



Additional Costs Allowance

ACA2

Member's claim form

10/05/06  
2007 05/06

About filling in this form

- For details of costs you can claim for, see *Green Book* s
- If you have any doubt about whether you can claim for a please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

Lynne Jones

Constituency

Birmingham Selly Oak

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 / 1 to 8 / 4 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 276 : 99 p ✓

Food

£ 90 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 82 : 46 p ✓

Telephone and telecommunications

£ 24 : 99 p ✓

Cleaning

£ : p

Service/maintenance

£ 150 : 67 p ✓

Repairs/insurance/security

£ : p

Other

£ 239 : 93 p ✓

▶ please specify Write charges

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 869 : 04 p

869 - 04

**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

MP

Date

8/4/06

**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.

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Send your completed  
form to

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

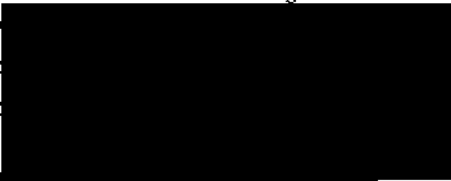


Member's claim form

05/06

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

LYNNE JONES

Constituency

B'ham (Jelly Oak)



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 to 31 / 03 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (Interest only) or rent

£ : p

Food

£ : p

Utilities

£ 150 : 64 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 600 : 00 p ✓

▶ please specify Pugs - £600 agreed

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

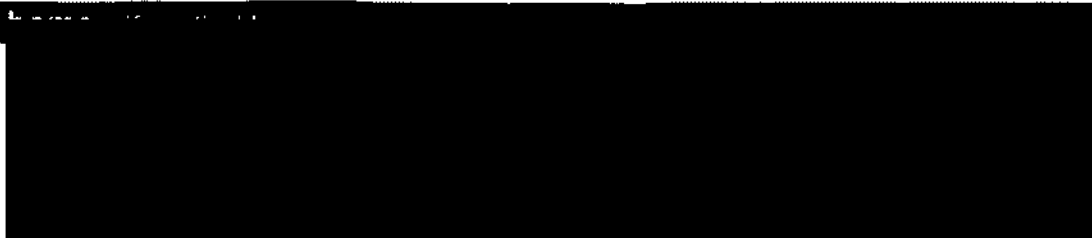
Total

£ 780 : 64 p



**Details of second home**

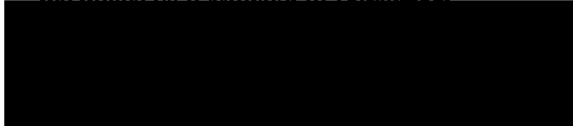
Address of second home for Additional Costs Allowance



**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 my duties as a Member of Parliament

Signature



MP

Date

8/4/06

**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

**Invoice**

Dated: 12/03/06

From: [REDACTED]

To: L. JONES

VAT Reg'd No.:

		Amount exclusive of VAT	VAT NET
1x	[REDACTED] 205 x 82 cm HIGH FORCE GASSET RUNNER	£789.	
1x	[REDACTED] 385 x 68 BEST OF SHARPE TRUCK RUNNER	£699.	
	TOTAL	£1488	
	MANAGERS DISCOUNT OF BETTER THAN 10%	-£188	
	TOTAL PAID (CHQ)	£1300.00	
	WILLIAMS		
	[REDACTED] VAT TOTAL	£1300.00	



Additional Costs Allowance

08 MAR 2006

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

LYNNE JONES

Constituency

B'HAM (JELLY OAK)

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

Period of claim

from 1 / 1 to 07 / 03 / 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 276 : 99 p ✓

Food

£ 150 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 82 : 00 p ✓

Telephone and telecommunications

£ 70 : 24 p ✓

Cleaning

£ : p

Service/maintenance

£ <sup>150</sup> ~~1250~~ : 67 p ✓

Repairs/insurance/security

£ 315 : 15 p ✓

Other

£ 51 : 00 p ✓

Other

£ 1250 : 00 p <sup>NEED MORE INFO!</sup>

Other

£ : p

Total

£ 250 00 / ~~1250 00~~

please specify

NEED MORE INFO!

please specify

please specify

glasses

decoration

Please pay £1250.00



Additional Costs Allowance

08 MAR 2006

Member's claim form

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Your details

Name in CAPITAL LETTERS

LYNNE JONES

Constituency

B'HAM (JELLY OAK)

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 of

Period of claim

from 1 1 to 07 03 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 276 : 99 p ✓

Food

£ 150 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 82 : 00 p ✓

Telephone and telecommunications

£ 70 : 24 p ✓

Cleaning

£ : p

Service/maintenance

£ 150 250 : 67 p ✓

Repairs/insurance/security

£ 315 : 15 p ✓

Other

£ 51 : 00 p ✓

please specify

glasses

Other

£ 1250 : 00 p ✓

NEED MORE INFO!

please specify

decorating

Other

£ : p

please specify

Total

£ 250 00 p ✓

Please pay £ 1345.05

**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

7/3/06

**Data protection**

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



The adjustment to your premium in relation to discounts or charges has been applied to the total cost of your policy and is therefore not reflected in each individual policy element but rather in the total figure.

**Total premium**

**£315.15**

[REDACTED]

# Interior Decoration

---

## Invoice

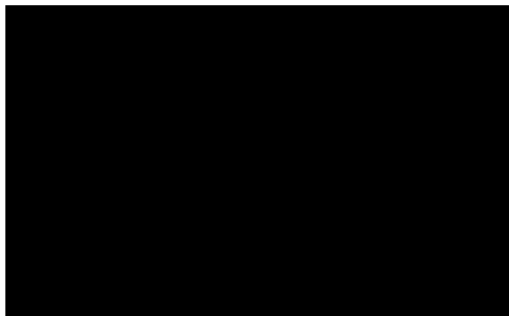
**Client:**


Lynne Jones,  
[REDACTED]

3<sup>rd</sup> March 2006

Decorating work to hallway.....

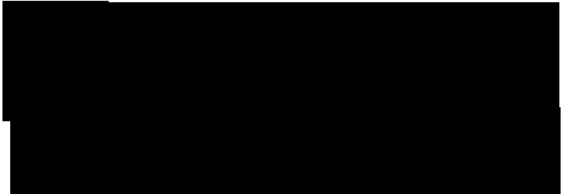
..... £1,250



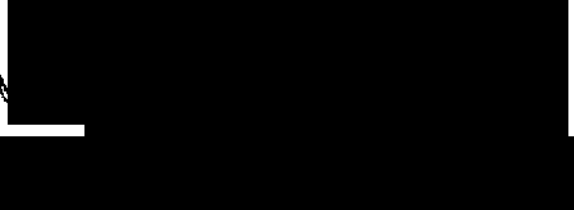
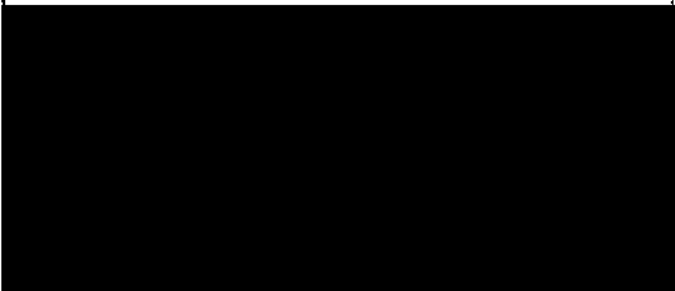


27.02.06

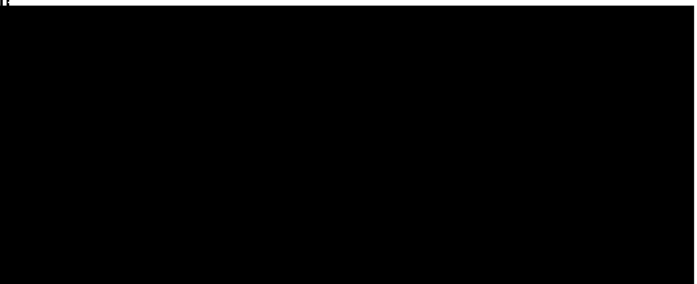
27.02.06



titled 'Blossom'  
in frame £ 500.00



titled 'Copse'  
in frame £ 225.00





Member's claim form

01 FEB 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.

Your details

Name in CAPITAL LETTERS

LYNNE JONES ✓

Constituency

B'ham (Jelly etc)

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 / 1 to 01 / 02 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 276 : 99 p

Food

£ 140 : 00 p

Utilities

£ 130 : 70 p

Council Tax/Rates

£ 82 : 00 p

Telephone and telecommunications

£ 24 : 99 p

Cleaning

£ : p

Service/maintenance

£ 150 : 67 p

Repairs/insurance/security

£ : p

Other

£ 250 : 00 p

▶ please specify bedside table.

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1055 : 35 ✓ 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



MP

Date

1/2/06

**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



Additional Costs Allowance

ACA2

Member's claim form

10 JAN 2006

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

LYNNE JONES

Constituency

BHAM (CROFTON PARK)

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 to 7 / 1 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 276 : 99 p ✓

Food

£ 00 : 00 p

Utilities

£ ~~00 : 00~~ p

Council Tax/Rates

£ 82 : 00 p

Telephone and telecommunications

£ 24 : 99 p

Cleaning

£ : p

Service/maintenance

£ 150 : 67 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

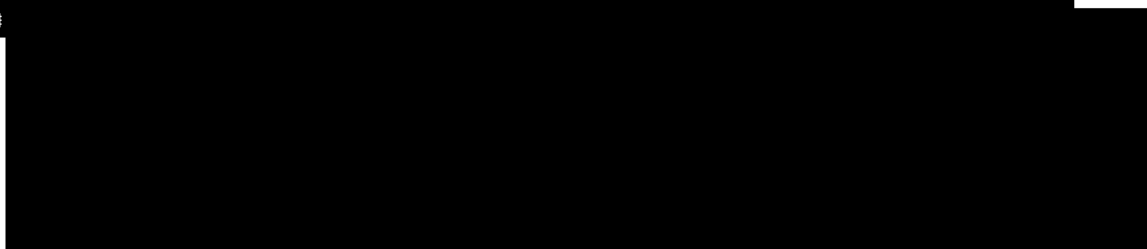
▶ please specify

Total

£ 654 : 55 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 my

Signature



MP

Date

7/1/06

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Additional Costs Allowance

ACA2

07 DEC 2005

Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

LYNNE JONES

Constituency

B'ham (Jelly etc)

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 1 to 6 12 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (Interest only) or rent

£ 276 : 99 p

Food

£ 132 : 00 p

Utilities

£ 62 : 34 p

Council Tax/Rates

£ 82 : 00 p

Telephone and telecommunications

£ 73 : 02 p

Cleaning

£ : p

Service/maintenance

£ 150 : 67 p

Repairs/insurance/security

£ : p

Other

£ 126 : 50 p

▶ please specify TV License

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

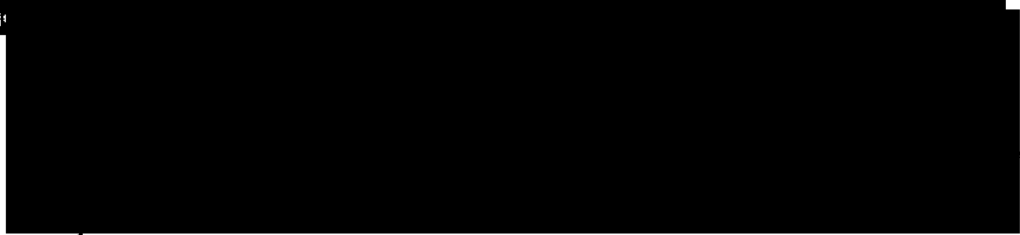
Total

£ 903 : 52 p



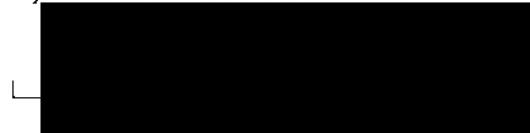
**Details of second home**

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 my duties as a Member of Parliament.

Signature



MP

Date

6/12/05

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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

02 NOV 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

LYNNE JONES

Constituency

BHAM (SEELY 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 1 / 11 / 05 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 276 : 99 p

Food

£ 100 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 82 : 00 p

Telephone and telecommunications

£ 24 : 99 p

Cleaning

£ : p

Service/maintenance

£ 150 : 67 p

Repairs/insurance/  
security

£ : p

Other

£ 60 : 00 p

▶ please specify parking permit

Other

£ : p

▶ please specify

Other

£ : p

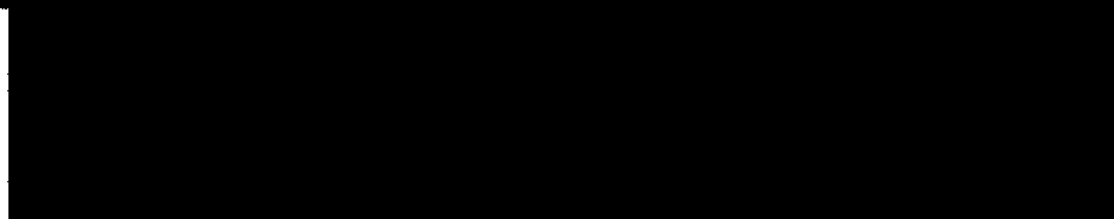
▶ please specify

Total

£ 694 : 65p ✓

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

Address of  
second home  
for Additional  
Costs Allowance



✓

**Declaration**

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

Signature



MP

Date

1/11/05

**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



# Member's claim form

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

B'ham (Jilly 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 1 10 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 276 : 99 p ✓

Food

£ 10 : 00 p ✓  
52 00

Utilities

£ ~~24~~ 299 : p ✓

Council Tax/Rates

£ 82 : 00 p ✓

Telephone and  
telecommunications

£ 24 : 99 p ✓  
+56 -96

Cleaning

£ : p

Service/maintenance

£ 150 : 67 p ✓

Repairs/insurance/  
security

£ : p

Other

£ 183 : 62 p ✓ ▶ please specify picture - frame

Other

£ 250 : 00 p ✓ ▶ please specify table

Other

£ : p ▶ please specify

Total

£ ~~728~~ 27 : p

1087 - 2 3 ✓

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

Signature

MP

Date

  
1/10/05

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Member's claim form

08 SEP 2005

13 SEP 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,

Your details

Name in CAPITAL LETTERS

LYNNE JONES

Constituency

Bham (Lilly 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.

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 6 9 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 276 : 99 p

Food

£ : p

Utilities

£ 49 : 98 p

Council Tax/Rates

£ 82 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 150 : 67 p

Repairs/insurance/security

[Redacted]

Other

£ 240 : 00 p

Other

£ 120 : 99 p

Other

£ 200 : 00 p

Total

£ 1482 : 47 p

3 2 4 3

Handwritten note: 4 Aug 05 claim £1314.84 minus £943 claimed last month

please specify: pache + framing

please specify: household items

please specify: waste

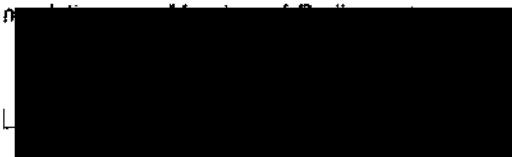
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature



MP

Date

6/9/05

**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.

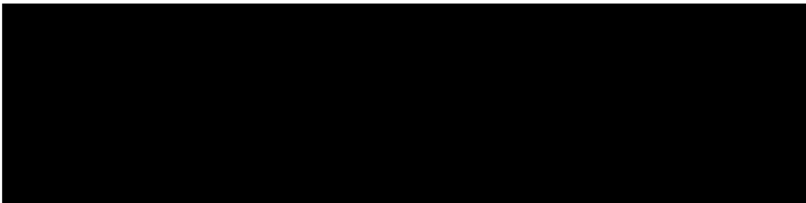
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

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

RECEIVED 2 5 AUG 2005

**C&G Cheltenham & Gloucester**



Dr L M Jones



August 2005

Dear Dr Jones

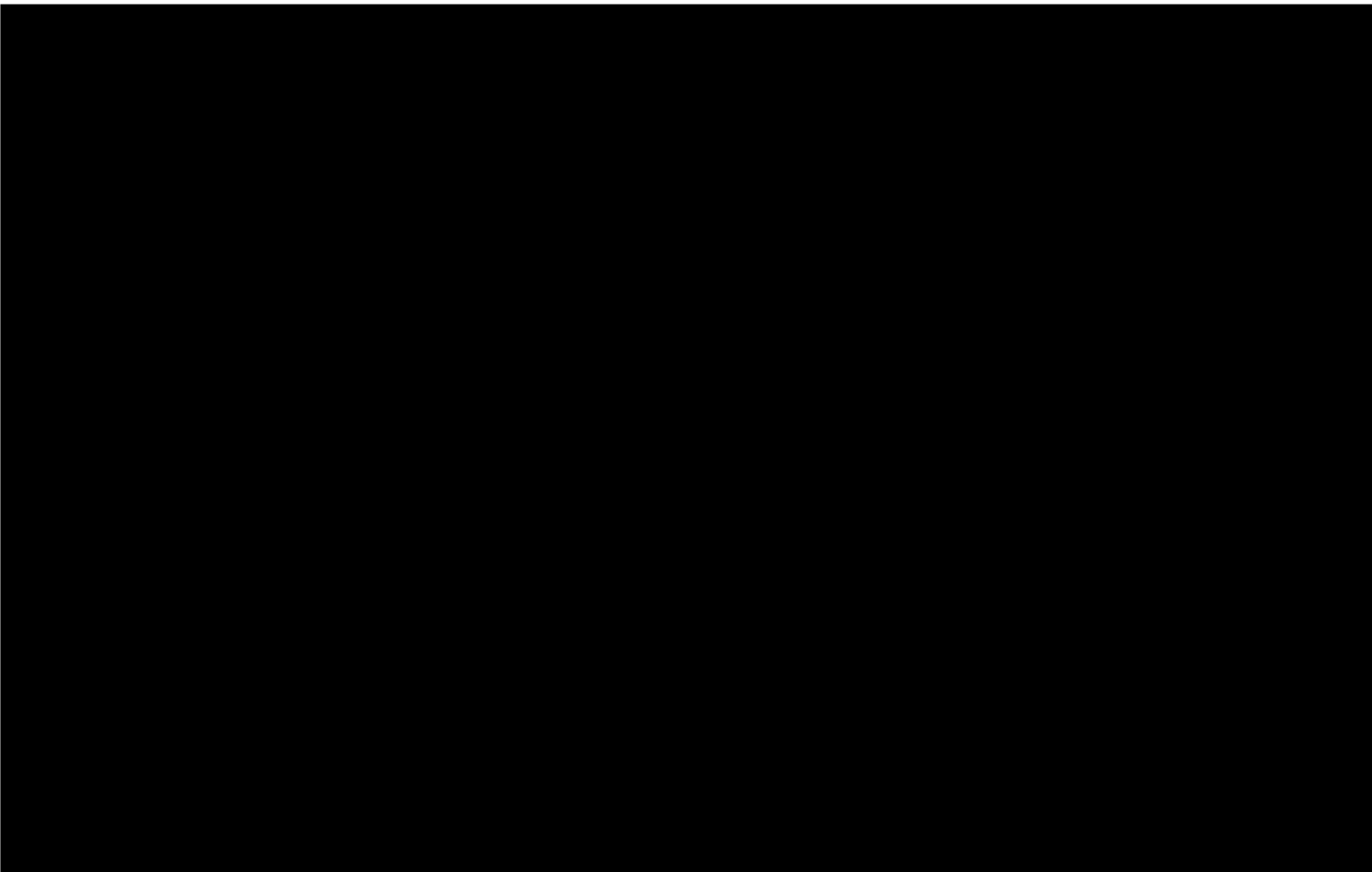
Mortgage account number 

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

This change means that your new total monthly payment from September 2005 will be £276.99. We have shown the revised interest rate, date of change and details of your new payment in the table below.



Mortgage sub-account	Date new interest rate applies	Revised interest rate	Change in rate (+/-)	Payment effective from	Monthly payment
01	01 September 2005	5.50%	- 0.25%	September 2005	£98.18
02	01 September 2005	5.50%	- 0.25%	September 2005	£178.81







Member's claim form

12 AUG 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

LYNNE JONES

Constituency

D'ERGAN (SEELY 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 / 8 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 289 : 65 p ✓

Food

£ 120 : 00 p

Utilities

£ 24 : 99 p

Council Tax/Rates

£ 82 : 80 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 150 : 67 p

Repairs/insurance/security

£ 815 : 00 p ✓ radiator replacement

943 : 00 p ✓

Other

£ 250 : 00 p ▶ please specify Table

Other

£ 34 : 50 p ▶ please specify household items

Other

£ : p ▶ please specify

Total

£ 2709.81 p

2709-81 ✓

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

MP

Date

11/8/05

**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



# Invoice

1<sup>st</sup> July 2005 ✓


Attention: Dr Lynne Jones M.P. ✓

Re:   


Dear Lynne,


I hope you are well and that you are happy with the work carried out. Please find my invoice details as follows:

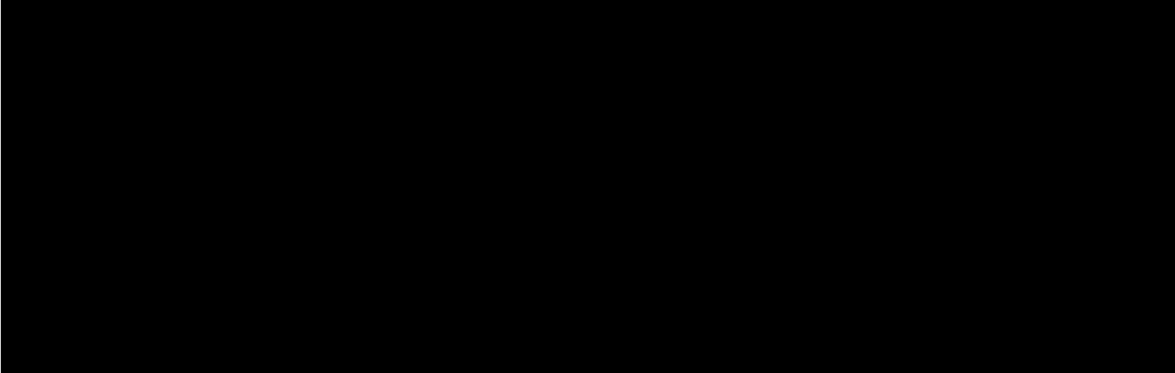

To/

Call out visit to assess problem and identify solution. Isolate services to radiators, drain down as necessary, disconnect and remove 2 No corroded radiators. Supply and install 2 No new radiators inclusive of new  valve sets for both. Re-fill and balance system, connect to services and test. Vent all radiators.

Cost of above works inclusive of all materials

£815

Please make your cheque payable to 





Member's claim form

11 JUL 2005

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

LYNNE JONES

Constituency

BL (July 2005)

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 to 4 / 7 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 815 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

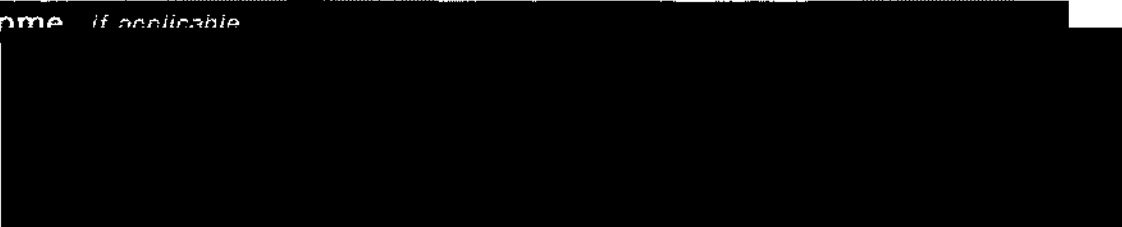
Total

£ 815 : 00 p

Please add to earlier claim

**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

7/7/05

**Data protection**

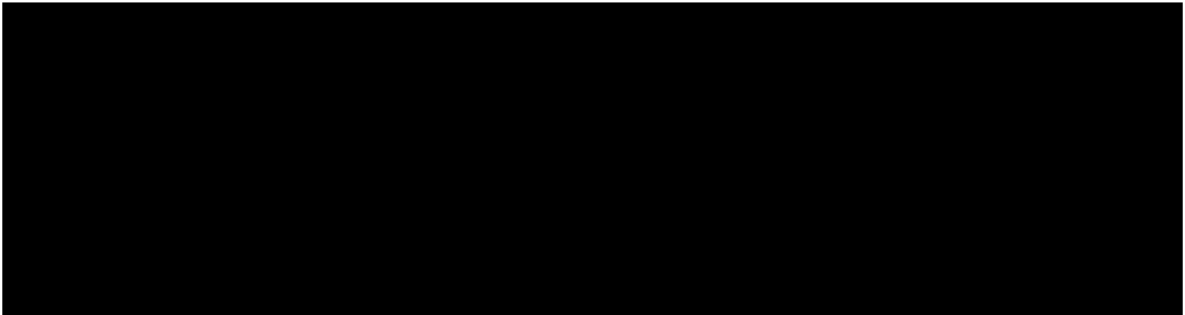
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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



**Invoice**

1<sup>st</sup> July 2005

Attention: Dr Lynne Jones M.P.




Re

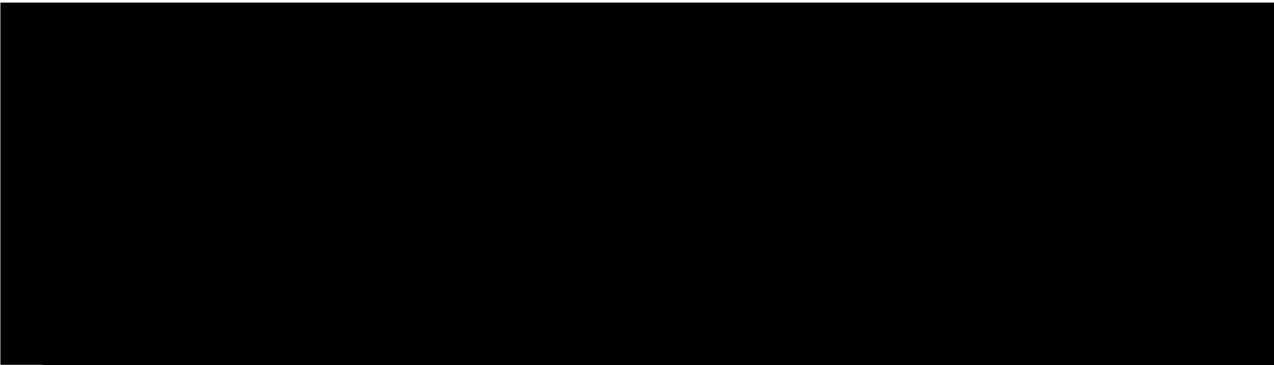


Dear Lynne,

I hope you are well and that you are happy with the work carried out. Please find my invoice details as follows:

To/

Call out visit to assess problem and identify solution. Isolate services to radiators. drain down as necessary. disconnect and remove 2 No corroded radiators. Supply and install 2 No new radiators inclusive of new  valve sets for both. Re-fill and balance system, connect to services and test. Vent all radiators.



£815



# Member's claim form

05 JUL 2005

Members' Allowances 05/06 .

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 1592.

## Your details

Name in CAPITAL LETTERS

LYNNAE JONES

Constituency

BHAM (SEELY ADE)

## 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 4 / 7 / 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 289 : 65 p

Food

£ 160 : 00 p

Utilities

£ 98 : 26 p

Council Tax/Rates

£ 82 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 150 : 67 p

Repairs/insurance/security

£ : p

Other

£ 9 : 99 p

▶ please specify Terracotta pot

Other

£ : p

▶ please specify

Other

£ : p

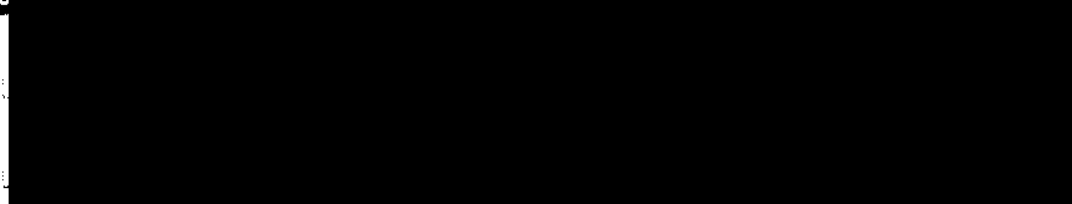
▶ please specify

Total

£ 790 : 57 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

Signature



MP

Date

4/7/05

**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



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 dedicat

**Text**

**Invoice No**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

Pay £ 1310.30

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

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

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

\* Financial Processing purposes only

Registered by (initials & date)

14 JUN 2005

Posted by (initials & date)

14/6/05



Member's claim form

02 JUN 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

LYNNE JONES

Constituency

Bham (Jelly etc)

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 06 / 05 / 05 to 02 / 06 / 05

Total cost of hotel stays attach all receipts

£ 289 : 65 p ÷ 31 = £ 242.93

Mortgage payments (interest only) or rent

£ 80 : 00 p ✓

Food

Utilities

£ 18 : 00 p ✓

Council Tax/Rates

£ 164 : 00 p ÷ 31 = £ 137.54

Telephone and telecommunications

£ 162 : 41 p

Cleaning

£ : p

Service/maintenance

£ 150 : 67 p

Repairs/insurance/security

£ : p ✓

Other

£ 518 : 75 p please specify TV + Aerial

Other

£ : p please specify

Other

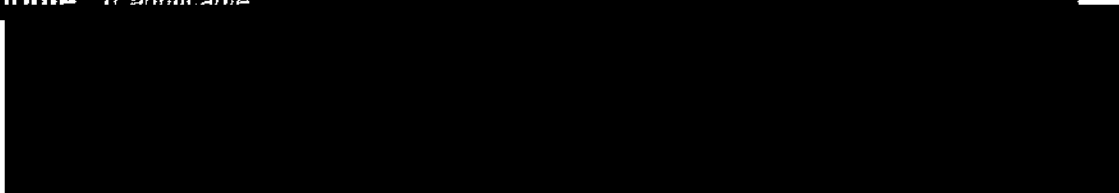
£ : p please specify

Total

£ 1383 : 48 p Pay £ 1310.30

**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

1/6/05

**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:

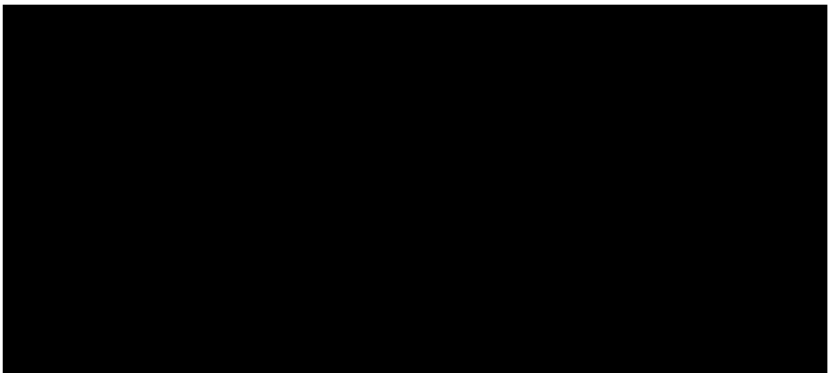
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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

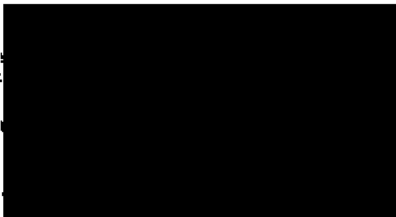
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Humax LCD TV

824 31963 1 499.00

This item is covered by  
our guarantee  
5 years parts and labour.



1 19.75

2 518.75



100

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 a/

**Text**

**Invoice No.** Invoice date 21104105

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

-Pay, £211.04.

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

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

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

*\* Financial Processing purposes only*

*Registered by (initials & date)*

*Posted by (initials & date)*



Member's claim form

25 APR 2005

305/06

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 (JELLY OME)

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

X from 1 1 to 4 04 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 289 : 65 p

$\div 30 = £9.65 \times 11 \text{ days} = £106.20$

Food

£ 7 : 80 p

Utilities

£ : p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 150 : 67 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 562 : 12 p

£211.04

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

X Address of  
second home

X 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.

X Signature

MP

X 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.

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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

1 October 2004

L Jones

Service Charge Demand

Invoice N

Invoice 6, October 2003 Total

Amount for twelve monthly payments (first due by 28 October 2004) **£150.67**