

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) :**

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

|   |                          |
|---|--------------------------|
| <i>Mortgage documentation held</i>                    | <input type="checkbox"/> |
| <i>Addresses comply with central records</i>          | <input type="checkbox"/> |
| <i>Invoices relate to 2<sup>nd</sup> home address</i> | <input type="checkbox"/> |
| <i>Budget checked</i>                                 | <input type="checkbox"/> |
| <i>Claim signed</i>                                   | <input type="checkbox"/> |
| <i>Claim correctly dated</i>                          | <input type="checkbox"/> |

*\* Financial Processing purposes only*

*Registered by (initials & date)*

*Posted by (initials & date)*

JB Mar



# Member's claim form

16 MAR 2005

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

JULIE BRANSFORD

Constituency

BRANSFORD

## 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 13 05 to 31 13 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 789 : 75 p

Food

£ 169 : - p

Utilities

£ : p

Council Tax/Rates

£ 115 : 27 p

Telephone and telecommunications

£ : p

Cleaning

£ 110 : - p

Service/maintenance

£ 190 : - p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1374 : 02 p

1374.75

**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

\_\_\_\_\_ 15/3/05

**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



Additional Costs Allowance  
Member's claim form

15 FEB 2005

Received

Members' Allowances

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name  
in CAPITAL LETTERS

JULIE EVAGRIE

Constituency

BOOTS GROVE

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 12 05 to 28 2 05

Total cost of hotel stays  
attach all receipts

£ ~~787~~ : ~~78~~ p

Mortgage payments  
(interest only) or rent

£ 115 : 27 p ✓

Food

£ 320 : - p

Utilities

£ 65 : - p

Council Tax/Rates

£ 789 : 75 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 145 : - p

Service/maintenance

£ 240 : - p

Repairs/insurance/  
security

£ 185 : - p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

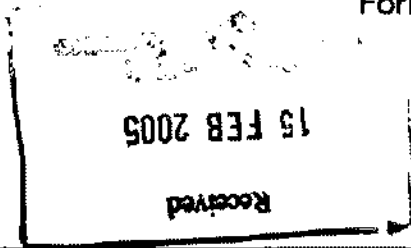
Total

£ 1860 : 02 p

1860.02 p



# Member's claim form



Members' Allowances

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## Your details

Name in CAPITAL LETTERS

JULIE EVARDE

Constituency

BOXTSGOVE

## 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 12 05 to 28 2 05

Total cost of hotel stays  
attach all receipts

£ ~~787~~ : ~~78~~ p

Mortgage payments  
(interest only) or rent

£ 115 : 27 p ✓

Food

£ 320 : - p

Utilities

£ 65 : - p

Council Tax/Rates

£ 789 : 75 p

Telephone and telecommunications

£ : p

Cleaning

£ 145 : - p

Service/maintenance

£ 240 : - p

Repairs/insurance/security

£ 185 : - p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1860 : 02 p

✓ 1860.02 p paid

**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

14-2-05

**Data protection**

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Member's claim form

Received Form ACA2 Page 1 of 2
18 JAN 2005
Parliamentary Administration Department

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

JULIE KIRKBRIDE

Constituency

BATS GROVE

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 / 05 to 31 / 1 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 751 : 78 p

Food

£ 340 : - p

Utilities

£ 95 : - p

Council Tax/Rates

£ 115 : 27 p

Telephone and telecommunications

£ : p

Cleaning

£ 165 : - p

Service/maintenance

£ 230 : - p

Repairs/insurance/security

£ 115 : - p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 182 : 05 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

\_\_\_\_\_ 17/1/05 \_\_\_\_\_

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





Member's claim form

16 DEC 2004

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name  
in CAPITAL LETTERS

JULIE EVANS

Constituency

BROOKS GROVE

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 / 12 / 04 to 31 / 12 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 789 : 75 p

Food

£ 310 : - p

Utilities

£ 95 : - p

Council Tax/Rates

£ 119 : - p

Telephone and  
telecommunications

£ : p

Cleaning

£ 170 : - p

Service/maintenance

£ 240 : - p

Repairs/insurance/  
security

£ 165 : - p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1888 : 75 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

15/12/04

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Member's claim form

16 NOV 2004

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name  
in CAPITAL LETTERS

JULIE BRADSHAW

Constituency

BRATSGROVE

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 / 11 / 04 to 30 / 11 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 789 : 75 p

Food

£ 330 : - p

Utilities

£ 115 : - p

Council Tax/Rates

£ 119 : - p

Telephone and  
telecommunications

£ : p

Cleaning

£ 190 : - p

Service/maintenance

£ 225 : - p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1768 : 75 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

15/11/04

**Data protection**

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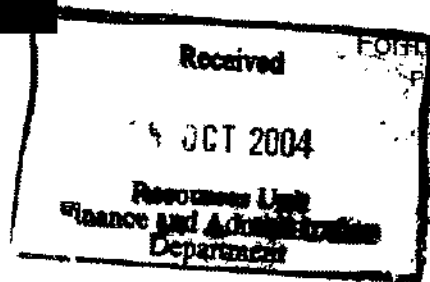
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Additional Costs Allowance

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

JULIE KIRBY
BENSGROVE

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 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 790 : 98 p

Food

£ 325 : - p

Utilities

£ 85 : - p

Council Tax/Rates

£ 119 : - p

Telephone and telecommunications

£ : p

Cleaning

£ 185 : - p

Service/maintenance

£ 210 : - p

Repairs/insurance/security

£ 110 : - p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1824 : 98 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

15-10-04

**Data protection**

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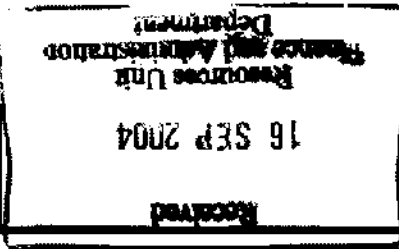
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Member's claim form



Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name in CAPITAL LETTERS  
Constituency

JULIE KRASZNE  
BEARSGROVE

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, 9, 04 to 30, 9, 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 751 : 78 p

Food

£ 365 : - p

Utilities

£ 65 : - p

Council Tax/Rates

£ 119 : - p

Telephone and  
telecommunications

£ : p

Cleaning

£ 170 : - p

Service/maintenance

£ 210 : - p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1680 : 78 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

15/9/01

**Data protection**

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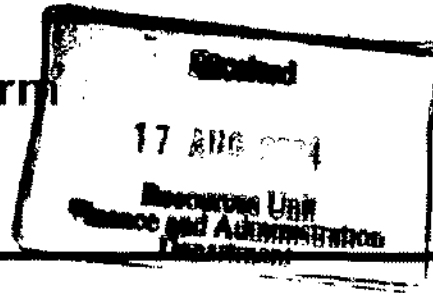
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# Member's claim form



Members' Allowances

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

JULIE KIRKBRIDE

Constituency

Barnsley

## 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 / 8 / 04 to 31 / 8 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 753 : 05 p ✓

Food

£ 345 : - p

Utilities

£ 85 : - p

Council Tax/Rates

£ 119 : - p

Telephone and  
telecommunications

£ : p

Cleaning

£ 195 : - p

Service/maintenance

£ 200 : - p

Repairs/insurance/  
security

£ 110 : - p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1807 : 05 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

15/8/04

**Data protection**

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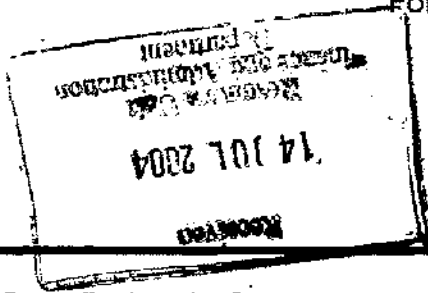
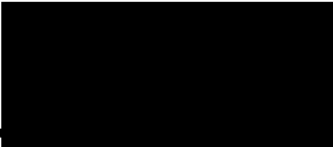
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# Member's claim form



Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

JULIE FOLSBINE

Constituency

BLOTS GROVE

## 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 / 7 / 04 to 31 / 7 / 04 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 715 : 04 p

Food

£ 335 : - p

Utilities

£ 85 : - p

Council Tax/Rates

£ 119 : - p

Telephone and telecommunications

£ : p

Cleaning

£ 185 : - p

Service/maintenance

£ 225 : - p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1664 : 04 p

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

Address of  
second home  
for Additional  
Costs Allowance

L  
L

**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

15/7/04

**Data protection**

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Member's claim form

RECEIVED

18 JUN 2004

Members' Allowances

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

DFA

Your details

Name in CAPITAL LETTERS

JULIE EVANS

Constituency

BEOTSGROVE

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 / 6 / 04 to 30 / 6 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 675 : 84 p

Food

£ 345 : - p

Utilities

£ 170 : - p

Council Tax/Rates

£ 119 : - p

Telephone and telecommunications

£ : p

Cleaning

£ 135 : - p

Service/maintenance

£ ~~245~~ : - p

Repairs/insurance/security

£ 85 : - p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1774 : 84 p

continued on page 2

**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

17/6/04

**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 0AA



# Member's claim form

2004

DFA

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

JULIE KIRKBRIDE

Constituency

BLOTS GROVE

## 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 / 5 / 04 to 31 / 5 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 675 : 84 p

Food

£ 320 : - p

Utilities

£ 195 : - p

Council Tax/Rates

£ 119 : - p

Telephone and  
telecommunications

£ : p

Cleaning

£ 140 : - p

Service/maintenance

£ 245 : - p

Repairs/insurance/  
security

£ 70 : - p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1764 : 84 p

continued on page 2

**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

15/5/04

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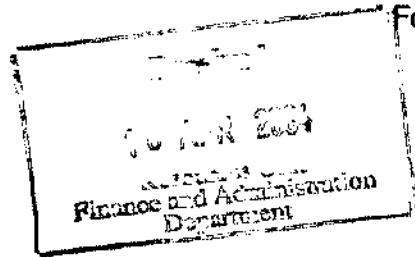
Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
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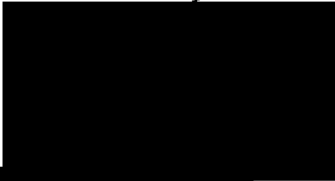
Member's claim form



Members' Allowances

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.



Your details

Name in CAPITAL LETTERS

JULIE BRADSHAW

Constituency

BROXTON

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 / 4 / 04

to 30 / 4 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 677 : 15 p

Food

£ 295 : - p

Utilities

£ 110 : - p

Council Tax/Rates

£ 119 : - p

Telephone and  
telecommunications

£ : p

Cleaning

£ ~~200~~ 165 : - p

Service/maintenance

£ 235 : - p

Repairs/insurance/  
security

£ 80 : - p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

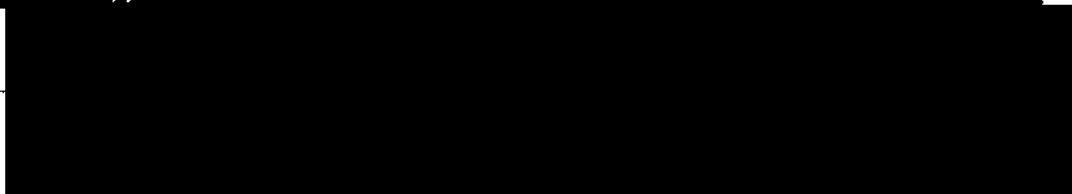
▶ please specify

Total

£ 1681 : 15 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

15/4/04

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