



Additional Costs Allowance

ACA2

07951 760 709.

Member's claim form

02 SEP 2009

530506

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.

INV. A

514602

Your details

Name in CAPITAL LETTERS

M MORAN (MORAN)

Constituency

Woolwich

Office use only

Costo/Cat 2

M MORAN LU

Supp/Res ID

[Redacted]

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

5845763  
8/1/9

Period of claim

from 1/4/08

to 1/9/08

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

£ : p

Other

£ 22,500 — p

Other

£ : p

Other

£ : p

Total

£ 22,500 — p

URGENT & ESSENTIAL  
WORKS DUE TO SEVERE  
DRY ROT SEE ESTIMATE

see attached e-mail

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

**Address of second home**  
*for Additional Costs Allowance*

[Redacted]

[Redacted]

Postcode

[Redacted]

**Declaration**

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

**Signature**

[Redacted Signature]

MP

**Date**

28/8/08

**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



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## BUILDERS

TELE:  FAX :   
Building –Roofing - Alterations Specialist



Mr Booker and Miss Moran



21<sup>st</sup> June 2007

Dear Mr Booker and Miss Moran

Estimate for works to above address as accepted.

To remove defective roof covering to front bays and replace flashings, timbers, joists and treat wet rot throughout .

To replace in total including new felt covering and weatherproofing .

To eradicate dry rot throughout rear extension to bathroom and kitchen and side extension.

To remove all affected timbers and roof .To hack back walls to side extension remove affected brickwork and rebuild and replaster throughout .

To replace downpies and guttering throughout.

To install BS DPC throughout all ground floor.

To hack off plaster to kitchen and bathroom to a height of 3ft treat and replaster.

To remove defunct kitchen units and replace throughout .

To remove defective & leaking plastic roof to side return .To rebuild to current insulation and construction standards throughout.

To replace leaking soil stack to bathroom , replace with BS standard pipework throughout , replace all bathroom fittings including cracked and dangerous wc, high level cistern and replace all bathroom fittings to current standard.

To tile throughout kitchen and bathroom.

To hack up concrete floor where cracked and lifting throughout back extension and bathroom and for correct dpc ,replaster , treat exposed timbers and install new tiling.

To redecorate throughout.

To remove existing old, leaking and rotting timber windows throughout with UPVC to current standard , replaster walls where plaster blown and redecorate throughout.

Provsion for incidentals and Building control fee, as required.

**Total** £ 36, 450 incl VAT

Please note this estimate may be subject to alteration and investigative work .  
10 % provision included .

Please note payment must be made in 3 installments with 10/15% retention upon completion subject to final inspection and snagging.



Building, Roofing and Alteration Specialist



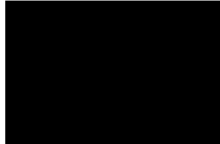
Tele:   
Fax:

**INVOICE**

Invoice No:

Date: 1st April, 2008

Mr Booker and Miss Moran



**Phase I Claim in respect of work carried out at the above address:**

Phase I Claim in respect of work carried out at above address.

Dug and laid foundations.

Materials on Site.

**COST**                      **£ 8,500.00**



Building, Roofing and Alteration Specialist

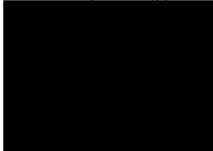
Tele:   
Fax:

**INVOICE**

Invoice No:

Date: 18th April, 2008

Mr Booker and Miss Moran



**Phase II Claim in respect of work carried out at the above address:**

Phase II Claim in respect of work carried out at above address.

Built 11" cavity wall to roof level.  
New Flat roof.

Materials on site.

**COST**                      **£ 8,500.00**



Building, Roofing and Alteration Specialist

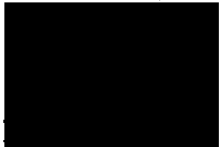
Tele:   
Fax:

**INVOICE**

Invoice No:

Date: 25th April, 2008

Mr Booker and Miss Moran



**Phase III Claim in respect of work carried out at the above address:**

Phase III Claim in respect of work carried out at above address.

New Kitchen.  
New Windows.

Materials on site.

**COST**                      **£ 8,500.00**



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400422 SP 3/12 22 DEC 2008  
Member's claim form

595105

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INV. A  
514602  
514500

Your details

Name in CAPITAL LETTERS

M MORAN

Constituency

West Sussex

Office use only

Cost/Cat 2

M MORAMLU

Supp/Res ID

[Redacted]

Claim details

You can only claim for

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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

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BC ✓

Period of claim

from 1 / 4 / 08 to 1 / 1 / 12

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 560 : 00 p

w ~~Food~~

£ 539 : 15 p

w Utilities

£ 539 : 15 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1506 : ~~00~~ p

1506.00

April -  
May -  
June -  
5861729  
35/12  
less £132-30



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

**Address of second home**  
*for Additional Costs Allowance*

[Redacted address fields]

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.

**Signature**

[Redacted signature] MP

**Date**

18/12/08

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