



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

Constituency

Jonathan Shaw
Chatham & Aylesford

Claim details

Notes

You can only claim for

Please list

Please attach

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1, 6, 04 to 30, 6, 04

Total cost of hotel stays
attach all receipts

£ : p

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

£ 799 : 50 p

Food

£ 350 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 42 : 00 p

Telephone and
telecommunications

£ 31 : 47 p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1262 : 97 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

Date

3-7-04.

Data protection

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

The information you give will be seen by:

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

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

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

Send your completed
form to

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



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Please list

Please attach

Period of claim

from 1, 7, 04 to 31, 7, 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 799 : 50 p ✓

Food

£ 240 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 42 : 00 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

£ 1081.50

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

Date

necessarily to enable
purpose of performing

21/04

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Please attach

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

Period of claim

from 1, 8, 04 to 30, 8, 04

Total cost of hotel stays
attach all receipts

£ : p

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

£ 799 : 50 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 42 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ 10 : 00 p

Service/maintenance

£ 15 : 00 p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 866 : 50 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

[Redacted Signature]

and necessarily to enable
for the purpose of performing

MP

Date

2/9/04.

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Please list

Please attach

Period of claim

from 1, 9, 04 to 30, 9, 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 799 : 50 p

Food

£ 250 : 00 p

Utilities

£ 69 : 21 p

Council Tax/Rates

£ 42 : 00 p

Telephone and
telecommunications

£ 15 : 00 p

Cleaning

£ 10 : 00 p

Service/maintenance

£ 20 : 00 p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1155 : 21 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
performing

Signature

Date

2 / 10 / 04 .

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Your details

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Constituency

Chatham and Aylesford

Claim details

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Period of claim

from 1 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 799 : 50 p

Food

£ 350 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 42 : 00 p

Telephone and telecommunications

£ 36 : 63 p

Cleaning

£ 72 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1300 : 13 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

Date

31/10/04

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Additional Costs Allowance

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Your details

Name in CAPITAL LETTERS

Jonathan Shaw

Constituency

Chatham & Aylesford

Claim details

Notes

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Please list

Please attach

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

Period of claim

from 1, 11, 04 to 30, 11, 04

Total cost of hotel stays attach all receipts

£ : p

799.50 p ✓

Mortgage payments (interest only) or rent

£ : p

375.00 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 42 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 50 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 15165.00 p

1516.50

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

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

Signature

MP

Date

4/12/04.

Data protection

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Additional Costs Allowance

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Your details

Name
in CAPITAL LETTERS

Jonathan Shaw

Constituency

Chatham / Aylesford

Claim details

Notes

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

Please list

Please attach

Period of claim

from 1, 12, 04 to 31, 12, 04

Total cost of hotel stays
attach all receipts

£ ~~2095~~ p

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

£ 799 : 50 p

Food

£ 700 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 42 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 42 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

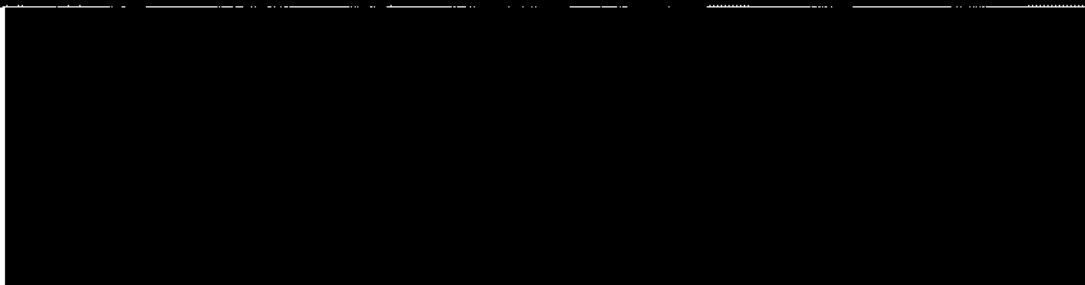
▶ please specify _____

Total

£ 1583 : 50 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

Signature



Date

3-1-05

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Your details

Name in CAPITAL LETTERS

JONATHAN SHAW

Constituency

CHATHAM AND AYLESFORD

Claim details

Notes

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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 / 01 / 05 to 31 / 01 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 799 : 50 p

Food

£ ~~500~~ : 00 p *£400*

Utilities

£ 250 : 00 p

Council Tax/Rates

£ 42 : 00 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

£ 1591 : 15 p

1491.15

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

31 / 01 / 2005

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Name in CAPITAL LETTERS

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Chatham / Aylesford.

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Please list

Please attach

Period of claim

from 1, 2, 05 to 28, 2, 05

Total cost of hotel stays
attach all receipts

£ ~~2000.00~~ p

Mortgage payments
(interest only) or rent

£ 799 : 50 p ✓

Food

£ 392 : 00 p

Utilities

£ 67 : 00 p

Council Tax/Rates

£ 442 : 00 p

Telephone and telecommunications

£ 51 : 00 p

Cleaning

£ 30 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 13815 : 00 p ✓

1381.50

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
[redacted] performing

Signature

Date

[redacted]
28/2/05.

Data protection

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Financial Processing }

Transaction No. ..

Registration No. ..



Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID



Pay recipient

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

Text



Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



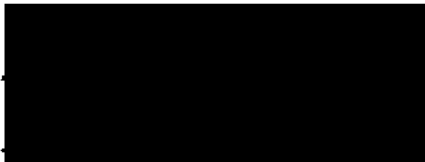
** Validation purposes only (please tick to indicate compliance)*

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

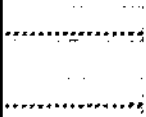
/
/
/
/
/
/

** Financial Processing purposes only*

Registered by (initials & date)



Posted by (initials & date)





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

Period of claim

from 1,03,05

to 31,03,05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 799 : 50 p

Food

£ 350 : 00 p

Utilities

£ 55 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 84 : 00 p

Cleaning

£ 31 : 00 p

Service/maintenance

£ 72 : 00 p

Repairs/insurance/
security

£ 152 : 00 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1543 : 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
of performing

Signature

Date

5/4/05

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

Please list

Please attach

Period of claim

from 1, 4, 04 to 30, 4, 04

Total cost of hotel stays
attach all receipts

£ 240 : 30 p

Mortgage payments
(interest only) or rent

£ 780 : 00 p

Food

£ 240 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 45 : 50 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

£ 1305 : 80 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

Date

3/5/04

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

Please list

Please attach

Period of claim

from 1, 5, 04 to 31, 5, 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 799 : 50 p

Food

£ 300 : 00 p

Utilities

£ 85 : 23 p

Council Tax/Rates

£ 42 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 121 : 00 p

▶ please specify

TV Licence

Other

£ 22 : 06 p

▶ please specify

outstanding rent increase April/May

Other

£ : p

▶ please specify

Total

£ 1369 : 56 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

Signature

Date

5 - 6 - 04 .

Data protection

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

The information you give will be seen by:

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

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

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

Send your completed
form to

Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 9AA

[REDACTED]

THIS IS A SUPPLEMENTAL AGREEMENT

made the day of Two Thousand and Four

BETWEEN

[REDACTED]

[REDACTED]

for an additional fixed term of **one year from 27th April 2004** (subject to determination as hereinafter provided) at a calendar monthly rental of **£ 799.50 (SEVEN HUNDRED AND NINETY NINE POUNDS**

[REDACTED]

NAME : [REDACTED] Jonathan Shaw

IN THE PRESENCE OF (as witness) :

Signature : [REDACTED]

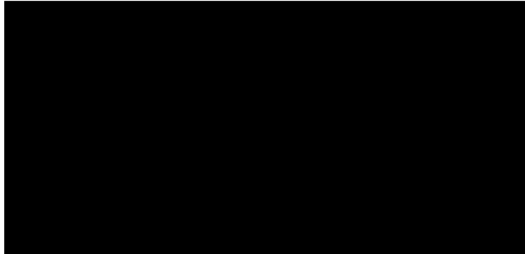
ADDRESS : [REDACTED]

NAME : [REDACTED]

Occupation : [REDACTED]



Mr J Shaw



**IMPORTANT - THIS LETTER CONCERNS
THE RENEWAL OR EXTENSION OF A TENANCY**

Dear Mr Shaw,

Re :



£ 2.56 Apportioned amount + £19.50 For April rent

