



Member's claim form

31/03/06

05/06 ✓

Page 1 of 2

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

MARK HARPER

Constituency

FOREST OF DEWEN

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 17 / OCT / 2005

to 31 / MAR / 2006. XG ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 4,058 : 31 ✓

Food

£ : p

Utilities

£ 49 : 76 ✓

Council Tax/Rates

£ 456 : 90 ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 111 : 20 ✓

Other

£ 1,215 : 00. ✓

▶ please specify

MORTGAGE VALUATION, ARRANGEMENT, APPLICATION FEES

Other

£ 126 : 50 ✓

▶ please specify

TV LICENSING

Other

£ : p

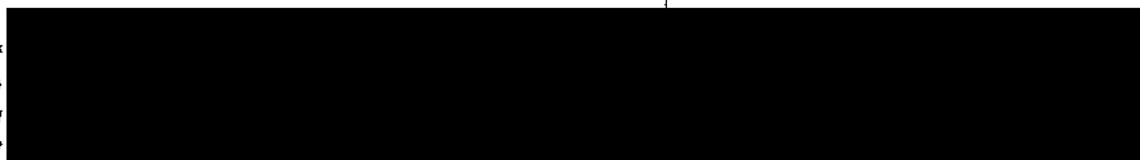
▶ please specify

Total

£ 6,017 : 67 ✓

**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

25/5/06

**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

Mr M J Harper

<b>Account Summary</b>	
Account Number	[REDACTED]
Opening Balance	0.00
Total Charges	261,798.31
Total Payments	4,666.95
Closing Balance	257,131.36

**Mortgage Statement for Period Ending 31 January 2006**

Statement No. 1

Date	Transaction	Charges	Payments	Balance Outstanding
18-Oct-05	Advance	258,500.00		
14-Oct-05	Valuation Report	445.00 ✓		
14-Oct-05	Fee Payment		595.00	
14-Oct-05	Arrangement Fee	695.00 ✓		
14-Oct-05	Application Fee	75.00 ✓		
Oct-Jan	Interest	4,058.31		
19-Oct-05	Insurance Fee	25.00		
01-Nov-05	Fee Payment		606.04	
07-Nov-05	Direct Debit		1,146.97	
10-Nov-05	Fee Payment		25.00	
01-Dec-05	Direct Debit		1,146.97	
03-Jan-06	Direct Debit		1,146.97	
31-Jan-06	Total	261,798.31	4,666.95	257,131.36


All charges are explained at the end of the statement.

**Emergencies**  
Call on

**Any questions /**  
Call free on

24 hours a day  
7 days a week

24 hours a day  
7 days a week

Part of  **EDF**

  
MR M HARPER

Page 2 of 2

11 January 2006

## Your First Electricity bill

Please pay

**£47.26**

**YOUR GAS BILL**

3 February 2006

**If you need to contact us:**

Please quote your customer reference

MR M HARPER

Dear Mr Harper,

Your gas bill for this period is

**£2.50**

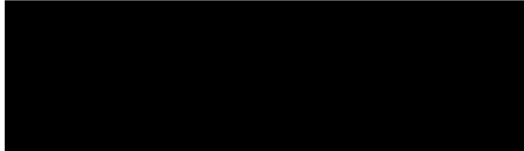
Please pay now. Thank you.

# Adjustment bill for 2005/06

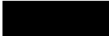


Council Tax

MR HARPER



Date:  
11 January 2006



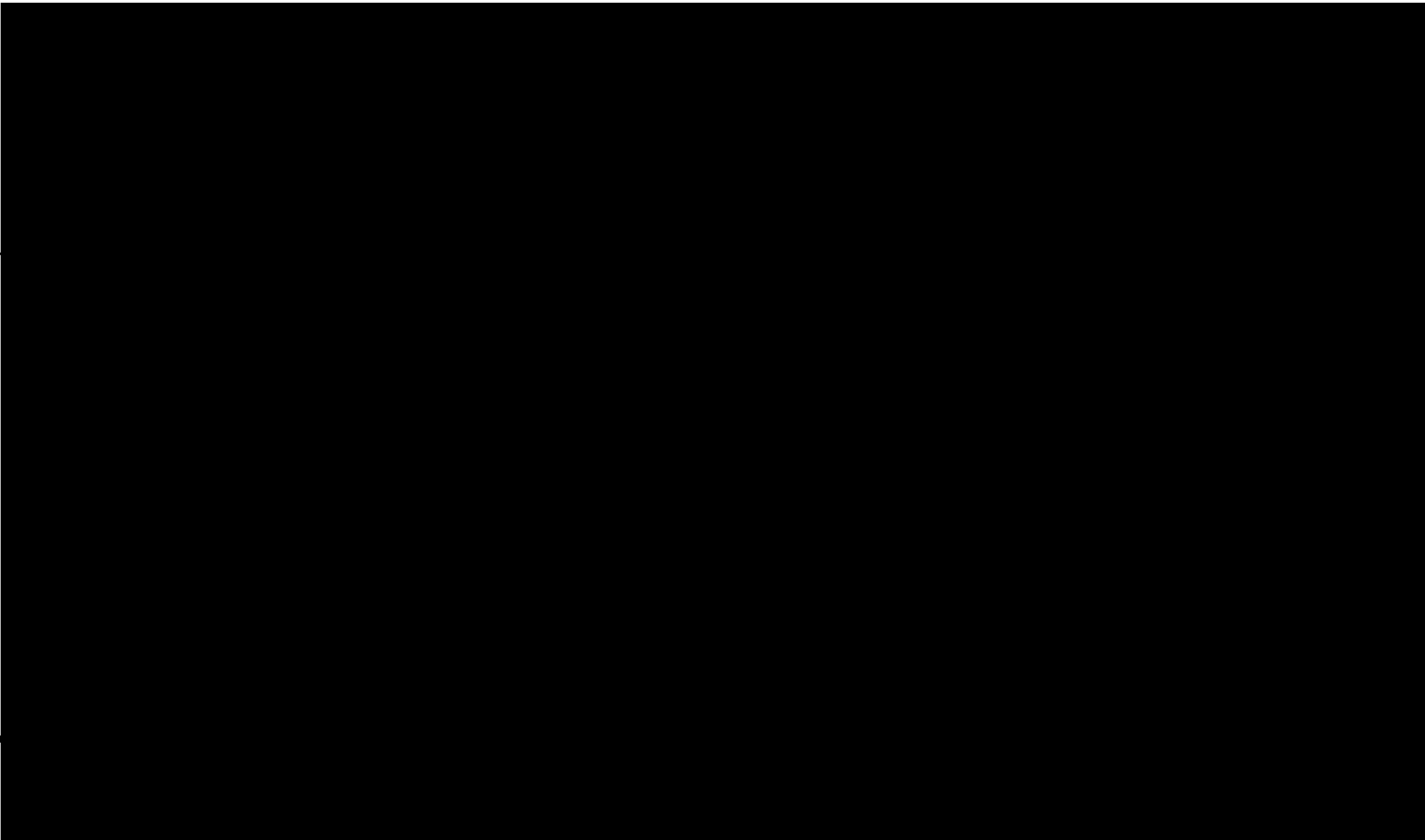
This property is in valuation band [redacted]. The 2005/2006 council tax for this band is £1339.51 (an increase of 4.3% on 2004/05)  
The tax comprises: [redacted] £1028.31 (an increase of 4.0%)  
£311.20 (an increase of 5.5%)

This notice replaces the council tax bill issued to you on 9 November 2005 because there has been a change in your entitlement to the single person discount.

Council tax for period 17.10.2005 to 31.03.2006	£609.20
less 25% discount: single occupier (17.10.2005 to 31.03.2006)	-£152.30

Amount payable for 2005/2006

£456.90



Telephone  
Fax

Mr M J Harper



Reference  
26 October 2005

Dear Mr Harper

**Monthly Budget Plan - Personal Payment Plan.**

The details of the account to be debited are :

Payments for the licence of Mr M J Harper are as follows :

14 November 2005	£25.30	1 December 2005	£25.30
3 January 2006	£25.30	1 February 2006	£25.30
1 March 2006	£25.30		

Payments will continue for the next licence and will be spread over 12 months. These start 6 months in advance of the licence renewal.

3 April 2006    £10.56

followed by payments of £10.54 on the first working day of each month until further notice.

**All payments will be requested on or within 3 working days after the above dates.**

Payments are recalculated each time a licence is issued. A new payment plan will be sent out just before the current licence runs out. Monthly payments for each licence will always add up to the annual fee that applies at the time the licence is issued.

If there are any changes to this payment plan, we will write to let you know.

Should your account details be incorrect or you have changed your bank, we need to know immediately. Also if you have any further queries, please contact our enquiry line on the above number.

Yours sincerely



Member's claim form

12 MAY 2006

05/06

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 1340.

Your details

Name in CAPITAL LETTERS

MARK HARPER

Constituency

FOREST OF DEAN

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 OCT 05

to 1 NOV 05

05/06

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

£ 2,565 : 00 p

please specify

MORTGAGE ARRANGEMENT FEE -

Other

£ 25 : 00 p

please specify

ADMIN FEE FROM MORTGAGE PROVIDER.

Other

£ : p

please specify

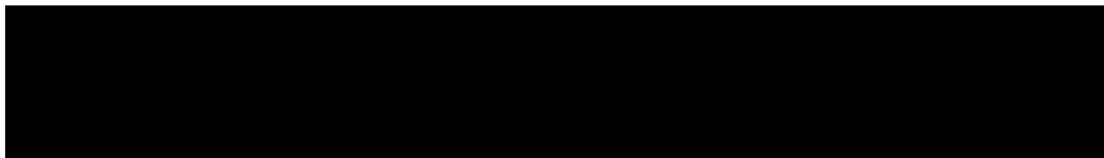
Total

£ 2,590 : 00 p



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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature



MP

Date

11/5/06

**Data protection**

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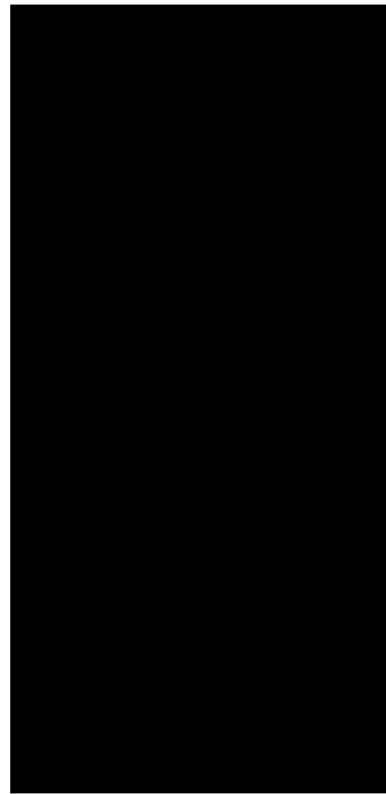
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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

19 October 2005  
Paid Invoice.doc

Mr M Harper



**ARRANGEMENT FEE INVOICE**

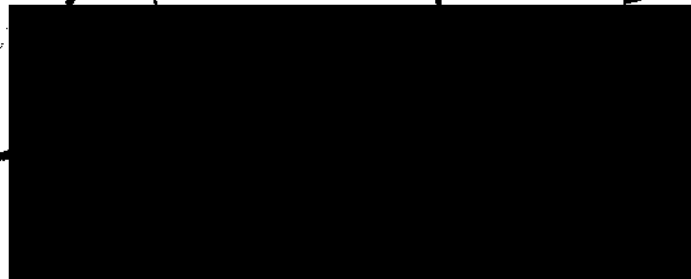
**SPF Reference Number:**



**Client/s:**

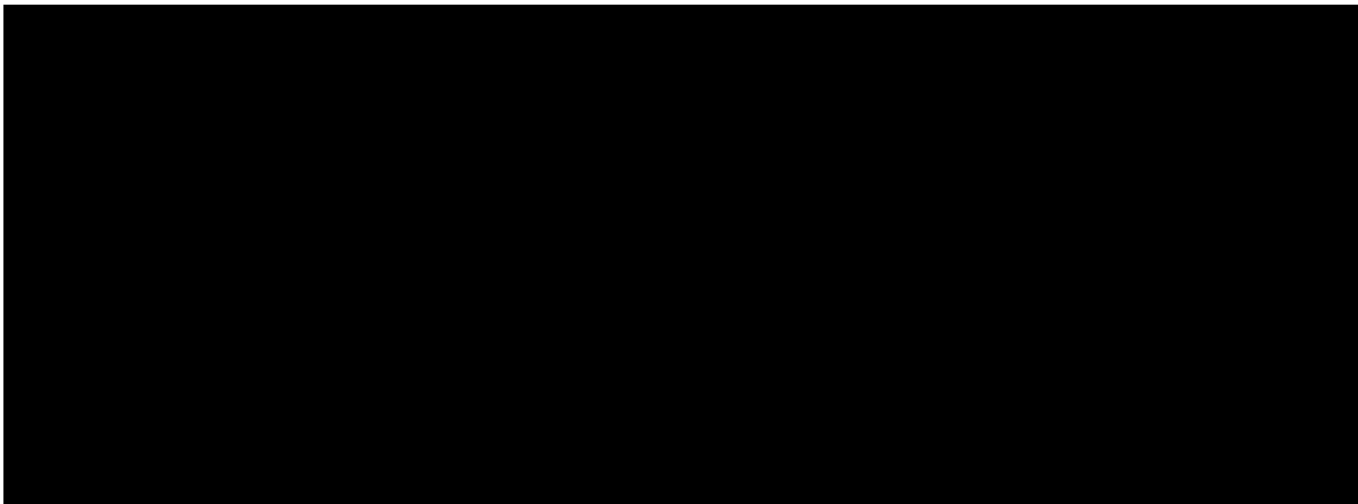
Harper

**Address of Property:**



**Total fee for arranging mortgage finance**

**£2,565.00**



YOUR REF AND DATE

[REDACTED]

Mr M J Harper

[REDACTED]

[REDACTED]

Dear Mr Harper

**Administration Fee**

I acknowledge receipt of your cheque for £25.00 to cover the administration fee, as you are not insuring your property through [REDACTED]

Yours sincerely

[REDACTED]

[REDACTED]



Additional Costs Allowance

Memorandum form

VALIDATION

15 NOV 2005

AGA2

RECEIVED

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

MARK HANCOCK ✓

Constituency

FOREST OF DEAN

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 18 / 10 / 2005

to 31 / 10 / 2005

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

£ 1,152 : 14 p ✓

Repairs/insurance/  
security

£ : p

Other

£ 9,373 : 38 p ✓

▶ please specify SOLICITOR - PROPERTY PURCHASE

Other

£ : p

▶ please specify

Other

£ : p

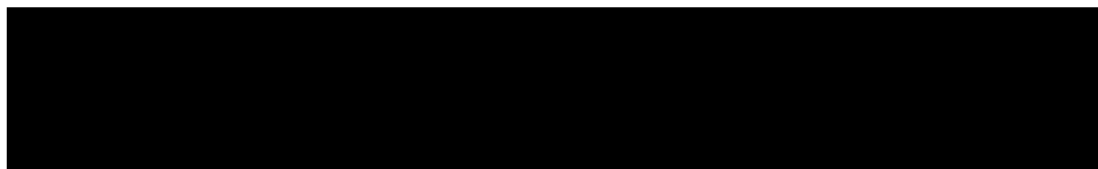
▶ please specify

Total

£ 10,525 : 52 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

14<sup>th</sup> NOVEMBER 2005**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

**VAT INVOICE**

Mr M J Harper

Ref: [REDACTED]

Date: 18th October 2005

Tax Point:

Bill No: [REDACTED]

VAT No: [REDACTED]

**TO OUR PROFESSIONAL CHARGES** for acting upon your behalf in the purchase of the above property at £270000 to include all attendances, telephone calls, correspondence, and postages in connection therewith

**Disbursements:**

- Local Search Fee
- Land Charges Search Fee
- Land Registry Search Fee
- Land Registry Fee on Registration
- Bank Telegraphic Transfer Fees
- Landlord's Registration fees
- Stamp Duty

CHARGES	DISBURSEMENTS	VATRate %	VAT Amount
575.00		17½	100.63
	220.00		
	1.00		
	4.00		
	220.00		
	40.00		7.00
	105.75		
	8100.00		
<b>CHARGES</b>	<b>£ 575.00</b>		
<b>DISBURSEMENTS</b>	<b>£8690.75</b>	<b>£8690.75</b>	
<b>TOTAL VAT</b>	<b>£107.63</b>		<b>£107.63</b>
<b>TOTAL AMOUNT DUE</b>	<b>£9373.38</b>		

TOTAL AMOUNT DUE £9373.38 ✓

**Application For Payment and/or  
 Notice to Long Leaseholders of Rent Due  
 under the Commonhold and Leasehold  
 Reform Act 2002 Section 166**

DUE DATE	DETAIL		VAT	AMOUNT
29 Sep 05	Half yearly s/charge in advance	29 Sep 05-24 Mar 06		978.74
25 Sep 05	Half yearly reserve in advance	25 Sep 05-24 Mar 06		173.40

*PAID - 27th October 2005.*

BALANCE B/ FORWARD	0.00	NETT DUE	1,152.14	VAT DUE	0.00	TOTAL DUE	1,152.14
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Additional Costs Allowance

Member's claim



About filling in this form

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Your details

13 SEP 2005

Name in CAPITAL LETTERS

MARK HARPER

Constituency

FOREST OF DEAN



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 05 / 06 / 2005 to 21 / 07 / 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 534 : 11 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

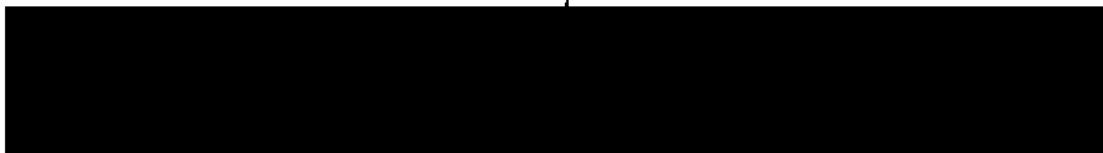
Total

£ 534 : 11 p



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

X  
Address of  
second home  
for Additional  
Costs Allowance  
X

**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

31/8/05

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**Send your completed  
form to**Validation Team, Operations Directorate,  
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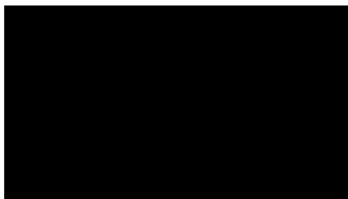


Mark Harmer MP



Month: June 2005.

Rent due for the month commencing 6<sup>th</sup> June 2005 at the rate of £350 pcm.



Mark Harper MP



Invoice

Month: July 2005

Rent due for the month commencing 6<sup>th</sup> July to 21<sup>st</sup> July 2005 at pro-rata rate of £350.00 pcm.

Amount for month: £ 184.11p



Allow

ACA2

Members claim form

24 JUN 2005

About filling in this form

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Your details

Name in CAPITAL LETTERS

MARK HARPER

Constituency

FOREST OF DEAN

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 08 / 05 / 2005 to 26 / 05 / 2005.

Total cost of hotel stays

attach all receipts

£ 1,524 : 00 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

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,524 : 00 p

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

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.

Signature



MP

Date

23<sup>rd</sup> June 2005

**Data protection**

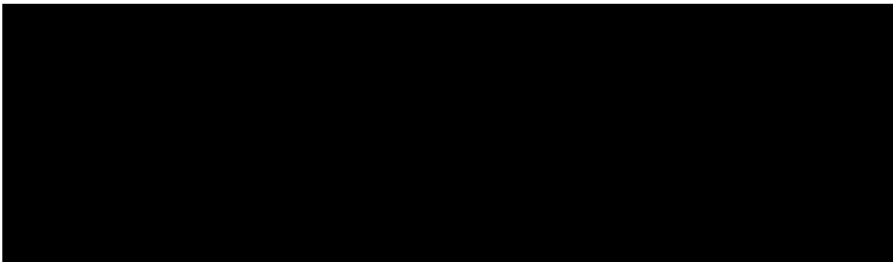
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Send your completed  
form to

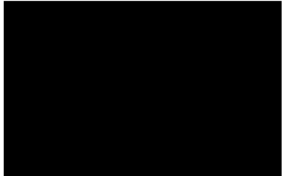
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Mr. Mark J Harper



Guests 1  
Cashier  
Page  
Room  
Arrival  
Departure



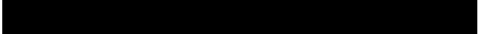
PO/Voucher:

INVOICE

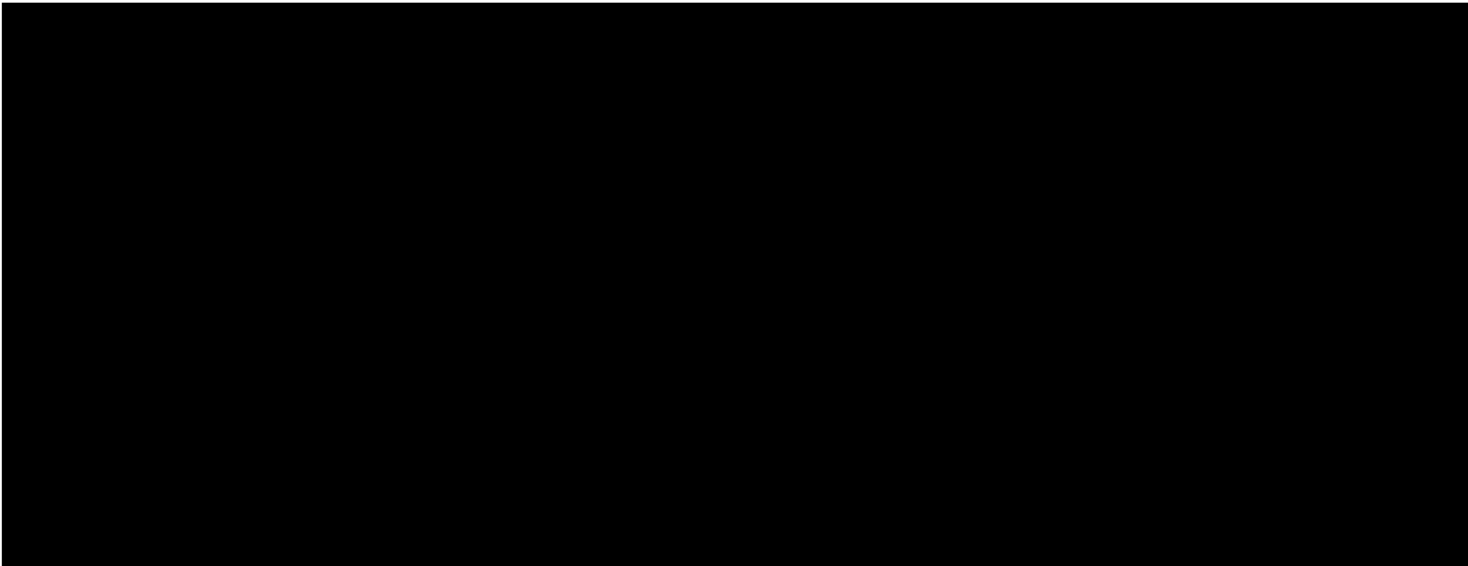
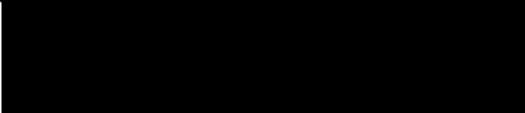


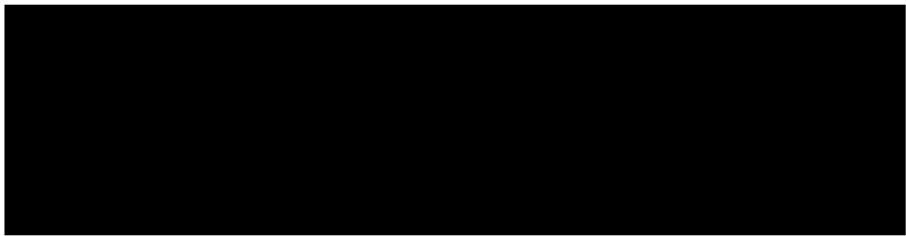
12/05/05

Bank:



Date	Description	Debit	Credit
	Room Charge 	127.00 ✓	
	Room Charge 	127.00 ✓	
	Room Charge 	127.00 ✓	
	Room Charge 	127.00 ✓	

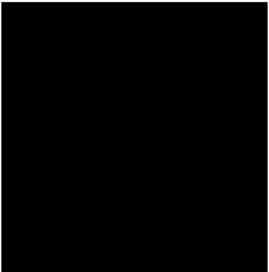




Mr. Mark J Harper



Guests  
Cashier  
Page  
Room  
Arrival  
Departure

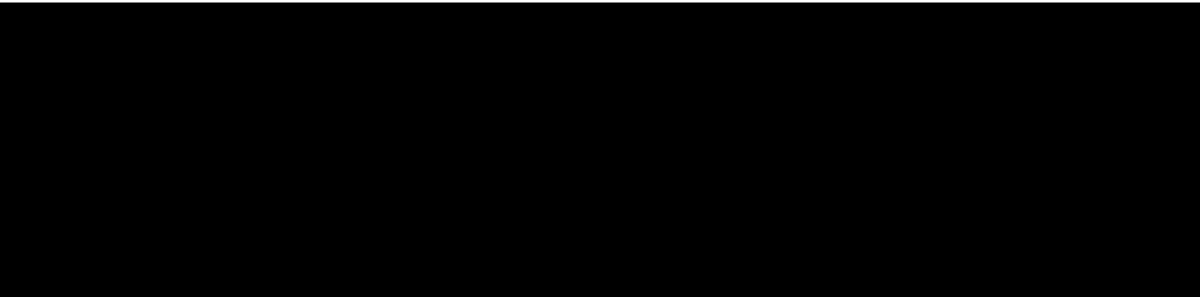


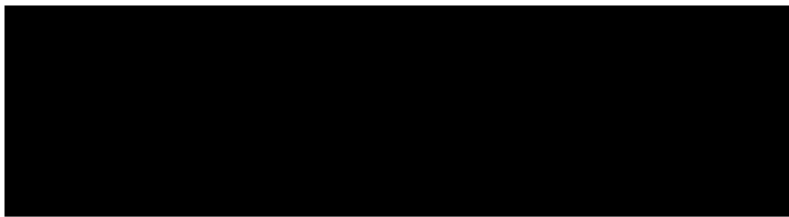
PO/Voucher:

C/INVOICE

19/05/05

Date	Description	Debit	Credit
	Room Charge 	127.00 ✓	
	Room Charge 	127.00 ✓	
	Room Charge 	127.00 ✓	
	Room Charge 	127.00 ✓	

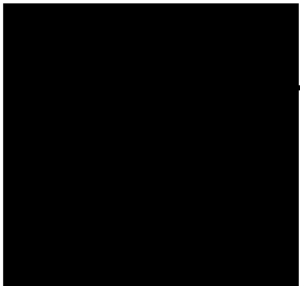




Mr. Mark J Harper



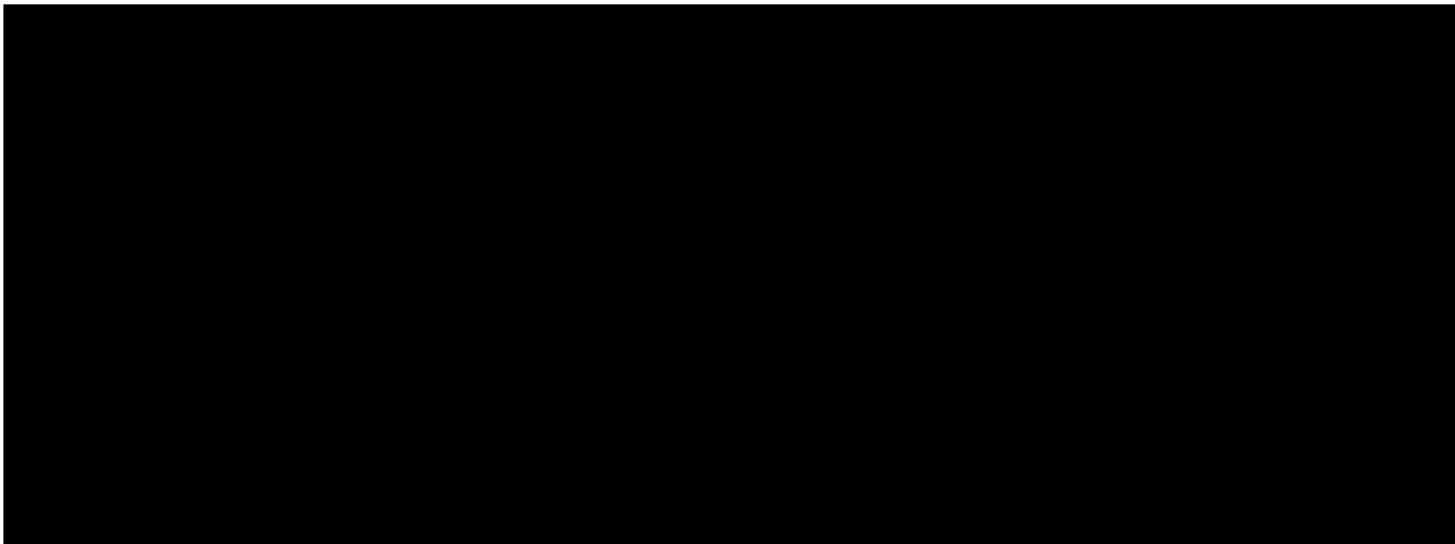
Guests  
Cashier  
Page  
Room  
Arrival  
Departure  
  
C/INVOICE



PO/Voucher:

26/05/05

Date	Description	Debit	Credit
	Room Charge	127.00 ✓	
	Room Charge	127.00 ✓	
	Room Charge	127.00 ✓	
			127.00 ✓
Room Charge			







Additional Costs All

ACA2

05 SEP 2005

Member's cl

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

Mark Harper

Constituency

Forest of Dean

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 05 / 06 / 2005

to 21 / 07 / 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 534 : 11 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 534 : 11 p