



# 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

Keith Vaz

Constituency

Leicester East

### 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 01 / 02 / 05 to 28 / 02 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1485 : 00 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

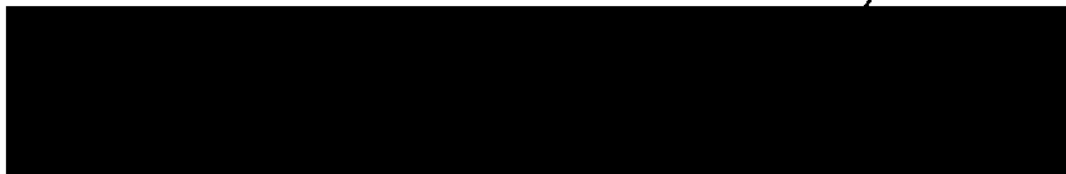
▶ please specify

Total

£ 1485 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature



Date

2.3.2005

**Data protection**

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

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

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Send your completed  
form to

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



# Member's claim form

Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

Keith Vaz

Constituency

Leicester East

## Claim details

### Notes

You can only claim for

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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 1 / 1 / 05 to 31 / 12 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1482 : 00 p ✓

Food

£ 100 : 00 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 \_\_\_\_\_

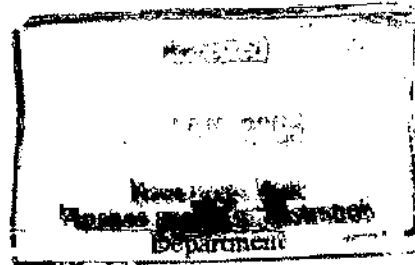
Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1582 : 00p



**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

\_\_\_\_\_ 13<sup>th</sup> January 2005**Data protection**

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Member's claim form

14 DEC 2004

Members' Allowances

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Your details

Name  
in CAPITAL LETTERS

Keith Vaz

Constituency

Leicester East

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
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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*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1481 : 00 p ✓

Food

£ 100 : 00 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

£ 1581 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

|

MP

Date

|

14th December 2004

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## C2. DIRECT PAYMENT

**RECEIVED**

12 NOV 2004

I enclose ..... [redacted] certified invoices to allow direct payments to be made from my Incidental Expenses Provision

Invoice	Supplier's name	Amount £	Transaction code <i>For Fees office use only</i>
1	[redacted]	98-27	
2	[redacted]	[redacted]	
<u>2</u>	[redacted]	117-50	
4			
5			
6			
7			
8			
9			
10			

£215-77

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED..... [redacted] .....MP

PRINTED NAME..... Kent Ue 2 .....

DATE 8/11/04 ..... CONSTITUENCY Lancaster South .....

STATEMENT OF ACCOUNT

KEITH VAZ MP

A/C No. :

Fax No. :

Statement Date : 02/11/2004

IF YOU HAVE ANY QUERIES ON THIS ACCOUNT PLEASE CALL MAUREEN WILKINSON

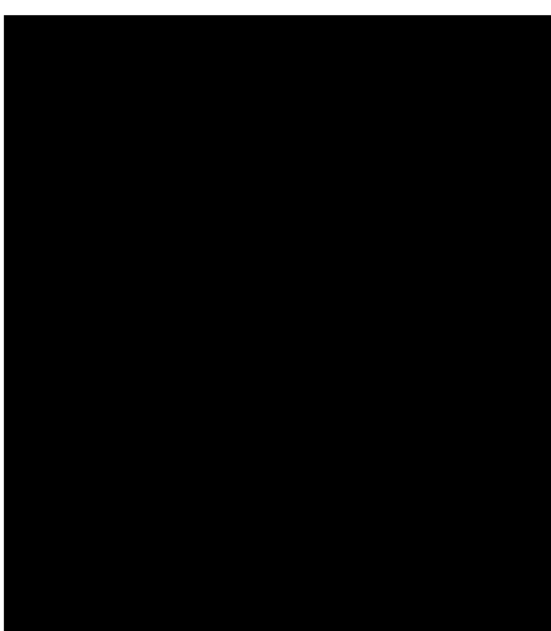
TRANSACTION DATE	INVOICE TYPE	INVOICE NUMBER	INVOICE VALUE	AMOUNT PAID	BALANCE DUE	DUE DATE
05/10/2004	INV		51.66	19.14	32.52	04/11/2004
28/10/2004	INV		65.75	0.00	65.75	27/11/2004

TOT 98.27

Our terms of business with are 30 days from Document Date

CURRENT MONTH	DUE NOW	OVER DUE
98.27	31 - 60	60 PLUS
	0.00	0.00

TOTAL AMOUNT OUTSTANDING 98.27





Vat No: [REDACTED]

**INVOICE**

Invoice Number: [REDACTED]  
Date: 20/09/04  
To: KEITH VAZ OFFICE  
[REDACTED]

Our Ref:  
Your Ref.:  
To supply of:

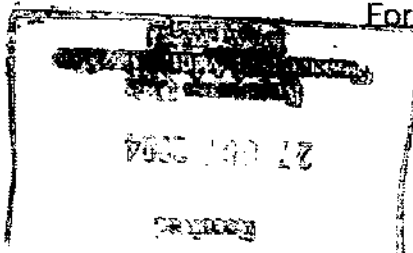
REPLACED BROKEN GLASS

£ 100.00

Nett Total: £ 100.00  
plus V.A.T. @ 17.50%: £ 17.50  
Total: £ 117.50



Member's claim form



Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.
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Your details

Name in CAPITAL LETTERS

Keitt Vaz

Constituency

Leicester East

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<sup>st</sup> Oct 2004 to 31 / 10 / 2004

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1551 : 00 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 1626 : 56 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

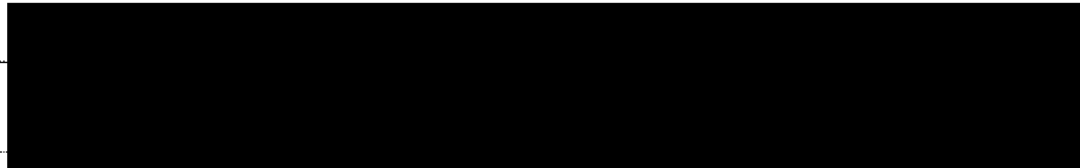
▶ please specify

Total

£ 3177 : 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 my duties.

Signature

I



MP

Date

I

25/10/04

**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

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Additional Costs Allowance  
Member's claim form

RECEIVED Form ACA2 Page 1 of 2  
28 SEP 2004  
DFA  
DFA

Members' Allowances

About filling in this form

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Your details

Name in CAPITAL LETTERS: Keith VAZ

Constituency: Leicester East

4

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and entirely 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 1st 10/04 to 30 10/04

Total cost of hotel stays £ : p  
*attach all receipts*

Mortgage payments £ 1500 : 00 p  
(interest only) or rent

Food £ 200 : 00 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 \_\_\_\_\_

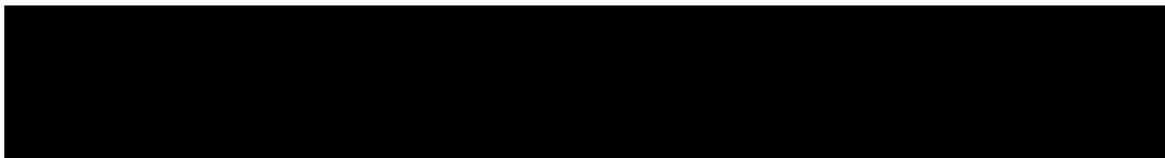
Other £ : p ▶ please specify \_\_\_\_\_

Total £ 1700 : 00 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

Signature

MP

Date

26 / 9 / 04

**Data protection**

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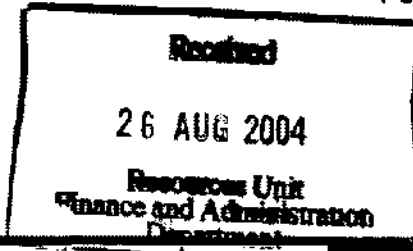
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# Member's claim form



Members' Allowances

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## Your details

Name in CAPITAL LETTERS

Keitt Vaz

Constituency

Lancaster East

## 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<sup>st</sup> Aug / 04

to 29 / Aug / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1444 : 00 p

Food

£ 100 : 00 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

£ 1544 : 00 p

**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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted] MP

Date

29 / 08 / 04

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Additional

RECEIVED

Form ACA2  
Page 1 of 2

# Member's claim form

30 JUL 20

DFA

Members' Allowances

About filling in  
this form

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## Your details

Name  
in CAPITAL LETTERS

Keith Vaz

Constituency

Leicester East

## Claim details

### Notes

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Please list

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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<sup>st</sup> 10 07 104

to 31 07 104

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1400 : 00 p ✓

Food

£ 200 : 00 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

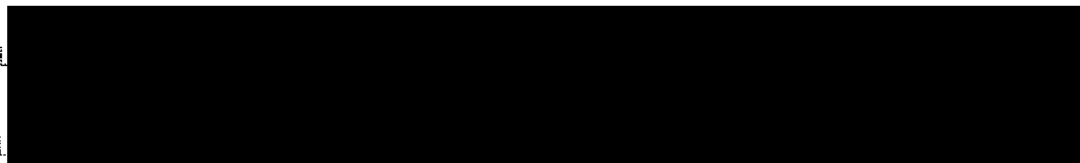
£ 1600 : 00 p

continued on page 2



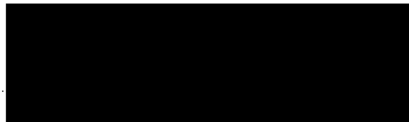
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Address of  
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for Additional  
Costs Allowance

**Declaration**

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Signature

 MP

Date

29/07/04

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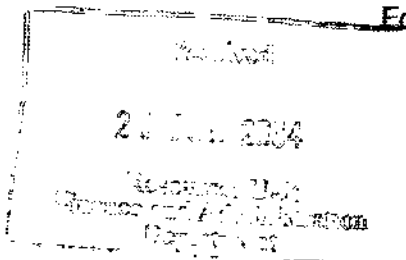
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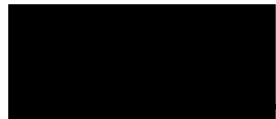
Member's claim form



Members' Allowances

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Your details

Name in CAPITAL LETTERS

Keitt Vaz

Constituency

Loughborough East

Claim details

Notes

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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 1st / 06 / 04 to 30 / 06 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1485 : 00 p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

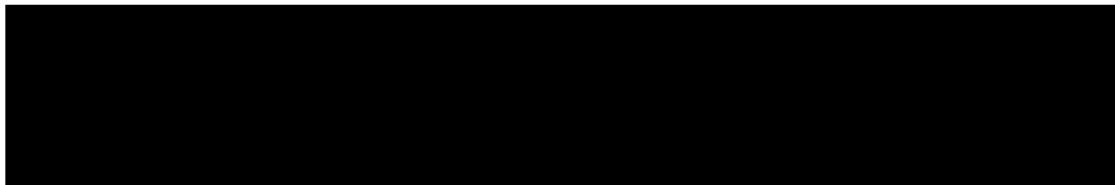
▶ please specify

Total

£ 1725 : 00p

**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

Signature

MP

Date

28<sup>th</sup> June 2004.**Data protection**

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Name  
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Constituency

Lancaster East

## 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 1st / May / 04 to 31 / May / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1417 : 00 p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : 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

£ 1640 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

MP

Date

04 / 06 / 04

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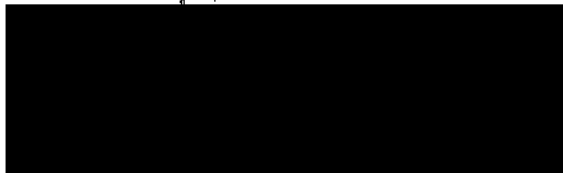
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## Your details

Name  
in CAPITAL LETTERS

KEITH VAZ

Constituency

Leicester East

## 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 1st / April / 2004 to 30 / April / 2004

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1400 : 00 p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 1,378 : 49 p

▶ please specify

Service Charge for 2004-2005

Other

£ : p

▶ please specify

Other

£ : p

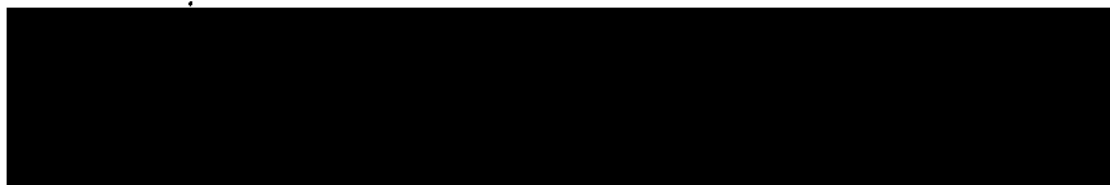
▶ please specify

Total

£ 3,178 : 49 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

30/5/2004

**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.

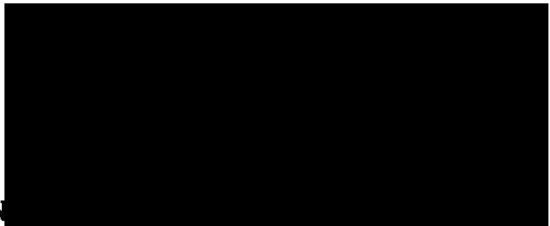
We will normally keep the information you give for three years following the year in which you incurred the expense.

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.

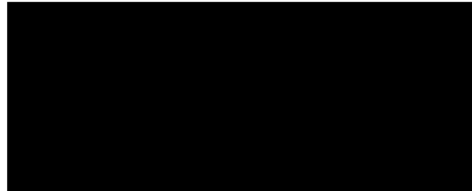
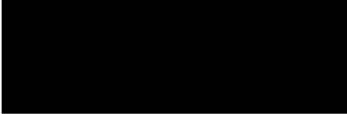
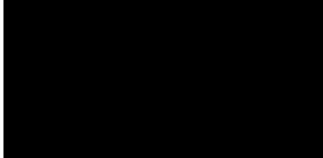
Send your completed  
form to

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

APPLICATION FOR PAYMENT  
For



To: Mr N K A S Vaz



Invoice No: [Redacted]  
Date: 3 Feb 2004  
Account No: [Redacted]

Description	Period	Amount
Service Charge	1 Mar 2004 to 31 Aug 2004	1,228.49
Ground Rent	1 Mar 2004 to 31 Aug 2004	150.00
<b>Total:</b>		<b>£1,378.49</b>
<b>b/fwd balance:</b>		<b>£0.00</b>
<b>Total Due:</b>		<b>£1,378.49</b>





HOUSE OF COMMONS  
LONDON SW1A 0AA

[REDACTED]

10<sup>th</sup> January 2004

[REDACTED]

[REDACTED]

[REDACTED]

**Designated Second Home**

I am writing to inform you that I have now sold my designated second home which is [REDACTED] and I have bought a new designated second home at [REDACTED]

My main residence remains at [REDACTED] but I shall be claiming the Additional Costs Allowance for the new flat.

I will ensure that the new address is put on the form together with the mortgage details.

Please let me know if you require any further information.

With Best Wishes,  
Yours sincerely,

[REDACTED]

Keith Vaz

[REDACTED]