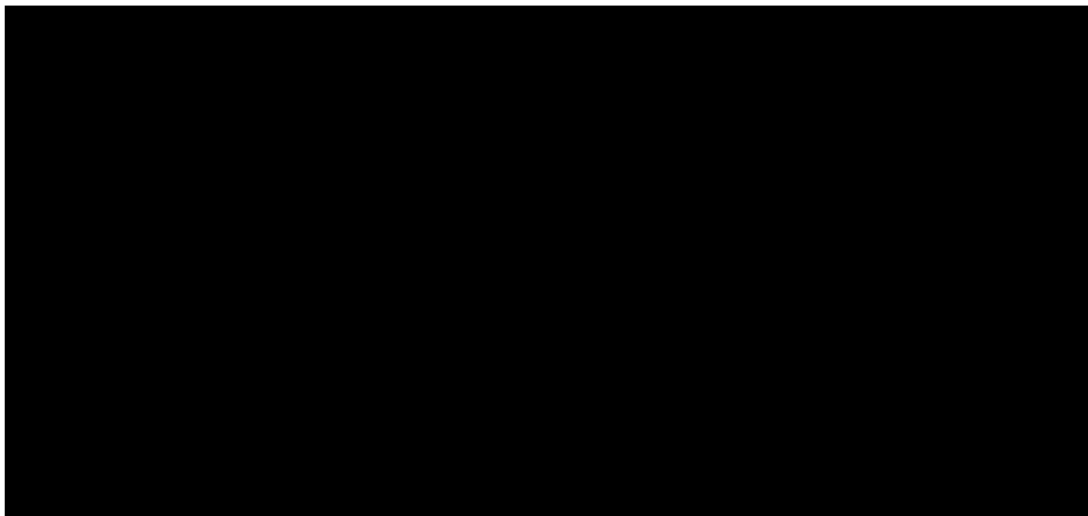
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Send your completed  
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Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA





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 ROBERTSON

Constituency

GLASGOW NORTH WEST

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 01 108 05

to 31 108 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 25 : 00 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 15 : 00 p

Cleaning

£ 200 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

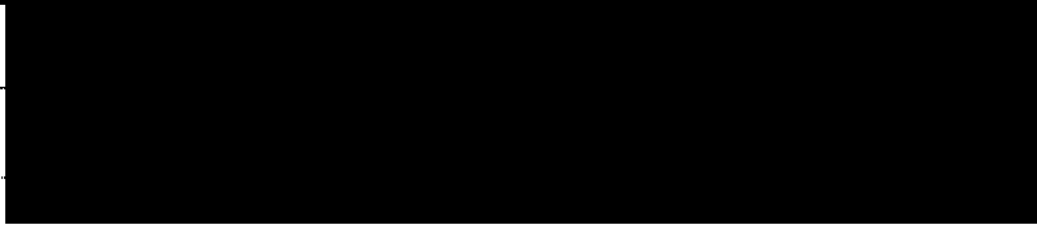
▶ please specify

Total

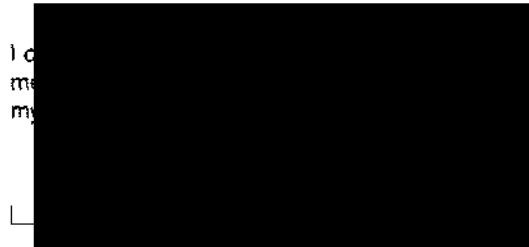
£ 235 : 00 p

**Details of second home** *(if applicable)*

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**



...sively and necessarily to enable  
home for the purpose of performing

Signature

MP

Date

31-8-05

**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

04 AUG 2005

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 ROBERTSON

Constituency

GLASGOW NORTH WEST

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 1 / 8 / 05 to 30 / 8 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1154 : 24 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

£ 1154 : 24 p

MR Robertson confirmed that claim should have been for August not September

30/8/2005

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that the information provided is true and correct to the best of my knowledge and belief, and is necessary to enable me to complete the form for the purpose of performing my duties.

Signature

|

Date

|

2/8/05

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Send your completed  
form to

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



22 JUL 2005

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

JOHN ROBERTSON

GLASGOW NORTH WEST

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

Period of claim

from 1 1 to 21 17 105

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 200 : 00 p ✓

Utilities

£ 34 : 49 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 79 : 14 p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 413 : 14 p

**Details of second**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

Signature

Date

by and necessarily to enable  
for the purpose of performing

MP

21/7/05

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Department of Finance & Administration, House of Commons, London SW1A 0AA



**Electricity bill**

7 July 2005

MR ROBERTSON

Please pay

**£34.49**



Additional Costs Allowance

ACA2

05/06

Member's claim form

27 JUN 2005

1 of 2

About filling in this form

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Your details

Name in CAPITAL LETTERS

JOHN ROBERTSON

Constituency

GLASGOW NORTH WEST

Claim details

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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.
- 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 26 05 05 to 24 10 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1147 : 58 p ✓

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1847 : 58 p

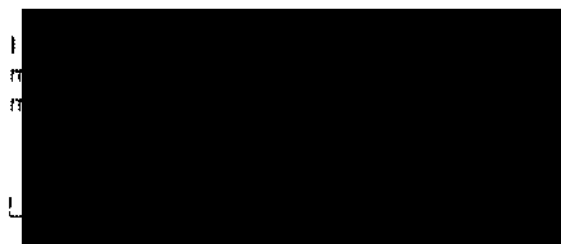
continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature



and necessarily to enable  
me for the purpose of performing

MP

Date

24 / 06 / 05**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



Mr J Robertson MP

15 November 2004



*Dear Mr Robertson*

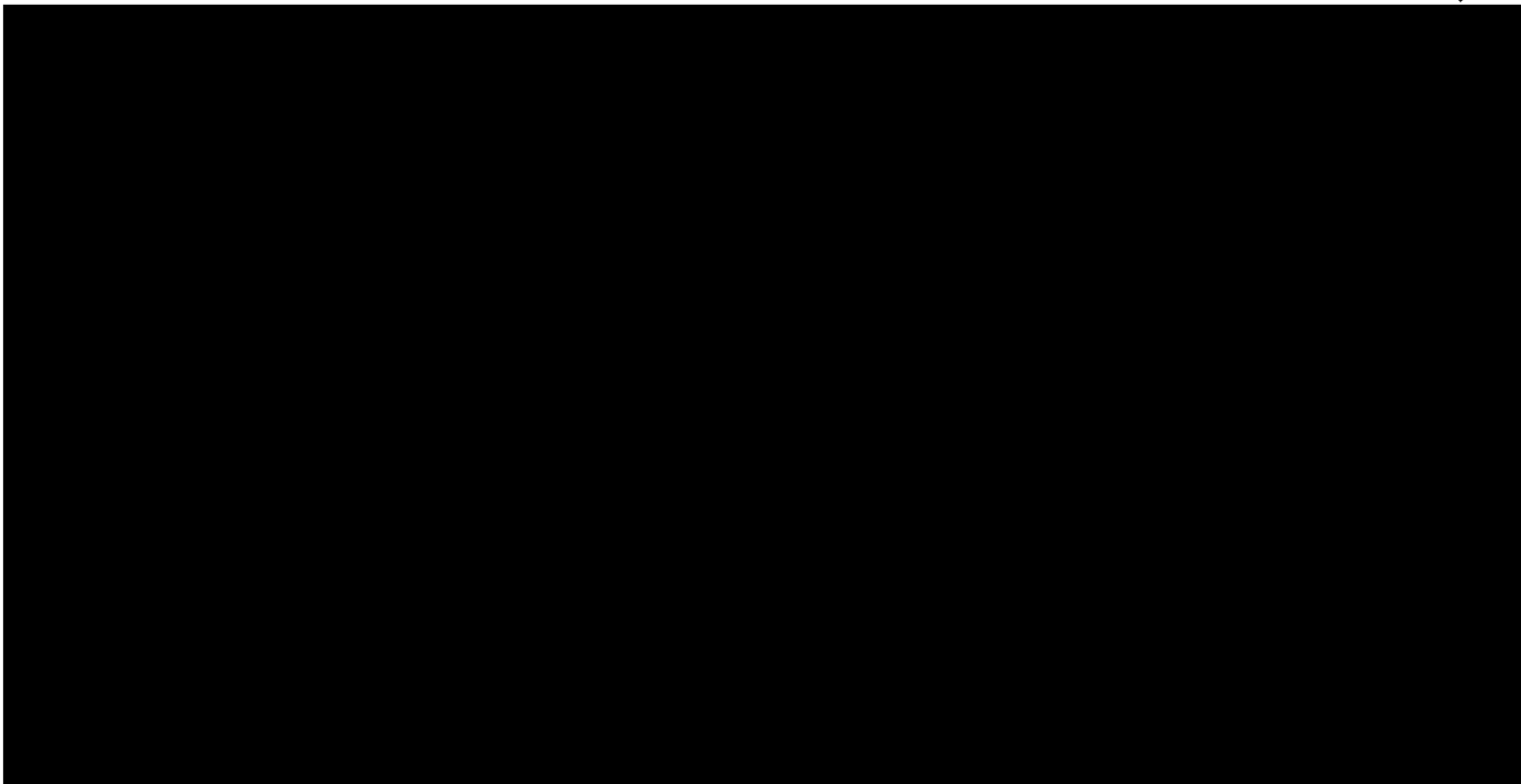
**Rent**

Where on renewal of a tenancy, the first year's rent would, with the normal annual increment, exceed the Restricted Rent for that flat, the Trust currently limits the rent for the first year of the new tenancy to that Restricted Rent.

Because your rent, with the normal annual increment, exceeds the 2004 Restricted Rent, the renewal of your tenancy, which is due on 30 December 2004 has been held over pending formal confirmation from Westminster as to the Trust's approach. Having now received this, we are in a position to renew your tenancy.

Your rent will be revised to the current Restricted Rent in the first year, with the normal increments in years two and three as follows:

From	31 December 2004 to 30 December 2005	£13771 = £1147.58 / month
From	31 December 2005 to 30 December 2006	£14203 = £1183.58 / month
From	31 December 2006 to 30 December 2007	£14678 = £1223.17 / month





Member's claim form

06 JUL 2005

05/06

About filling in this form

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Your details

Name in CAPITAL LETTERS

JOHN ROBERTSON

Constituency

GLASGOW NORTH WEST

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

Period of claim

from 27/5/05 to 31/7/05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 1152 : 00 p

Food

£ 400 : 00 p

Utilities

£ 25 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 15 : 00 p

Cleaning

£ 200 : 00 p

Service/maintenance

£ 147 : 37 p

Repairs/insurance/security

£ 95 : 06 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

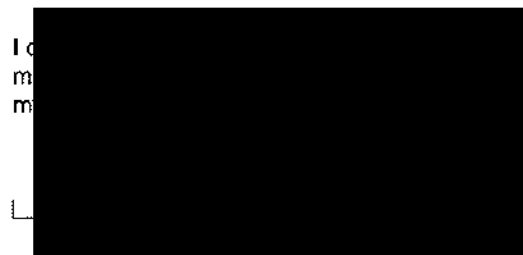
▶ please specify

Total

£ 2034 : 43 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

...sively and necessarily to enable  
...home for the purpose of performing

Signature

MP

Date

5/7/05

**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

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

**ACA**

**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** [REDACTED]

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :** [REDACTED]

Pay £841.59.

*\* 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)

4.5.CC

Posted by (initials & date)

2.0 APR 2005





Member's claim form

08 APR 2005

05,06.

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 ROBERTSON

Constituency

GLASGOW ANNIESLAND

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 24 13 05 to 31 13 06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1154 : 24 p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 556 : 20 p pay £ = £139.050 = 91 = £1.53 x 67 = £102.37

Telephone and telecommunications

£ 16 : 00 p (£47.15 July - Mar 06)

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2026 : 44 p

£ 947.59



**Details of second home** *(if applicable)*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm  
me to  
my du

necessarily to enable  
the purpose of performing

Signature

Date

7-4-05

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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

Date of Issue: 15-MAR-2005

MR J ROBERTSON	
[REDACTED]	
[REDACTED]	
Account reference	[REDACTED]

Address of property (if different)	
[REDACTED]	
Property reference	[REDACTED]

### Council Tax demand notice 2005 to 2006

[REDACTED]		
[REDACTED]	Percentage (%) Change From Last Year	
	0.0 % Increase	363.38
	5.5 % Increase	254.62
Council Tax for your property 2005 to 2006	2.1 % Increase	618.00
<hr/>		
Charge for Period 01-APR-2005 - 31-MAR-2006		618.00
<b>Adjustments</b>	<b>Period</b>	
Discount 10% : 2nd Home/Company Property	01-APR-2005 31-MAR-2006	-61.80
<b>Total</b>		<b>556.20</b>



27 MAY 2005

Member's claim form

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Your details

Name in CAPITAL LETTERS

JOHN ROBERTSON

Constituency

GLASGOW NORTH WEST

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 those 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 06/05/05 to 26/05/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1154 : 24 p ✓

Food

£ 300 : 00 p ✓

Utilities

£ 28 : 44 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 15 : 00 p ✓

Cleaning

£ 150 : 00 p ✓

Service/maintenance

£ 100 : 00 p ✓

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ ~~1787~~ : 68 p

→ Please Pay £1747.68

continued on page 2

**Details of second home**

Address of second home  
for Additional Costs Allowance



**Declaration**

I confirm that the information provided is true and correct and that I have provided it exclusively and necessarily to enable me to claim the Additional Costs Allowance on my second home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

26/8/05

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Send your completed form to

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Department of Finance & Administration, House of Commons, London SW1A 0AA

**Electricity bill**

4 April 2005

MR ROBERTSON

Please pay

**£28.44**