

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** 31. March 05

**Invoice No.** invoice date 2/1/04

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

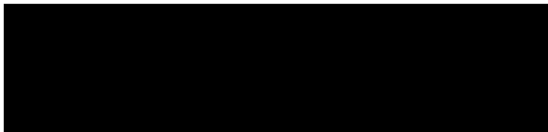
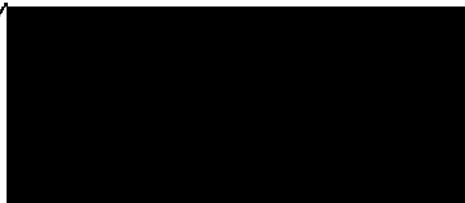
*\* Validation purposes only (please tick to indicate compliance)*

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

*\* Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)





# Member's claim form

08 APR 2005

04/05

## 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

LYNNE JONES

Constituency

BIRMINGHAM SELBY OAC

## 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 / 1 to 31 / 3 / 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 289 : 65 p ✓

Food

£ 120 : 00 p ✓

Utilities

£ 153 : 72 p Gas ✓  
45 00 Rec ✓

Council Tax/Rates

£ ~~100~~ : ~~00~~ p

Telephone and telecommunications

£ : p

Cleaning

£ 108 : 00 p ✓

Service/maintenance

£ { 135 : 04 p + 5 x 15-63 (78-15) = 213-19  
78 -15

Repairs/insurance/security

£ 309 : 39 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1298 : 95 p

1238

I have been claiming £135-04 when a total of £150-19

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

X  
 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

21/4/05

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
 form to

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

Dr LM Jones



17 February 2005

Dear Dr Jones

 **Home Insurance** 



Your renewal premium is £309.39



# Member's claim form

24 FEB 2005

## 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

LYNNE JONES

Constituency

BIRMINGHAM (NEW PARK)

### 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 / 1

to 21 / 2 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 289 : 65 p ✓

Food

£ 100 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 83 : 94 p

Cleaning

£ : p

Service/maintenance

£ 135 : 04 p

Repairs/insurance/  
security

£ : p

Other

£ 60 : 00 p

▶ please specify residents' parking permit

Other

£ 45 : 00 p

▶ please specify supplies (waste bins/key)

Other

£ 69 : 95 p

▶ please specify radio

Total

£ 629 : 64 p

699 64 + 83-94 = 783-58

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

23/2, 05

**Data protection**

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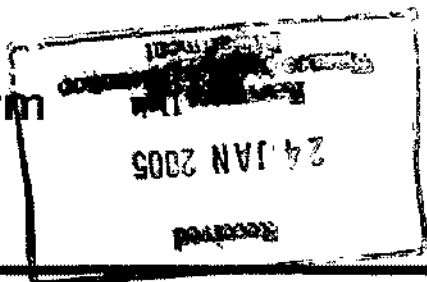
Send your completed  
form to

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



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

LYNN BONES

Constituency

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 to 21 / 1 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1146 : 79 p

Food

£ 240 : 00 p

Utilities

£ 77 : 65 p

Council Tax/Rates

£ 287 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 405 : 12 p

Repairs/insurance/security

£ : p

Other

£ 121 : 00 p

Other

£ 1298 : 30 p

Other

£ 78 : 31 p

Total

£ 2683 : 15 p

3 x 289-68 (Nov-Jan) plus miscalculated for last claim should have added up to £855-87 (266-48 but 289-68 289-68 12-03) only claimed 578-22

3 marks @ 135-24

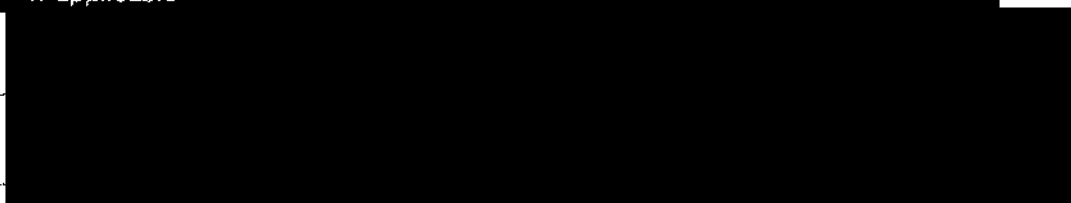
please specify TV license

please specify bed

please specify household equipment handbag

**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



MP

Date

21/11/05

**Data protection**

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

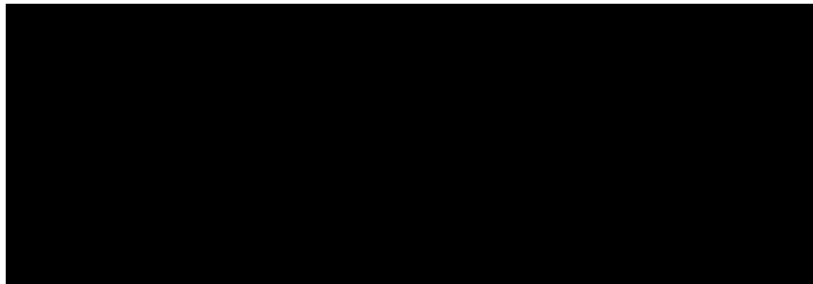
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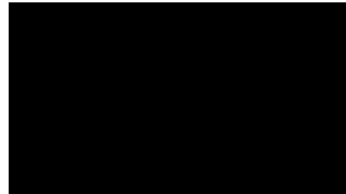




ORDERED BY

DATE

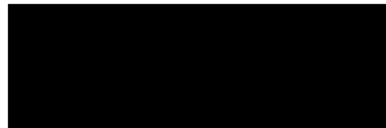
Mrs Lynn Jones



CUSTOMER NO  
DATE  
INVOICE



18/10/2004



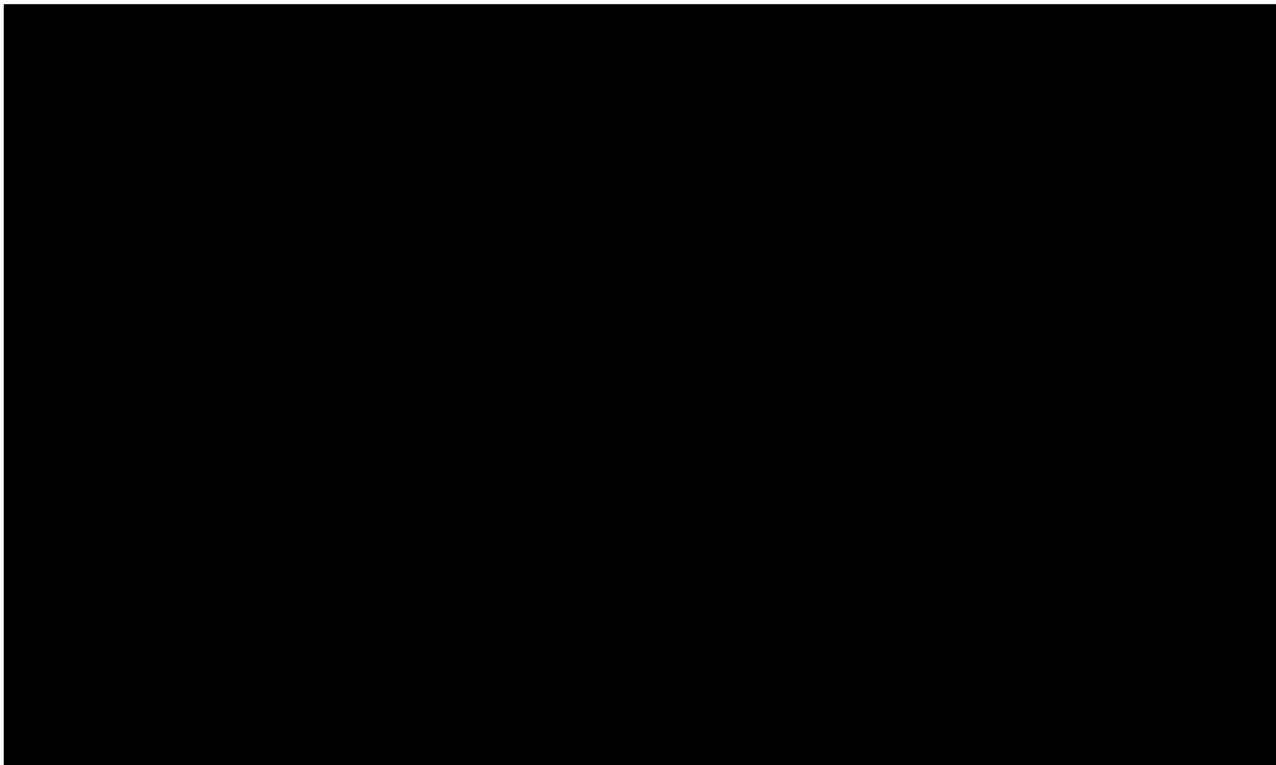
QUANTITY

DESCRIPTION

UNIT PRICE

TOTAL

1	Bed Rosso Std 4'6" White	£359.20	£359.20
1	Mattress Elliot Firm 4'6" 1200 Total	£719.10	£719.10
1	Accessories Underbed Drw OBC Deep 4' 6" N/A (	£175.00	£175.00
1	Q Zone; Wednesday, 1 Jan 3000 Residents parking scheme in operation	£45.00	£45.00



£1,298.30

£325.00

£973.30



# Member's claim form

19 OCT 2004

19 OCT 2004

## Members' Allowances

About filling in this form

- For details of costs you can claim see the Handbook 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

LYNNE JONES

Constituency

BHAM (JEWEL OAK)

## 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 to 18 10 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 578 : 22 p

for Aug/Sep/Oct + 2x £12.03 supplement for June & July  
264-48 289-68x2

Food

£ 160 : 00 p

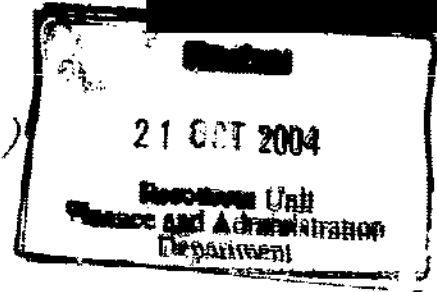
Utilities

£ 101 : 95 p

Council Tax/Rates

£ 287 : 00 p

(3 months)



Telephone and telecommunications

£ 36 : 36 p

Cleaning

£ : p

Service/maintenance

£ 405 : 12 p

(3 months @ £135.04)

Repairs/insurance/security

£ 1274 : 00 p

Other

£ 15 : 39 p

▶ please specify bathroom equipment

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2859 : 04 p

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

X  
Y

Address of second home  
for Additional Costs Allowance

[Redacted Address]

Postcode

**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.

X  
X

Signature

[Redacted Signature]

MP

Date

[Redacted Date] 21/10/04

**Data protection**

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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

# **C&G Cheltenham & Gloucester**

Dr L M Jones

May 2004

Dear Dr Jones

Mortgage account number

I am writing to let you know about a mortgage interest rate change.

This change means that your new total monthly payment from June 2004 will be £264.48. We

# **C&G** Cheltenham & Gloucester

Dr L M Jones

August 2004

Dear Dr Jones

Mortgage account number


I am writing to let you know about a mortgage interest rate change.

This change means that your new total monthly payment from September 2004 will be £289.68.



# Invoice

6<sup>th</sup> September 2004  
Attention: Dr Lynne Jones M.P.



**Re: Back room at the above address**

Dear Ms. Jones,

As we have now completed all decoration works relating to the back room, please find my invoice details as follows:

To/

Preparation and decoration of internal and external surfaces of French Doors, door frame, windows above door, window, and windowsill; internal surfaces of all room including ceiling, walls, picture rail, concertina doors to kitchen (one side only), doorframe, architrave and skirting

All walls have been lined with 1400 grade lining paper and finished with new wallpaper as supplied by you.

Cost of above works inclusive of all materials

£1,274





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

LYNNE JONES

Constituency

BHAM (SOLY OAK)

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 to 19 7 04

Total cost of hotel stays  
attach all receipts

£ 264 : 48 p

Mortgage payments  
(interest only) or rent

£ 252 : 45 p

Food

£ 120 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 79 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 135 : 04 p

Repairs/insurance/  
security

£ ~~128~~ 64 : 04 p

Other

£ 64 : 64 p

▶ please specify Bathroom accessories

Other

£ 50 : 00 p

▶ please specify Ground Rent

Other

£ : p

▶ please specify

Total

£ 651 : 13 p

701 713 - 16

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

X Address of  
second home  
for Additional  
Costs Allowance

Postcode

**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.

X Signature

MP

X Date

22 / 7 / 04

**Data protection**

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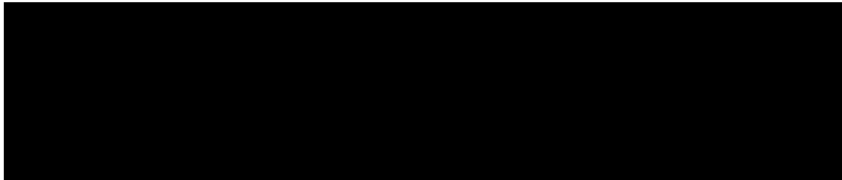
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

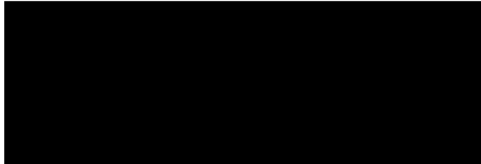
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



# **C&G Cheltenham & Gloucester**



Dr L M Jones



RECEIVED 3 1 2004

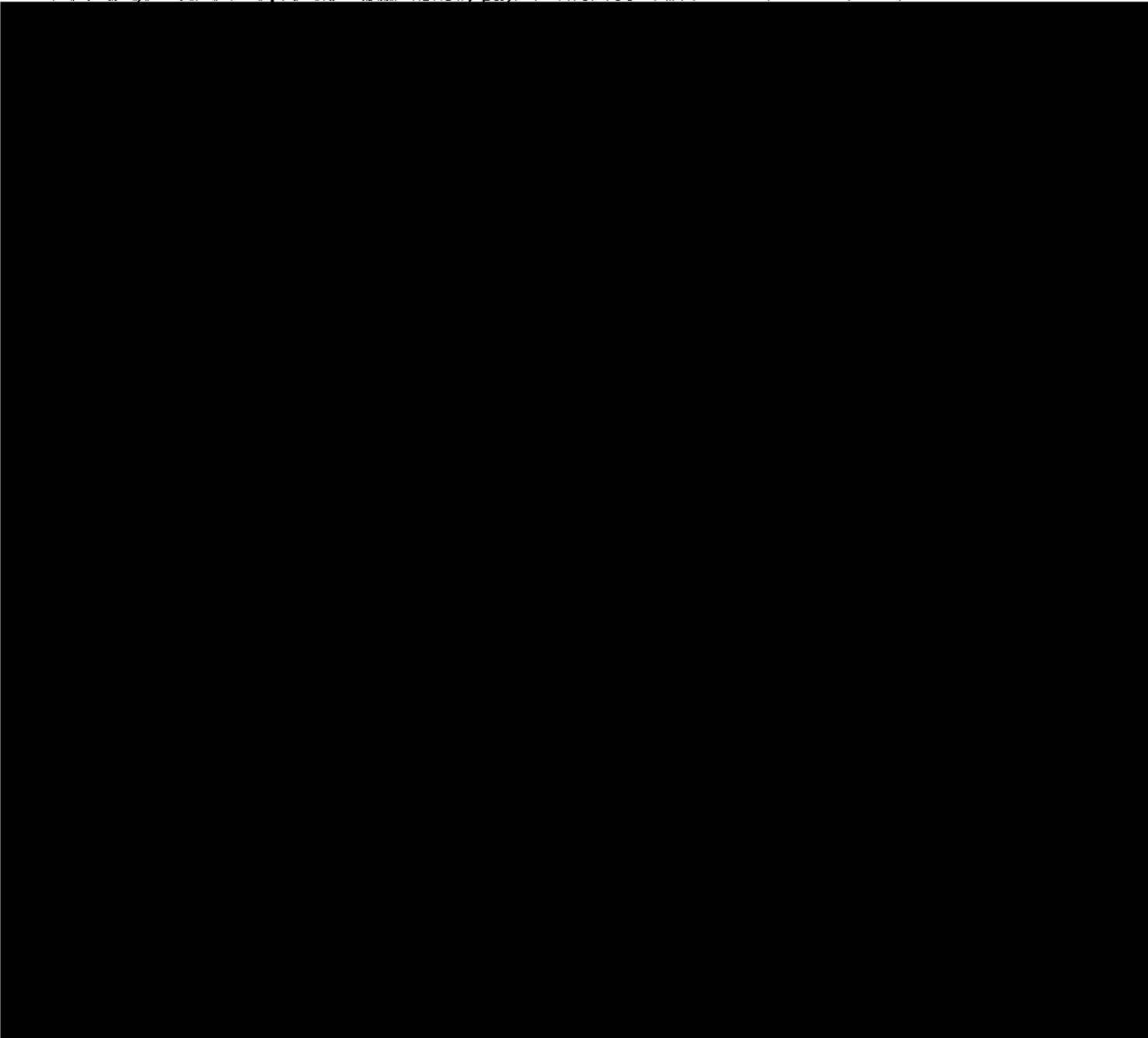
May 2004

Dear Dr Jones

Mortgage account number 

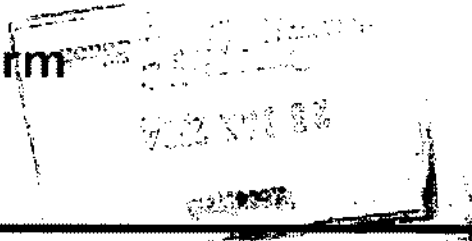
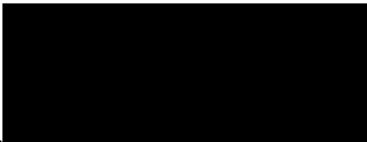
I am writing to let you know about a mortgage interest rate change.

This change means that your new total monthly payment from June 2004 will be £264.48. We





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

LYNNE JONES

Constituency

BHAM (SENT OAK)

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 1 to 21 11 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 254 : 48 p

Food

£ 140 : 00 p

Utilities

£ 93 : 75 p

Council Tax/Rates

£ 291 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 135 : 04 p

Repairs/insurance/security

£ 2000 : 00 p

Other

£ 44 : 49 p

▶ please specify Bathroom shelf

Other

£ : p

▶ please specify

Other

£ : p

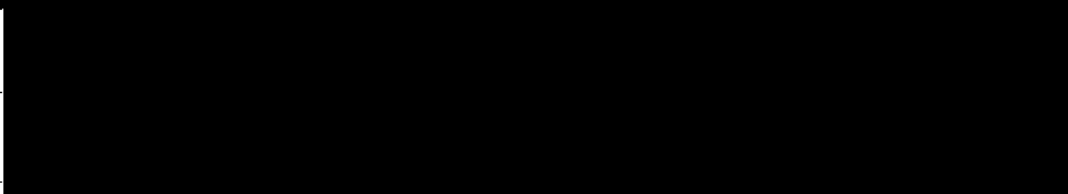
▶ please specify

Total

£ 3356 : 76 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

21/6/04

**Data protection**

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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

Dr L M Jones

May 2004

Dear Dr Jones

Mortgage account number

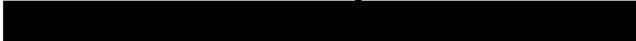
I am writing to let you know about a mortgage interest rate change.

This change means that your new total monthly payment from June 2004 will be £264.48. We



# Receipt

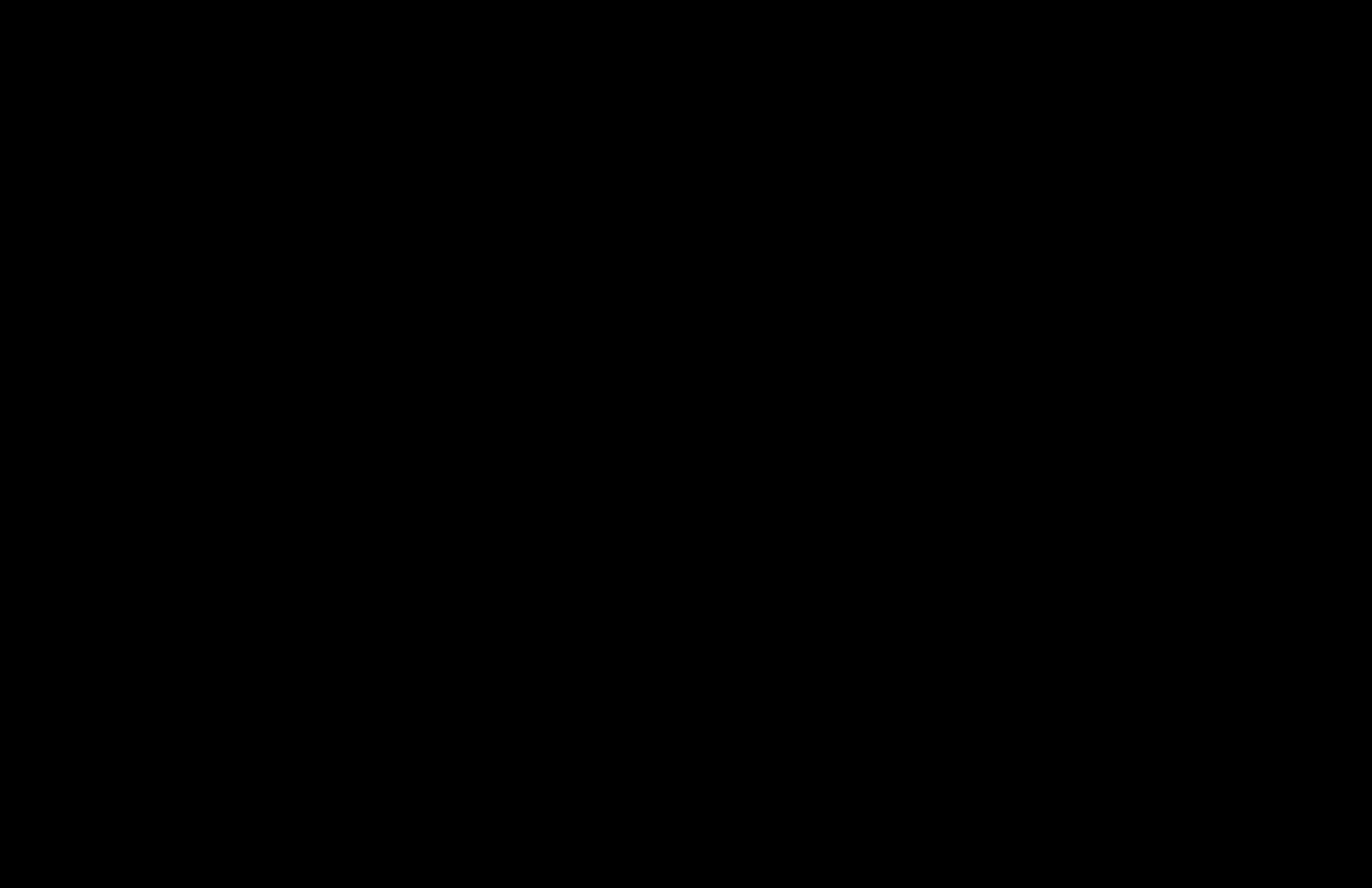
1<sup>st</sup> June 2004  
Attention: Dr Lynne Jones



**Re: Bathroom refurbishment at the above address**

Dear Lynne,

Thank you for your cheque for £2,600 as full and final settlement for above works.

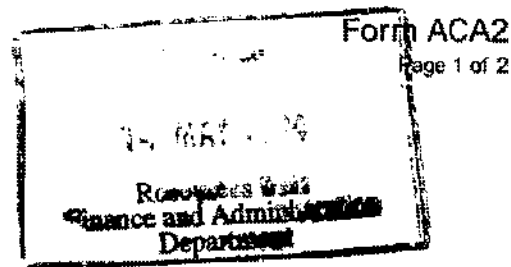




Members' Allowances

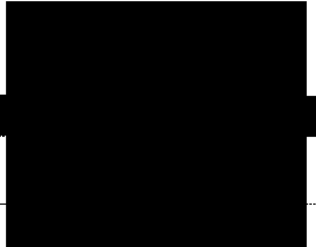
Additional Costs Allowance

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 1592.



Your details

Name in CAPITAL LETTERS

LYNNE JONES

Constituency

Bham (Kelly Oak)

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 to 11 / 5 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 235 : 82 p

Food

£ 30 : 00 p

Utilities

£ 11 : 01 p

Council Tax/Rates

£ 79 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 135 : 04 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 490 : 87 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

11/5/04

**Data protection**

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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

# **C&G Cheltenham & Gloucester**

Dr L M Jones

RECEIVED 25 APR 2004

April 2004

Dear Dr Jones

Mortgage account no: [REDACTED]

I'm just writing to you about the end of the special interest rate scheme that has applied to your mortgage (or part of it).

We've shown the date of change and the new interest rate in the table below. Your new total monthly mortgage payment starting from May is £235.82. [REDACTED]





# 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

LYNNE JONES

Constituency

B'HAM (SEWY ARE)

## 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 to 30 14 105

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 213 : 40 p ✓

Food

£ 40 : 00 p ✓

Utilities

£ 188 : 06 p ✓ Water

Council Tax/Rates

£ 76 : 81 p ✓

Telephone and telecommunications

£ 40 : 66 p ✓

Cleaning

£ : p

Service/maintenance

£ 135 : 04 p ✓

Repairs/insurance/security

£ 3500 : 00 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 4193 : 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

MP

Date

30 / 4 / 08

**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



# Receipt

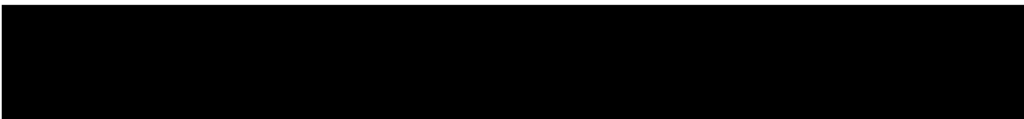
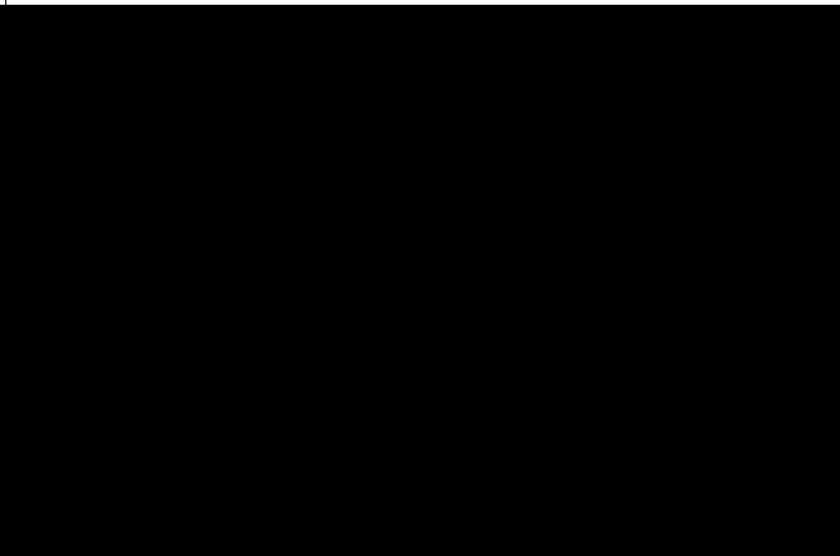
9<sup>th</sup> April 2004  
Attention: Dr Lynne Jones



**Re: Bathroom refurbishment at the above address**

Dear Lynne,


Received with thanks the sum of £1,500 as second payment for bathroom refurbishment works as detailed in my revised estimate dated 9th March 2004.





**Receipt**

30<sup>th</sup> April 2004  
Attention: Dr Lynne Jones



Re: Bathroom refurbishment at the above address

Dear Lynne,

Received with thanks your cheque for £2,000 as third payment for bathroom refurbishment works as detailed in my revised estimate dated 9th March 2004.

Received to date

£4,500

Balance due (summary to follow)

