



06/07

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

Jonathan Shaw

Constituency

Chatham & Aylesford

Office use only

Cost/Cat 2

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 for all items for which the cost exceeds £250.

Period of claim

from 1, 2, 07 to 28, 2, 07 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 713 : 81 p ✓

Food

£ 300 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 66 : 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

£ 1079 : 81 p

Please pay £ 1036.87

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
purpose of performing

Signature

Date

5-4-01

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



Additional Costs Allowance

Member's claim form

08 FEB 2007

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

Jonathan Shaw

Constituency

Chatham & Aylesford

Office use only

Costs/Cat 2

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, 1, 07 to 31, 1, 07 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 350 : 00 p

Food

£ ↓ : p

Utilities

£ : p

Council Tax/Rates

£ 66 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 697 : 31 p ✓

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 2253 : 59 p ✓

713.81 ✓ - first
426.47 ✓ - second

See enclosed

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

MP

Date

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

Date: 21st December 2006



Heritable
Bank

Mr J Shaw

Dear Mr Shaw

Loan Amount

Fees Added

Arrangement Fee:

Completion Fee:

Electronic Transfer Fee:

Retention held

Gross Advance

Less: Fees Deducted

Arrangement Fee:

Completion Fee:

Electronic Transfer Fee:

Amount remitted to your solicitor

Loan Type

Term of the Mortgage

Interest Rate

Monthly Mortgage Payment

Interest-only mortgage

20 years

6.83%

£ 426.47

Date: 12/12/2006

Jonathan

Property:
Or Reference

Date	Description	Amount	VAT	Rate	Ref
01/01/2007	Interim Service Charge 01/01/2007.-30/06/2007	447.31			
01/01/2007	Reserve Contribution 01/01/2007 - 30/06/2007	250.00			
	Totals:	£697.31	£0.00		
	Amount Due:	£697.31			



Member's claim form

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Your details

Name in CAPITAL LETTERS

Jonathan Shaw

Constituency

Chatham & Aylesford

Office use Cost/Cat 2

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, 12, 06 to 31, 12, 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 713 : 81 p

Food

£ 400 : 00 p

Utilities

£ 130 : 00 p

Council Tax/Rates

£ 66 : 00 p

Telephone and telecommunications

£ 150 : 00 p

Cleaning

£ 65 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 170 : 00 p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1694 : 81 p

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

Signature

Date

31/12/06.

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



Member's claim form

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 Jonathan Shaw
 in CAPITAL LETTERS
 Constituency 23A Greycoast Gardens SW1
 Office use [REDACTED]
 Cost/Cat 2 [REDACTED]

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, 11, 06 to 30, 11, 06 ✓

Total cost of hotel stays <i>attach all receipts</i>	£	:	p	
Mortgage payments <i>(interest only) or rent</i>	£	713	: 81	p ✓
Food	£	400	: 00	p ✓
Utilities	£	:	:	p
Council Tax/Rates	£	66	: 00	p ✓
Telephone and telecommunications	£	150	: 00	p ✓
Cleaning	£	50	: 00	p ✓
Service/maintenance	£	:	:	p
Repairs/insurance/security	£	:	:	p
Other	£	300	: 00	p ✓
Other	£	244	: 00	p ✓
Other	£	:	:	p
Total	£	1923	: 81	p

▶ please specify Mortgage arrangement
 ▶ please specify fees re-arranging
 ▶ please specify lease on property

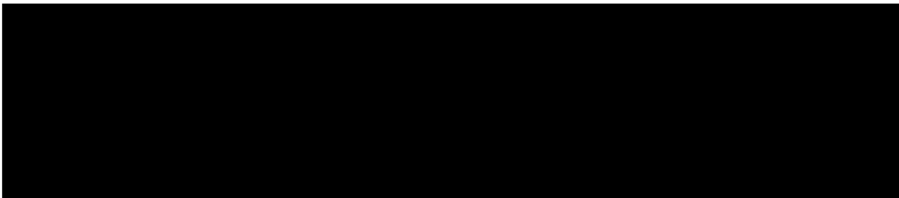
continued on page 2 ▶

Details of second home *(if applicable)*

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

**Declaration**

Signature



ing

Date

5 12 - 06

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**Send your completed
form to**

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

[REDACTED]

Mr [REDACTED] Shaw

[REDACTED]

Date 23 October 2006 ✓

[REDACTED]

Dear Mr [REDACTED]

[REDACTED]

2. Please send me £300.00 on account of fees and disbursements before I can begin work on your case.

[REDACTED]

[REDACTED]



Additional Costs Allowance

Member's claim form

INV. A 047954 ✓

514602 ✓

514500

ACA2

31 OCT 2006

31 OCT 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

Jonathan Shaw

Constituency

Chatham & Aylesford

Office use only
Costs/Cat 2



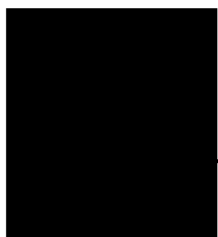
Claim details

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, 06 to 31, 10, 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ ~~714~~ : £ 713.81 ✓

Food

£ 300 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 66 : 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

£ 1099:81 p ✓

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
of performing

Signature

Date

31/10/06.

Data protection

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



Member's claim form

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Your details

Name in CAPITAL LETTERS

Jonathan Shaw

Constituency

Chatham & Stylesford

Office use
Costs/Cat 2

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 October 2006 to 1/1 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 113 : 50 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 190 : 00 p ✓

▶ please specify

Mortgage Fee

Other

£ 365 : 00 p ✓

▶ please specify

Solicitors fees

Other

£ 611 : 00 p ✓

▶ please specify

Southern Fees

Total

£ 1279 : 50 p

Details of second home

Address of second home
for Additional Costs Allowance

[Redacted]

Declaration

I confirm that I have read the information on this form and I agree to provide the information necessarily to enable the House of Commons Administration to process my claim for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]

Date

24/10/06

Data protection

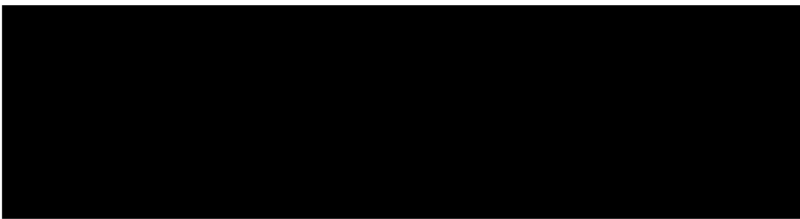
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Send your completed form to

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



To Mr. [Redacted] Shaw

Payable by



Your Ref

Bill No



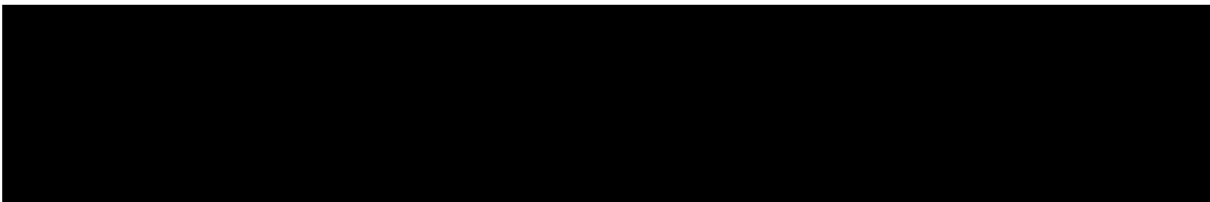
Our Ref



Tax point date

29 September 2006

[Redacted] ✓	
Professional charges	520.00
Disbursements - subject to VAT	
VAT thereon @ 17.5%	520.00 91.00
Disbursements - not subject to VAT	
	£ 611.00





To Mr & [redacted] Shaw

Payable by



Your Ref

Bill No



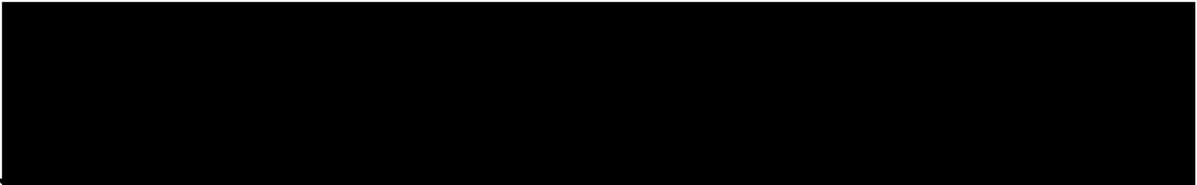
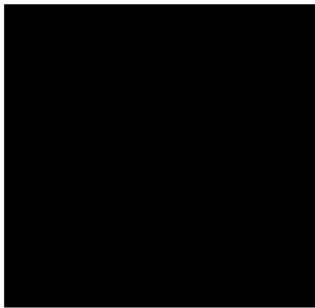
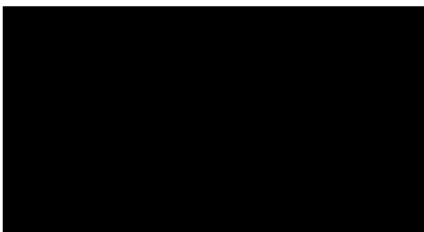
Our Ref



Tax point date

31 August 2006 ✓

[redacted]	
[redacted]	311.00
Disbursements - subject to VAT	
[redacted]	311.00
	54.42
	£ 365.42 ✓





05 OCT 2006 VALIDATION

ACA2

Member's claim form

- 6 OCT 2006

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.

RECEIVED

Your details

Name in CAPITAL LETTERS

Jonathan Shaw

Constituency

Chertham & Aylesford

Office use only

Cost/Cat 2

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, 9, 06 to 30, 9, 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 713 : 81 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 66 : 00 p ✓

Telephone and telecommunications

£ 150 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 985 : 12 p ✓

Other

£ : p

Other

£ : p

Total

£ 1914 : 93 p

▶ please specify

Surveyor's fees for lease extension (enclosed)

Details of second home

Address of
second home
*for Additional
Costs Allowance*

Declaration

Signature

Date

4 / 10 / 06

Data protection

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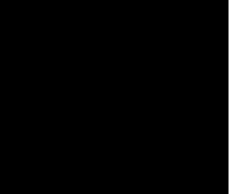
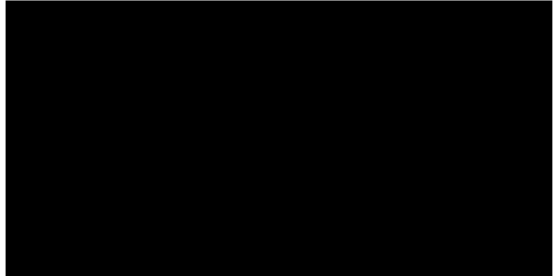
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Invoice to:

Jonathan Shaw M.P.



To: Taking your instructions to negotiate the agreed premium for the above with the freeholders representative.

To: Reducing the price payable for the premium from 

To: 20% of the reduction of £4,192.

£838.40

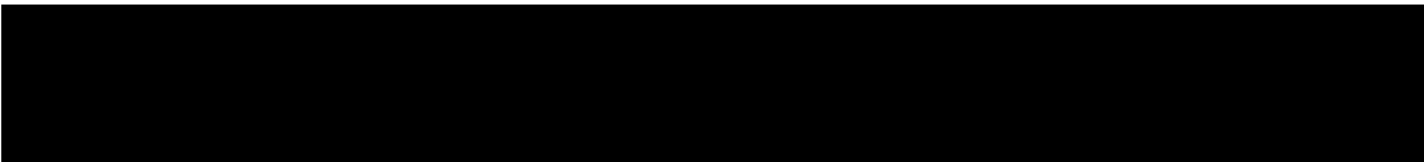
Value Added Tax @ 17.5 %

£ 146.72

With Compliments

Total

£ 985.12





Member's claim form

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Your details

Name in CAPITAL LETTERS

Jonathan Shaw

Constituency

Chatham & Aylesford

Office use
Costs/Cat 2

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, 06 to 31, 8, 06 ✓

Total cost of hotel stays
attach all receipts

£ 0 : 81 p

Mortgage payments
(interest only) or rent

£ 713 : 81 p ✓

Food

£ 150 : 00 p ✓

Utilities

£ 120 : 00 p ✓

Council Tax/Rates

£ 66 : 00 p ✓

Telephone and telecommunications

£ 109 : 00 p ✓

Cleaning

£ 57 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 205 : 62 p ✓ ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1421 : 43 p

Solicitors fees
for lease extension of flat.

Details of second home

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

Date

6/9/06

MP

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Member's claim form

04 7006

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Your details

Name in CAPITAL LETTERS

Jonathan Shaw

Constituency

Chatham & Aylesford

Office use only

Costs/Cat 2

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, 7, 06 to 31, 7, 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 713 : 81 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 66 : 00 p

Council Tax/Rates

£ 66 : 00 p ✓

Telephone and telecommunications

£ 100 : 05 p ✓

Cleaning

£ 100 : 00 p ✓

Service/maintenance

£ 703 : 57 p ✓

Repairs/insurance/security

£ : p

Other

£ 513 : 47 p ✓

▶ please specify

Fee for re-arranging lease.

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2596 : 90 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
[redacted] for the purpose of performing

Signature

Date

3-8-06 ✓

Data protection

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

COPY

SERVICE CHARGE DEMAND

Date: 27/06/2006

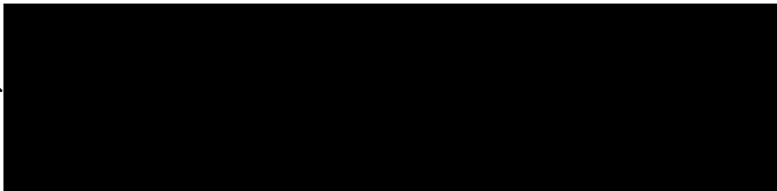
Jonathan

Property:

Our Reference:

Date	Description	Amount	VAT	Rate	Ref
01/07/2006	Interim Service Charge 01/07/2006 - 31/12/2006	453.57			181805
01/07/2006	Reserve Contribution 01/07/2006 - 31/12/2006	250.00			181806
Totals:		£703.57	£0.00		
Amount Due:		£703.57			

The address for service of notice including legal proceedings is the landlord's address above.



To Mr & [redacted] Shaw

Payable by



Your Ref

Bill No



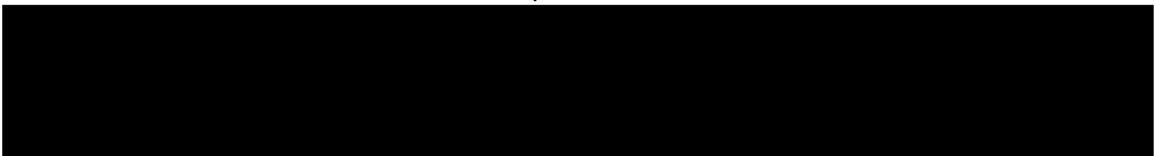
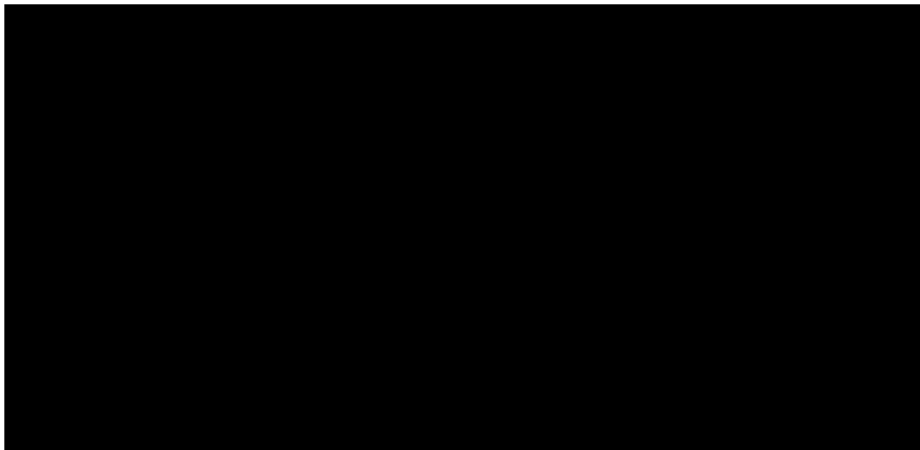
Our Ref



Tax point date

30 June 2006

[redacted]	
Professional charges	437.00
Disbursements - subject to VAT	
VAT thereon @ 17.5%	437.00 76.47
Disbursements - not subject to VAT	
	£ 513.47





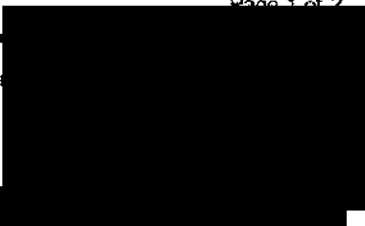
05 01 2006

Member's claim form

Page 1 of 2

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

Jonathan Shaw

Constituency

Chatham & Aylesford

Office use Cost/Cat 2 [Redacted]

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, 6, 06 to 30, 6, 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 713 : 81 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 125 : 00 p ✓

Council Tax/Rates

£ 59 : 00 p ✓

Telephone and telecommunications

£ 73 : 00 p ✓

Cleaning

£ 115 : 00 p ✓

Service/maintenance

£ 110 : 00 p ✓

Repairs/insurance/security

£ : p

Other

£ 170 : 00 p (please specify Table)

Other

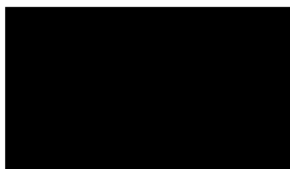
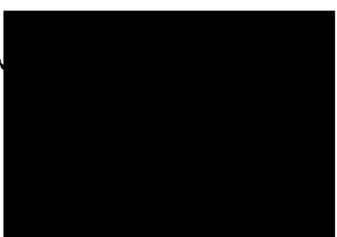
£ : p (please specify)

Other

£ : p (please specify)

Total

£ 1692 : 81 p



Details of second home


Address of
second home
*for Additional
Costs Allowance*

Declaration

Signature

Date

to enable
of performing


4-7-06.

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.

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



Additional Costs Allowance

mk
05 2006

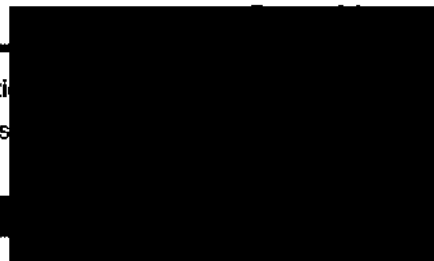
ACA2

Member's claim form

06/07 ✓

About filling in this form

- For details of costs you can claim for see *Green Book* section 10
- 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

Jonathan Shaw
Chatham & Aylesford

Office use
Cost/Cat 2

A

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, 5, 06 to 31, 5, 06 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 713 : 81 p ✓

Food

£ 400 : 00 p

Utilities

£ 150 : 00 p

Council Tax/Rates

£ 65 : 10 p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Services/maintenance

£ 214 : 00 p ✓ - Plumber -

Repairs/insurance/
security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1542.81 p

£ 1542.81 ✓

continued on page 2

Details of second home

Address of second home
for Additional Costs Allowance

Declaration

Signature

enable performing

Date

31/5/06.

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Invoice

Date: 26 5 16 Invoice No. [REDACTED]

From: [REDACTED]

To: Mr J. SHAW [REDACTED]

Order No. _____

Qty.	Description	£/€*	p/c*
	locate and fix gas leak on gas supply pipe to gas hob		
	Attempt to fix, then replace cold bath tap rises/body which is constantly letting water by.	200	
	Congestion charge	3	
	Parking	6	
	Total Due £/€	214	

Please adhere to our payment terms of days from our invoice date

*Delete as appropriate





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

Jonathan Shaw

Constituency

Chatham & Aylesford

Office use only

Cost/Cat ?

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, 4, 06 to 30, 4, 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 713 : 81 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 73 : 21 p ✓

Council Tax/Rates

£ 75 : 71 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 30 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 160 : 00 p ✓

▶ please specify

Chairs

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1452 : 73 p

Details of second home

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

Date

enable
performing

MP

2-5-06.

Data protection

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Member's claim form

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- 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

JONATHAN SHAW

Constituency

CHATHAM & AYLESFORD

Office use only

Costs/Cat 2

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

£ : 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

£ : p

Repairs/insurance/security

£ : p

Other

£ 2200 : p

▶ please specify

Heating System

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2200 : 00 p

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
[redacted] purpose of performing

Signature [redacted]

Date [redacted]

20-4-06

Data protection

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

McT Shaw

Please provide payment for works done at the above address. System change from low pressure open vented to high pressure sealed system. Replace old boiler, make pipework adjustments. Connect hot and cold, kitchen and bathroom supplies from incoming main. Fit new heating controls.

All materials supplied by client.

Amount due \$2200.00