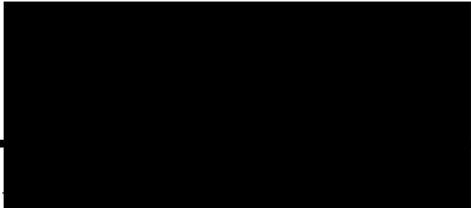




Member's claim form

Members' Allowances

About filling in this form

- For details of costs  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

MARK PRISK


Constituency

HERTFORD + STORTFORD

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 / / to / /

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

£ 215 : 61 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 215 : 61 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted address] 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

Signature

[Redacted signature]

MP

Date

22-5-04

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

Customer

Name Mr Mark Prisk.
Address [REDACTED]
Town [REDACTED]
Tel [REDACTED]

Date 25/05/2004
Order No. [REDACTED]
Rep [REDACTED]

Qty	Description	Unit Price	TOTAL
	Job Request : Electrical = Main Bathroom Low Voltage Lighting. Plumbing = Toilet Cistern Not Flushing. Appliance Repairs = Waste Disposal Dead.		
	Attended To. All Works Complete. PS. Cold water tap should be left running through waste disposal unit when in use. For motor cooling		
	Call Out	£38.50	
	Labour	£105.00	
	Parts & Materials	£40.00	
			£183.50
			VAT £32.11
			TOTAL £215.61

Payment Details

- Cash
 Cheque

Office Use Only

Signature _____

Date 19/05/04 _____

Payments For Completed Work Paid To ATVent. Tech. Services Within 14 Days