



HOUSE OF COMMONS

09/10/14 APR 2009

PAAE 2

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

5280051  
MB 20/4

Office use only

Coste/CatZ

M MOON MBR

Allowance 514602

Supp/Res ID

658905

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

MADELEINE MOON

BRIDGEND

**Claim details**

Month/period to be claimed

From

042009

To

20

**Subsistence**

(No receipts required)

Number of nights spent away from main home

@ £25.00 per night £

Exp type/  
Cat5

**Cost of accommodation**

Mortgage interest £

514

Hotel £

514

Rent (inc deposits) £

514

Council Tax/rates £

1235.11

514 633

**Fixtures, fittings and furnishings**

£

£

£

£

£

£

Total

£

514

420187  
CP 20/4

**Other household costs**

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

WATER SERVICES

£

470.12

£

£

£

£

£

£

Total

£

470.12

514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total

£

1706.23

**Authorisation and declaration**

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's  
Signature

[Redacted Signature]

Date 06.04.09

**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 HMRC. 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).

About filling in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources  
House of Commons, London SW1A 0AA

# Council Tax Bill for 2009/10



Your Account number

MS M MOON

Date:  
**16 March 2009**

Account enquiries:  
**Call 0845 300 0328**

009339

Your PayPoint reference:



This property is in valuation band D. The 2009/10 council tax for this band is £1235.11 (an increase of 0.0% on 2008/09)  
The tax comprises: London Borough of Lambeth £925.29 (an increase of 0.0%)  
Greater London Authority £309.82 (an increase of 0.0%)

Council tax for period 01.04.2009 to 31.03.2010

£1235.11

*Account no*

*Total paid  
01.04.09.*

**Amount payable for 2009/2010**

**£1235.11**

Your payment method: **direct debit**. Payments for 2009/2010 will be debited directly from your bank account on, or shortly after, these dates:

25.04.2009	£119.11	25.09.2009	£124.00
25.05.2009	£124.00	25.10.2009	£124.00
25.06.2009	£124.00	25.11.2009	£124.00
25.07.2009	£124.00	25.12.2009	£124.00
25.08.2009	£124.00	25.01.2010	£124.00

027643

## EFFICIENCY INFORMATION

Councils are required to have regard to economy, efficiency and effectiveness in their actions. An efficiency saving occurs when the cost of an activity falls, but its effectiveness is not reduced. By the end of March 2009, efficiency savings achieved since April 2008 are forecast to be:

Forecast efficiency savings	By March 2009	As a % of 2007/08 spend
Lambeth LB	£21,416,000	4.5%
London Fire & Rescue Authority	£4,724,000	1.1%

2

These efficiencies equal £216 for the average Band D dwelling.



Account Number  
[REDACTED]

If you like the convenience of using online services, you can pay your bill, tell us you're moving and more, simply log on to [www.thameswater.co.uk](http://www.thameswater.co.uk)

JM0171421\_1S0P1\_170  
AA59750/000170/000403

49043 509 8



MRS MADELEINE MOON  
[REDACTED]

**Your water services bill for the year 1 April 2009 to 31 March 2010**

Current charges Please pay the total shown by 1st April 09.

**£470.12**

See below

**Service charges 1 April 2009 - 31 March 2010**

	Chargeable value/rate per £	Supply charge £	Fixed charge £	Totals £
Water	409 @ 65.00p	265.85	27.00	292.85
Wastewater	409 @ 34.54p	141.27	36.00	177.27
			<b>Charges</b>	<b>£470.12</b>

**Paying your bill**

If paying at a bank, please allow 7 days for payment to reach us. There is no counter fee if you pay at a branch of your bank. Full details of how to pay are shown on the back.

**Other ways to pay**

Direct Debit is the easiest way to pay - simply call our Direct Debit Hotline on 0845 6410 055 or fill in the form on the reverse and return it to us within 7 days.

*paid by computer transfer 04.04.09*



Trans cash



bank giro credit



COMMERCIAL BANK Bootle Merseyside CIR 0AA  
Reference (customer account number)

Credit account number

Standard fee payable at PO Counter

[REDACTED]

[REDACTED]

**£470.12**

Cheque NOT acceptable at Post Office

Cashiers stamp and initials

Signature

Date

MRS MADELEINE MOON  
[REDACTED]

**NatWest**  
Collection Account  
Thames Water  
Utilities Ltd

Cash		
Cheques		
£		

Items Fee

Please do not write or mark below this line and do not fold this counterfoil

[REDACTED]

X

**Payments / transfer - receipt**

**04 April 2009**

London [REDACTED]	Available balance [REDACTED]
-------------------	------------------------------

Payment details	
Account name	THAMES WATER
Account number	[REDACTED]
Sort code	[REDACTED]
Customer reference	[REDACTED]
Amount to pay	£470.12
Payment date	04 Apr 2009



HOUSE OF COMMONS

6002 AM 11  
MAY 2009

PAAE 2

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

Office use only  
Cost/Cat2

M MOON MBR

Slipp/Res ID

Allowance 514602

674700

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

M MOON

BROUEN

**Claim details**

Month/period to be claimed

From

01042009

To

30042009

**Subsistence**

(No receipts required)

Number of nights spent away from main home

8

@ £25.00 per night £

200.00

Exp type/  
Cat5

637

**Cost of accommodation**

38849.00  
JF 1515

Mortgage interest

£ 1056.09

514 631

Hotel

£

514 ---

Rent (inc deposits)

£

514 ---

Council Tax/rates

£

514 ---

**Fixtures, fittings and furnishings**

425278

£

£

£

£

£

Total

£

514 ---

**Other household costs**

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

18/5

GAS CENTRAL HEATING SERVICE

£ 36.02

33.09 on file

GAS BILL

£ 24.11

£

£

£

£

Total

£ 57.20

514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total

£ 1,313.29

FL

**Authorisation and declaration**

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

Date

4/5/09

**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 HMRC. 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).

About filling in this form.

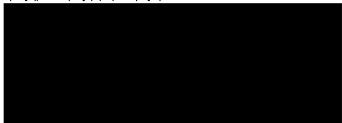
If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources  
House of Commons, London SW1A 0AA

49043 502

Ms M MOON



455 000



# Your gas statement - actual

## Contact us

**0800 048 0202**

### Freephone\*

Mon - Fri, 8am - 8pm, Sat, 8am - 6pm.

Please have your latest meter reading handy.

### Planning on moving home?

Call the number above and press 1

**britishgas.co.uk/billing**

To manage your account on line

Customer reference number

### Statement date:

24 April 2009

### Statement period:

07 Feb 09 - 23 Apr 09

## Before this statement

Balance of your last statement **£0.49** in debit

## This statement

Balance brought forward **£0.49** in debit

What you paid **£43.00**

Gas you've used this period **£24.11**

VAT at 5% **£1.20**

**Your new account balance £17.20** in credit

For further details please turn over →

## Message board

### Terms and Conditions

We have made some changes to our terms and conditions for supplying your energy. For a copy, call **0800 048 0202** or go to **britishgas.co.uk/terms**

### Thank you

Thank you for choosing British Gas to supply you with your gas as well as our boiler care service - HomeCare™. We really appreciate your custom, and hope that you continue to experience the value for money and peace of mind you get from the services you receive from us.



309920244912

## What you paid - thank you

Direct Debit	11 Feb 2009	£15.00
Direct Debit	11 Mar 2009	£15.00
Direct Debit	10 Apr 2009	£13.00
<b>Total payments</b>		<b>£43.00</b>

## Gas you've used this period

Meter number: [REDACTED]		
6 Feb 09 - actual	<b>3477</b>	We read your meter
6 Feb 09 - actual	<b>3477</b>	We read your meter
<b>= 0 imperial units used over 1 days (actual)</b>		
Gas units converted = <b>0.00 kWh used over 1 days</b>		
7 Feb 09 - actual	<b>3477</b>	We read your meter
18 Feb 09 - estimated	<b>3479</b>	Estimated
<b>= 2 imperial units used over 12 days (estimated)</b>		
Gas units converted = <b>63.24 kWh used over 12 days</b>		
63.24 kWh x 7.259p		£4.59
<b>Cost of gas used this period</b>		<b>£4.59</b>
19 Feb 09 - estimated	<b>3479</b>	Estimated at price change
23 Apr 09 - actual	<b>3488</b>	We read your meter
<b>= 9 imperial units used over 64 days (actual)</b>		
Gas units converted = <b>284.59 kWh used over 64 days</b>		
284.59 kWh x 6.860p		£19.52
<b>Cost of gas used this period</b>		<b>£19.52</b>
<b>Total cost of gas used</b>		<b>£24.11</b>

### Gas units are converted to Kilowatt hours using the following formula:

imperial units used	metric conversion factor	calorific value	volume correction	to convert to kWh	gas used in kWh
1	x 2.83	x 39.3342	x 1.0226400	÷ 3.6	= 31.62

The above is for illustration purposes only.

## Emergency? Smell gas?

**!** Call **0800 111 999** (24 hours)

To find the name and address of the company responsible for the gas pipeline delivery network to your home, please call 08701 600 229 (lines open Mon-Fri 8am to 9pm, excluding Bank Holidays).

## Your gas meter point reference number

London Electricity Pricing Area.

Accuread read your meter.

## Getting in touch with us

✉ Write to **British Gas PO BOX 3055, Eastbourne BN21 9FE**

☎ Central heating enquiries: **0845 672 2122**

## What to do if you have a complaint

**Step 1** Please contact us on 0800 072 8632, go to [www.britishgas.co.uk/energycomplaint](http://www.britishgas.co.uk/energycomplaint), or write to British Gas Complaint Management Team, PO BOX 3054, Eastbourne BN21 9FD. We will do all we can to resolve your issue straight away.

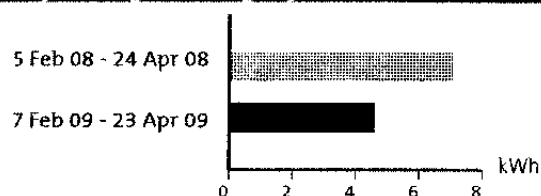
**Step 2** If you remain dissatisfied, please write to: Andy Eley, Head of Complaints, British Gas, PO BOX 1577, Southampton SO18 9EX.

If following steps 1 and 2 you are still dissatisfied you may contact the Energy Ombudsman on 0845 055 0760 (Textphone 18001 0845 051 1513), or via [www.energy-ombudsman.org.uk](http://www.energy-ombudsman.org.uk). The Ombudsman offers a free, independent service where customer and supplier cannot reach final resolution. Their final decision is binding on the energy supplier, not the customer.

## Advice?

Consumer Direct, the Government's helpline for consumer advice, offers clear, practical and impartial help and advice. You can call on 08454 04 05 06 or go to [www.consumerdirect.gov.uk](http://www.consumerdirect.gov.uk).

## Daily average of the gas you've used



The above include estimate readings.

Continued on the next page →

To get a large print, talking or braille bill or to join our Home Energy Care register call 0800 072 8625 (Textphone 18001 0800 072 8626)

HOUSE OF COMMONS

PAGE 2

Member's Reimbursement Form  
Personal Additional Accommodation Expenditure (PAAE)

Office use only  
M MOON MBR

Member's Name (CAPITAL LETTERS)

M MOON

Constituency (CAPITAL LETTERS)

BROUEN

~~674700~~

Claim details

Month/period to be claimed

From 01042009 To 30042009

Subsistence

(No receipts required)

Number of nights spent away from main home

8

@ £25.00 per night £ 200.00

Exp type/  
Cat5

637

Cost of accommodation

38849.00  
JF 1515

Mortgage interest	£ 1056.09	514 631
Hotel	£	514
Rent (inc deposits)	£	514
Council Tax/rates	£	514

Fixtures, fittings and furnishings

425278

432895  
CC 26/6  
5891545  
SHORT FALL  
AP 26/6  
Total

£		
£		
£		
£		
£		
£		
£		
£		
Total	£	514

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

GR 18/5

GAS CENTRAL HEATING SERVICE	£ 36.02	33.09 on full
GAS BILL	£ 24.11	
	£	
	£	
	£	
	£	
	£	
	£	
Total	£ 57.20	514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Pay £2.92  
1313.29

Grand Total £ 1317.22

Authorisation and declaration

- I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

Date 4/5/09

**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 HMRC. 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).



# Your British Gas HomeCare agreement

Your HomeCare number: [Redacted]

## Here's what you've chosen

HomeCare 400 Caring for your central heating, plumbing, drains and electrics	438.20
Direct Debit Discount	-6.00
<b>Your payments summary</b> The total annual charge for your services	<b>432.20</b>

[Redacted]

### Letter reference

CHDD/R

### Agreement Address

[Redacted]

### This agreement runs from

1 December 2008 -  
30 November 2009



### Any Questions?

0845 7 365 100

Tel. outside UK (International)

+44 1898 802 101

### Bank/Building Society

[Redacted]

Sort Code: [Redacted]

Account Number:

xxxxxx [Redacted]

Originator Identification

Number: [Redacted]

### Your Direct Debit schedule

10 December 2008	£36.09
10 January 2009	£36.01
10 February 2009	£36.01
10 March 2009	£36.01
10 April 2009	£36.01
10 May 2009	£36.01
10 June 2009	£36.01
10 July 2009	£36.01
10 August 2009	£36.01
10 September 2009	£36.01
10 October 2009	£36.01
10 November 2009	£36.01

Please read in conjunction with your terms & conditions. The latest version can be found at [www.britishgas.co.uk](http://www.britishgas.co.uk)





HOUSE OF COMMONS

Member's Reimbursement Form

Administrative and Office Expenditure (AOE)

20 MAY 2009

Office use only  
Costs/Cat2

MM 00NMBK

Supp/Res ID

Allowance 514510

680202

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

MADEIRA MOON

BRIDGEND

Claim details

Month/period claimed

From 22 05 2009 To 03 20 09

Cost of accommodation

(e.g. office rent, rates, surgery hire, repairs, alterations, security, buildings insurance and utilities)

	Exp type/ Cat5
EDF Electricity	£ 14.16 514 636
Service charges (ANNUAL)	£ 954.69 514 636
	£ 514 ---
	£ 514 ---

Equipment & supplies

(e.g. telecommunications, purchase & lease of IT & office equipment, equipment insurance, furniture, stationery, postage and petty cash)

428321	£ 514 ---
5887087 MB 03/6	£ 514 ---
	£ 514 ---
	£ 514 ---

Travel costs

(e.g. travel incurred over and above that provided from your Travel Expenditure: may relate to staff travel or taxis for UK travel. Journey details must be provided)

176	£ 514 ---
	£ 514 ---
	£ 514 ---
	£ 514 ---

Work commissioned & bought in services

(e.g. maintenance & janitorial services, translation & interpretation services, training, recruitment services and professional fees)

NB  Please indicate those costs you wish to be charged to your Staffing Expenditure otherwise costs will automatically be charged to your AOE.

511112 <input type="checkbox"/>	£ 514 ---
511112 <input type="checkbox"/>	£ 514 ---
511112 <input type="checkbox"/>	£ 514 ---
511112 <input type="checkbox"/>	£ 514 ---

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00.

Total £ 968.85 BM

Authorisation and declaration

I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

[Signature]

Date 22/05/09

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' Estimates, making payments and keeping records in accordance with the rules agreed by the House of Commons and HMRC. 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).

About filling in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources  
House of Commons, London SW1A 0AA

[Redacted]

[Redacted] co.uk

Mrs Madeleine Moon

Pursuant to Sections 47 and 48 Landlord & Tenant Act 1987 the address of your landlord and where notices may be served is:-

[Redacted] ✓

[Redacted]

Date: 14/05/2009 ✓

Document No: [Redacted]

Tenancy Ref: [Redacted]

### APPLICATION

Re: [Redacted]

Due Date	Description	From	To	Amount
25/03/2009	General Service Charges	25/03/2009	28/09/2009	954.69

Bank Details- [Redacted] Client A/C

Account Number: [Redacted]

[Redacted] - Sort Code: [Redacted]

If you require a receipt please enclose a SAE

Total 954.69 ✓

### REMITTANCE ADVICE

Please make all payments payable to: [Redacted] - Client Account

Please return this remittance advice with your payment to:

[Redacted]

[Redacted]

Date: 14/05/2009

Document No: [Redacted]

Tenancy Ref: [Redacted]

Tenancy Name: Mrs Madeleine Moon

Unit Name: [Redacted]

Amount Due: 954.69

Residential Estate Management

-- Powered by Hexagon Software --

[Redacted]

[Redacted]

[Redacted] co.uk

[Redacted] is authorised and regulated for general insurance business by the Financial Services Authority.

Registered Office [Redacted]

Registered in England No [Redacted] VAT No [Redacted]

[Redacted]



www.edfenergy.com  
 Any questions?  
**0800 096 9000**  
 Mon-Fri 8am to 8pm  
 Sat 8am to 2pm  
 account number  
 [REDACTED]

Electricity emergency  
**0800 028 0247**  
 24 hours a day 7 days a week  
 bill for **9 Feb 09 - 7 May 09**  
 bill date **8 May 09**



24652  
 MRS M MOON



Page 2 of 3

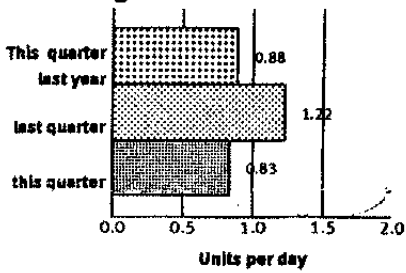


## electricity bill: **£14.16**

We will take **£14.16** by Direct Debit on or just after 22 May 2009.

**B**

### → Your average daily electricity usage



### bill summary

Amount of last bill	<b>£23.82</b>
Payments	<b>-£23.82</b>
Charges this period	<b>£14.16</b>
Total for this period	<b>£14.16</b>

### Nectar points this quarter



Reserved Nectar points **150**

Don't forget to register to start collecting Nectar points  
 Don't forget to register with us for Nectar or you'll miss out on the reserved points we've been saving for you.  
 It couldn't be easier to register, simply visit us at [www.edfenergy.com/nectarforhome](http://www.edfenergy.com/nectarforhome)



[REDACTED]

---

**From:** [REDACTED]

**Sent:** 29 May 2009 14:59

---

**To:** [REDACTED]

**Subject:** Expense form

Further to our conversation today a C1 Members reimbursement form was submitted on 22 May 2009 for a total of £968.85  
Which should have been completed on a PAAE2 Members reimbursement form. Apologies!  
Can you please amend. Thank you.

The claims were for Electricity and Annual Service Charge.

Regards,

[REDACTED]

[REDACTED]

Office Manager  
for Madeleine Moon MP/AS  
Constituency Office [REDACTED]

[REDACTED]

Phone/Ffon: [REDACTED]

Fax /Ffacs: [REDACTED]

[REDACTED]@parliament.uk

The information contained in this email is private and confidential and it is intended solely for the use of the addressee. If you have received it in error, please notify the sender immediately and delete from your system. Any unauthorised use, dissemination, printing or copying of this email is prohibited. No liability is accepted for any damage caused by any virus transmitted by this email.  
Any views or opinions presented are solely those of the author and do not necessarily represent those of Madeleine Moon MP or the Labour Party.

***Help us save paper - do you need to print this e-mail?***



HOUSE OF COMMONS

**PAAE 2**

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

01 JUN 2009

Office use only

Coste/Cat2

MMOONMBR

Allowance: 514602

Supp/Res ID

634904

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

M Moon

Blechna

**Claim details**

Month/period to be claimed

From

01 05 2009

To

31 05 2009

**Subsistence**

(No receipts required)

Number of nights spent away from main home

@ £25.00 per night £

Exp type/  
Cat5

**Cost of accommodation**

~~2009/2010~~

Mortgage interest £

1056.09

514 634

Hotel £

514

Rent (inc deposits) £

514

Council Tax/rates £

514

**Fixtures, fittings and furnishings**

430186

SS 12-6-07

5088512  
1/6

£

£

£

£

£

Total £

514

**Other household costs**

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

£

£

£

£

£

£

Total £

514

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £

1056.09

**Authorisation and declaration**

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's  
Signature

[Redacted Signature]

Date

29.05.09

**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 HMRC. 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).

About filling in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources  
House of Commons, London SW1A 0AA