



Additional Costs Allowance

ACA2

Member's claim form

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

MATTHEW TAYLOR MP

Constituency

TORQUAY + ST ANTHONY

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 / 2 / 08 to 1 / 3 / 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1215 : 49 p

Food

£ 760 : 00 p

Utilities

£ ~~23~~ : ~~00~~ 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

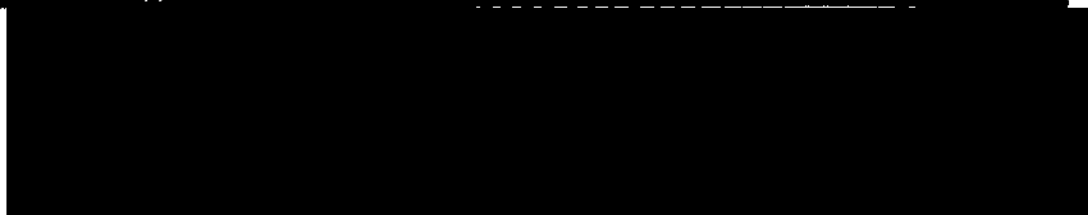
Total

£ 1475.49 p

Handwritten: Total £ 833.78

**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 enjoy my right over my only or main home for the purpose of performing



Signature

MP

Date

1/7/06**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.

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



Additional Costs Allowance

ACA2

02 FEB 2006

Member's claim form

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

MATTHEW ZATLOW

Constituency

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 / 06 to 1 / 1 / 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1215 : 49 p ✓

Food

£ : p

Utilities

£ 56 : 00 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

£ 1271 : 49 p ✓

08 FEB 2006

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I have provided the information above exclusively and necessarily to enable  
me to claim the Additional Costs Allowance on my second home for the purpose of performing

Signature

MP

Date

1/2/06

**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.

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



Additional Costs Allowance

Member's claim form

12 JAN 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

MATTHEW TAYLOR

Constituency

TRURO + N ANISEA

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 12 05 to 1 1 06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1215 : 49 p ✓

Food

£ : p

Utilities

£ 56 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 91 : 02 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Total

£ 1362 : 51 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 / 1 / 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.

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



Member's claim form

9002 330 8 0

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

MATTHEW TAYLOR

Constituency

TRURO & ST AUSTIN

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 11 105 to 1 1 12 105

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1215 : 49 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

£ 1215 : 49 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

Signature

MP

Date

1 SEP 7DF

**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





08 NOV 2005

Member's claim form

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

MATTHEW TAYLOR

Constituency

Ilkesto + STAMFORD

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 10 105 to 1 1 11 105

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments

(interest only) or rent

£ 1894 : 24 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 180 : 35 p see letter

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 126 : 50 p

▶ please specify

TV Licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

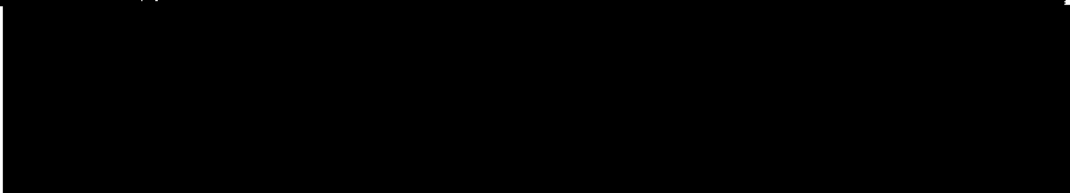
£ 2201 : 09 p

Pay 2201.09

Handwritten signature and date: 4/20/06-74

**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

7/11/05

**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

Your account number

MR M TAYLOR

Date

6 October 2005

**Reminder**

for

*PAD.*

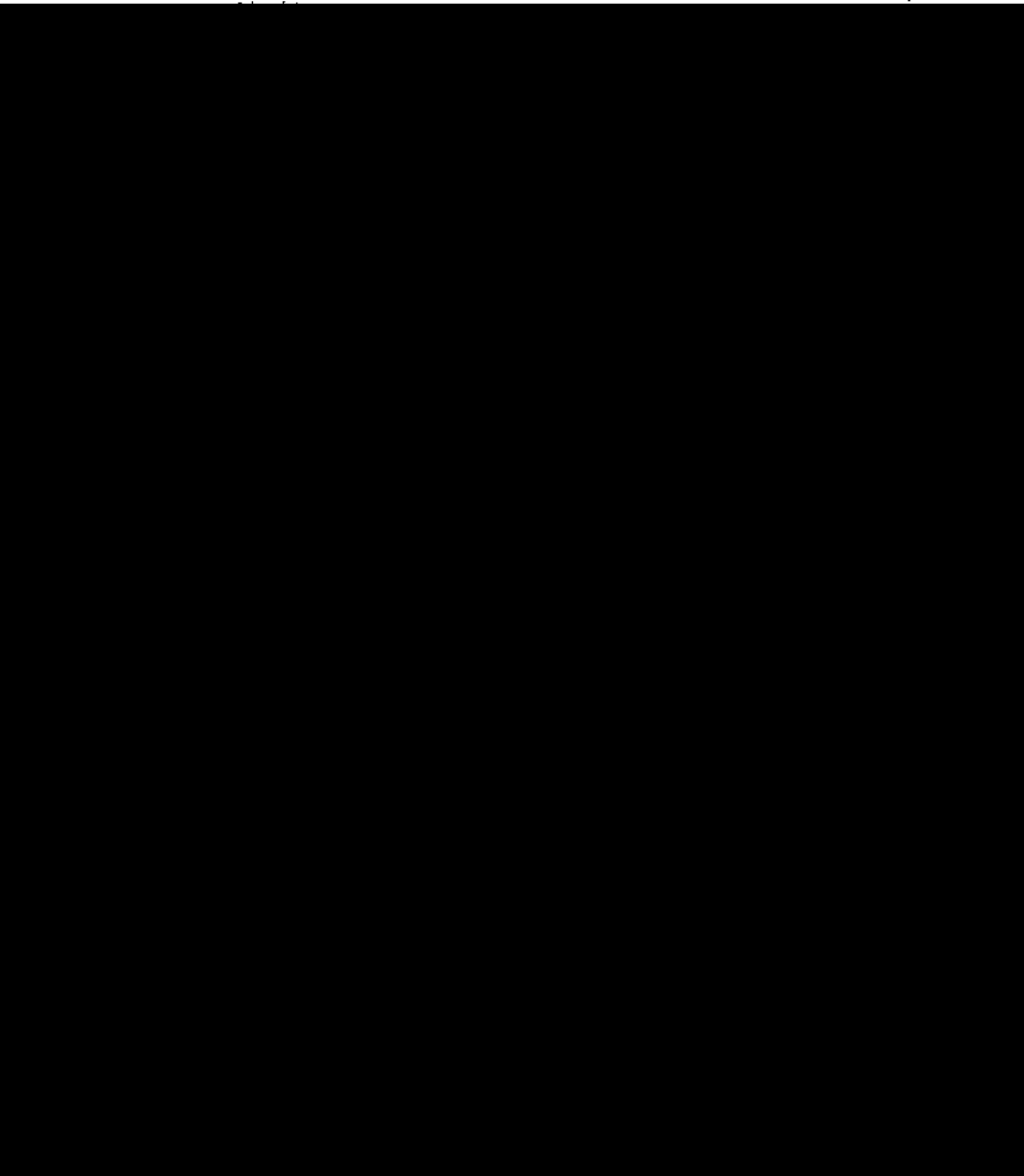
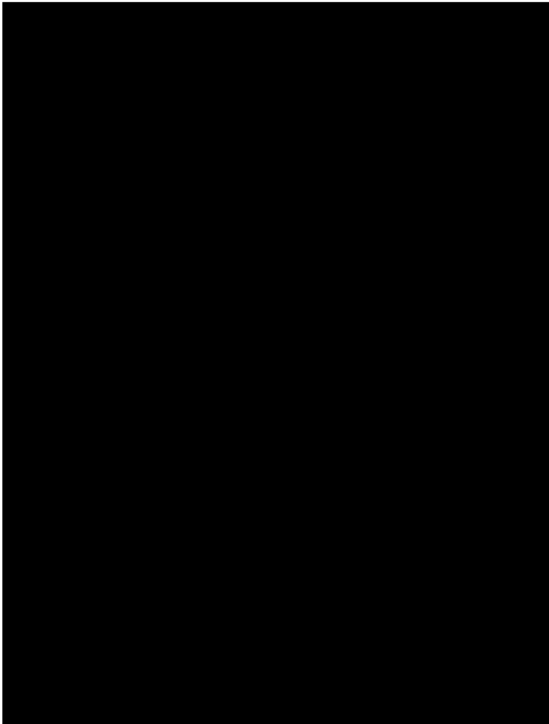
Total now overdue

**£ 180.35**



Dear Mr Taylor,

Your TV Licence expires on 31 October 2005.



<b>£126.50</b>	
----------------	--



HOUSE OF COMMONS

LONDON SW1A 0AA

08 NOV 2005

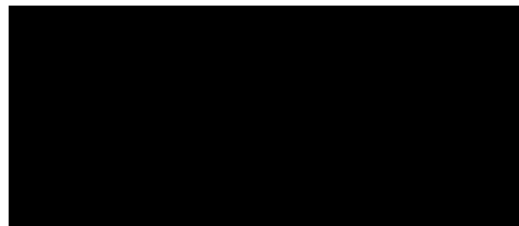
7/11/05

Dear Sir/Madam

I have just sent in my AIA claim for  
October 05 - and now realise I have  
claimed £180.35 BT bill that was in  
fact claimed last month.

Please therefore reduce my claim  
by this - to a new total of £2020.74  
(from £2201.09).

Many thanks, + apologies,



M. FAYERS



Member's claim form

06 OCT 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.

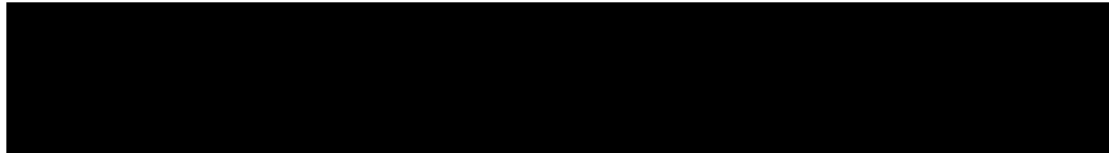
Your details

Name in CAPITAL LETTERS

MATTHEW TAYLOR

Constituency

PLUNTO & ST ANDREW



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 / 9 / 05

to 1 / 10 / 05 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1579 : 23 p

Food

£ 80 : 00 p

Utilities

£ 56 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 180 : 35 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 809 : 54 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

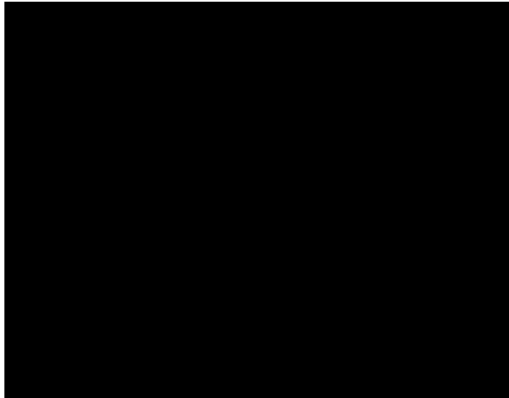
Other

£ : p

▶ please specify

Total

£ 2705 : 16 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

Signature

MP

Date

4/10/07

**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

Your account number

MR M TAYLOR



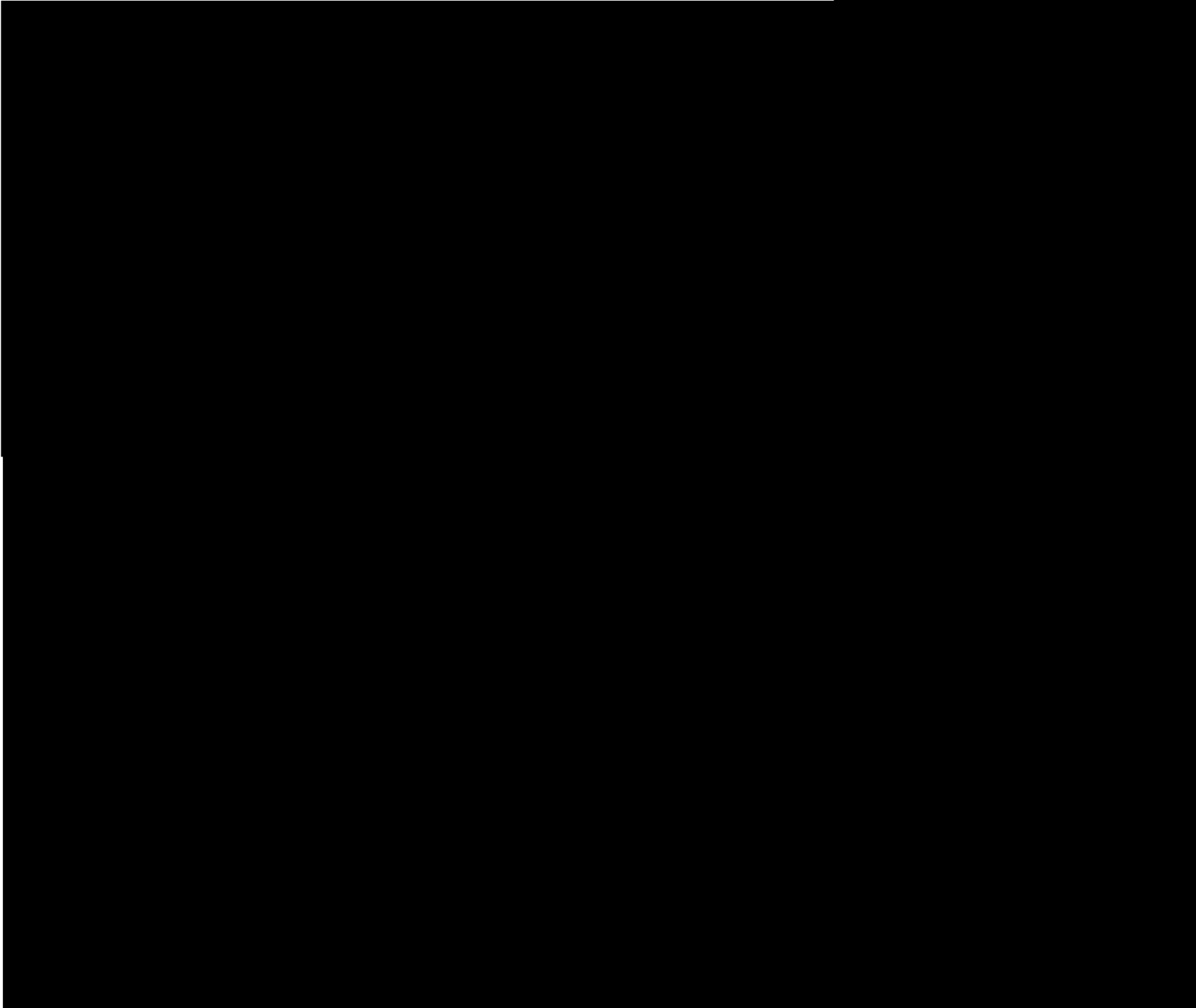
Date

22 September 2005



**Total now due**

**£ 180.35**





# Invoice

Invoice No: [REDACTED]

## Customer Name And Address

Matthew Taylor  
[REDACTED]

## Works Carried Out

## Cost

Works at [REDACTED]  
19-07-05 & 20-07-05

Seal around frame, re-seal nail holes

50.00

Move and re-wire control boxes to suit  
in position to allow free access by client

80.00

Test flue fan - including previous attendances  
Provide new six core wiring, wire in etc.

365.00

Take up sealant and self levelling compound  
to gain access to drain below, advise architect  
and client.

194.00

Re-lay self levelling compound and seal with  
bituminous sealant.

Sub-Total

£ 689.00

VAT

£ 120.58

Total Due

£ 809.58



# 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

MATTHEW TAYLOR

Constituency

TRURO + ST AUGUSTINE

## 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.

Please list

Please attach

Period of claim

from 1 / 8 / 05 to 1 / 9 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1579 : 23 p ✓

Food

£ ~~8~~ : p

Utilities

£ 56 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 131 : 00 p ✓

▶ please specify

Refrigerator - carpet

Other

£ 29 : 38 p ✓

▶ please specify

Annual repair

Other

£ 514 : 00 p

▶ please specify

Mattress

Total

£ 2309 : 61 p

Pay £ 1115.61

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

Address of  
second home  
for Additional  
Costs Allowance

L  
L

**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

14/9/05

**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



Member's claim form

09 AUG 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

MATTHEW TAYLOR

Constituency

TRURO + ST ANSTEW ✓

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 7 1 0 5 to 1 1 8 1 0 5

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1438 : 88 p ✓

Food

£ 140 : 00 p ✓

Utilities

£ 56 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 1353 : 34 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2988 : 22 p

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

2/8/05**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

Invoice No:

**Customer Name And Address**

Matthew Taylor  
[Redacted]

**Works Carried Out**

**Cost**

Works at [Redacted]  
28-06-05, 29-06-05 & 01-07-05

Carry out repair and alterations to the shower control unit;

Strip down unit, remove local tiles and break out grout and cement to allow for re-seating of unit at correct level.

Remove unit and re-set pipework to seal leak below tiles.

Re-seat unit, apply new tiles and grout.

Show to customer

**318.00**

Sub-Total

£ 318.00

VAT

£ 55.65

£ 373.65

# Invoice

Invoice No: [REDACTED]

<b>Customer Name And Address</b>
Matthew Taylor [REDACTED]

Works Carried Out	Cost
Works at [REDACTED]	
Purchase and delivery of new ECF 21 as indicated within the technical report - from [REDACTED]	191.00
	7.50
	29.78

Sub-Total	£ 228.28
VAT	£ 39.95
Total Due	£ 268.23

[REDACTED]

[REDACTED]

# Invoice

Invoice No.

<b>Customer Name And Address</b>
Matthew Taylor [Redacted]

Works Carried Out	Cost
Works carried out at [Redacted] 23-06-05 & 24-06-05	
Solder repair of Cable F.O.C.	
Supply and installation of electronic and electrolytic mains powered scale inhibitor unit in water circuit.	175.50 237.00
Supply and installation of exterior tap and pipework as directed	89.00
Adjust and seal toilet to inhibit movement	42.00
Adjust temperature selector on shower unit	22.00
Cut out blockwork and install cable ducting pipe (50mm) underneath fireplace as directed.	40.00
Sub-Total	£ 605.50
VAT	£ 105.96
[Redacted]	£ 711.46





Additional Costs Allowance

05/06

0 JUN 2005

ACA2

Member's claim form

1 of 2

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

MATTHEW TAYLOR

Constituency

Truro + St Austell

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 11 6 05

to 29 6 05

Total cost of hotel stays attach all receipts

£ 1438 : 88 p ✓

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 56 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 82 : 55 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Travel/insurance/ security

£ 695 : 10 p ✓

Other

£ 202 : 00 p ✓

▶ please specify

Bedding + towels (Hotel stay)

Other

£ 180 : 99 p ✓

▶ please specify

Towels, misc (Aug + Nov)

Other

£ : p

▶ please specify

Total

£ 2775 : 52 p ✓

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  
[redacted] only or main home for the purpose of performing  
[redacted] ent.

Signature

[redacted signature]

MP

Date

28/6/05

**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

**POLICYHOLDER**

**Mr M Taylor**

**PERIOD OF INSURANCE**

**01/07/05 to 30/06/06**  
Your next renewal date is

**HOME DETAILS**

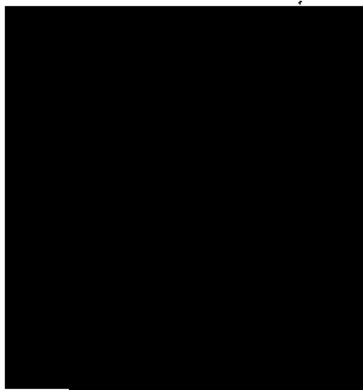
Address of the home

**YOUR POLICY COVERS**

**Paragraphs Applicable**

**Sum Insured**

**Excess Amount**



**£208000**

**£50**

Claims for subsidence related damage are subject to an excess of

**£1000**



**£21500**

**£50**

Valuables Limit

**£7500**

Frozen Foods Limit

**£250**

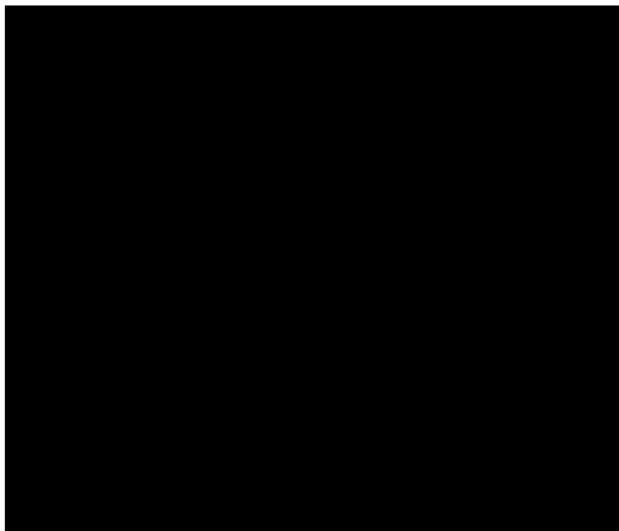
**PREMIUM**

Premium including Insurance Premium Tax where applicable

**£695.10**

Total to be paid by single premium

**£695.10**



627550 - EGYPT/ FITTED SHEET 140 X 200 WHITE	
18.00 * 3	54.00
971309 - HALTON/ PILLOWCASE 50X80CM WHITE	
9.00 * 4	36.00
971307 - HALTON/ DUVET COVER 200X200CM WHITE	
45.00 * 2	90.00
976239 - CAILLOU/ TRAY GREY STONE	
10.00 * 1	10.00
976232 - CAILLOU/ STORAGE GREY STONE	
12.00 * 1	12.00

---

**TOTAL (GBP) 202.00**

---

CARD 202.00 GBP





Member's claim form

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

MATTHEW TAYLOR

Constituency

TRURO + ST AMATEL

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 those 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 5 105 to 1 1 6 105

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 14 24 : 74 p

$\leftarrow \frac{26}{31} = £1194.94$

Food

£ 230 : 00 p

Utilities

£ 56 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 205 : 62 p

(inc repair to connection)

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 199 : 90 p

▶ please specify

Shelving

Other

£ 7 : 99 p

▶ please specify

TV aerial lead

Other

£ 67 : 45 p

▶ please specify

Misc utensils

Total

£ ~~2191.70~~ p

Please pay £1961.90

**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  
[redacted] main home for the purpose of performing

Signature

MP

Date

3/6/05**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

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 dedicate

**Text**

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

Pay, £1229-93,

\* 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)

26 MAY 2005

Posted by (initials & date)

27 MAY 2005



Member's claim form

12 APR 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

MATTHEW DAVIES

Constituency

North A. Devon

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 14 05 to 11 14 05

Total cost of hotel stays attach all receipts

£ 1438 : 88 p ÷ 30 = £47.96 x 11 days = £527.58

Mortgage payments (Interest only) or rent

£ : p

Food

£ : p

Utilities

£ 56 : 00 p

(£1068.56 to pay for July-Mar 06)

Council Tax/Rates

1/4 £ 1424 : 74 p x 4 = 356.18 ÷ 91 = £3.91 x 67 days = £262.24

Telephone and telecommunications

£ 74 : 23 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Wine Beer Other

1/4 £ 215 : 15 p x 4 = 153.78 ÷ 10.59 x 67 = £39.60 (please specify £161.37 to pay for July-Mar 06)

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 3209 : 00 p

£1229.93





# Member's claim form

12 APR 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

MATTHEW PATER

Constituency

Thames & Avon

## 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 14 05 to 11 14 05

Total cost of hotel stays  
attach all receipts

£ 1438 : 88 p ÷ 30 = £47.96 x 11 days = £527.58

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 56 : 00 p

(£1068.56 to pay for July-Mar 06)

Council Tax/Rates

Yr. £ 1424 : 74 p x 4 = 356.18 ÷ 91 = £3.91 x 67 days = £262.24

Telephone and telecommunications

£ 74 : 23 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

x 4 = £53.78 ÷ 20.59 x 67 = £39.60

Wine/Rm Other

Yr. £ 215 : 15 p (please specify £161.37 to pay for July-Mar 06)

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3209 : 00 p

959.65

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.** invoice date 11/04

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

Pay. 2959-65

\* 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

/
/
/
/
/
/

\* Financial Processing purposes only

Registered by (initials & date)

[Redacted] 23/04

Posted by (initials & date)

[Redacted] 28 Apr



Member's claim form

12 APR 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

MATTHEW TRAYNOR

Constituency

TRURING & SOUTH AMPTON

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 14 05 to 11 14 05

Total cost of hotel stays  
attach all receipts

£ 1438 : 88 p ÷ 30 = £47.96 x 11 days = £527.58

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 56 : 00 p

Council Tax/Rates

Y. £ 1424 : 74 p x 4 = 356.18 ÷ 91 = £3.91 x 67 days = £262.24.  
(£1068.56 to pay for July-Mar 06)

Telephone and telecommunications

£ 74 : 23 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

Y. £ 215 : 15 p x 4 = £53.78 ÷ 20.59 x 67 = £39.60.  
(£161.37 to pay for July-Mar 06)  
please specify

Other

£ : p please specify

Other

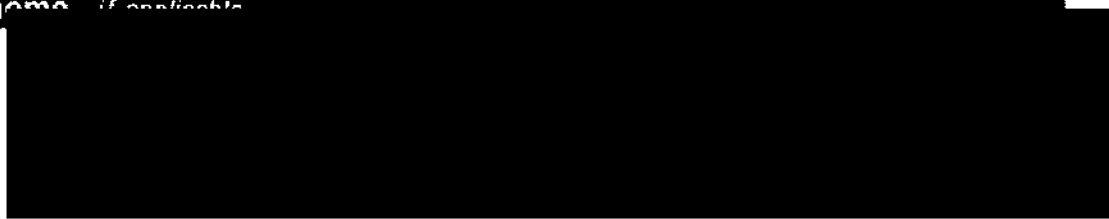
£ : p please specify

Total

£ 3209 : 00 p  
959.65

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

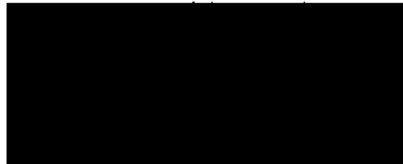
Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
[redacted] only or main home for the purpose of performing

Signature



MP

Date

11/4/05

**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.

We will normally keep the information you give for three years following the year in which you incurred the expense.

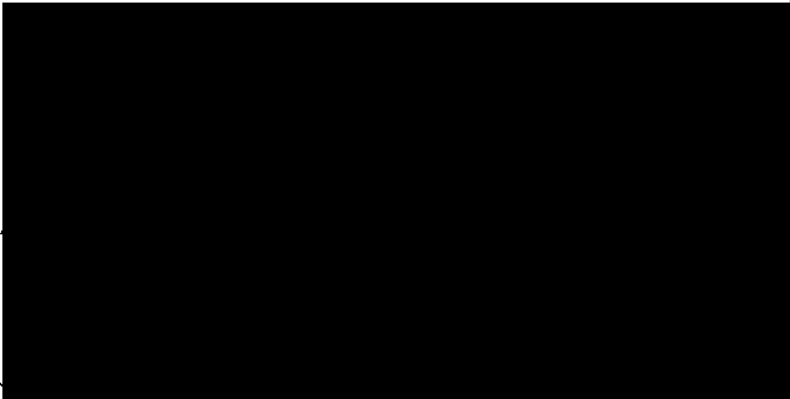
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

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

R. MATTHEW TAYLOR

15 March 2005



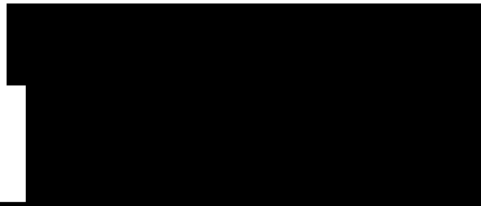
council tax for period 01.04.2005 to 31.03.2006	£1583.05
ss 10% discount: second home/furnished/unoccupied (01.04.2005 to 31.03.2006)	-£158.31



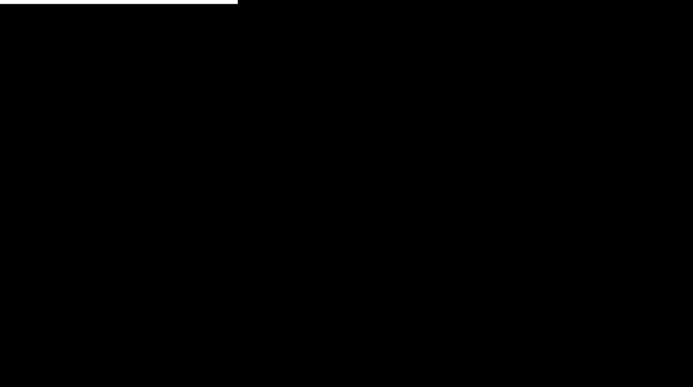
---

**Amount payable for 2005/2006**

**£1424.74**



MR M TAYLOR



**Your water services bill for the year 1 April 2005 to 31 March 2006**



Current charges

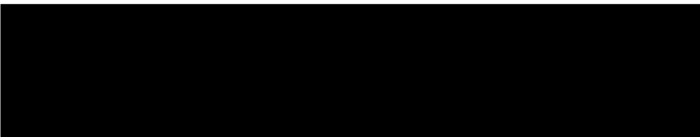
**£215.15**

See below

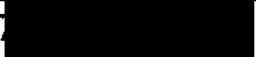


Account and bill number

MR M TAYLOR



Bill for account number



**Total now due**

**£ 74.23**

MR MATTHEW TAYLOR MP



19 September 2005

Dear Mr Taylor

**Additional Costs Allowance 2005-2006**

Thank you for your ACA claim dated 14/09/05, a copy of which is attached for ease of reference.

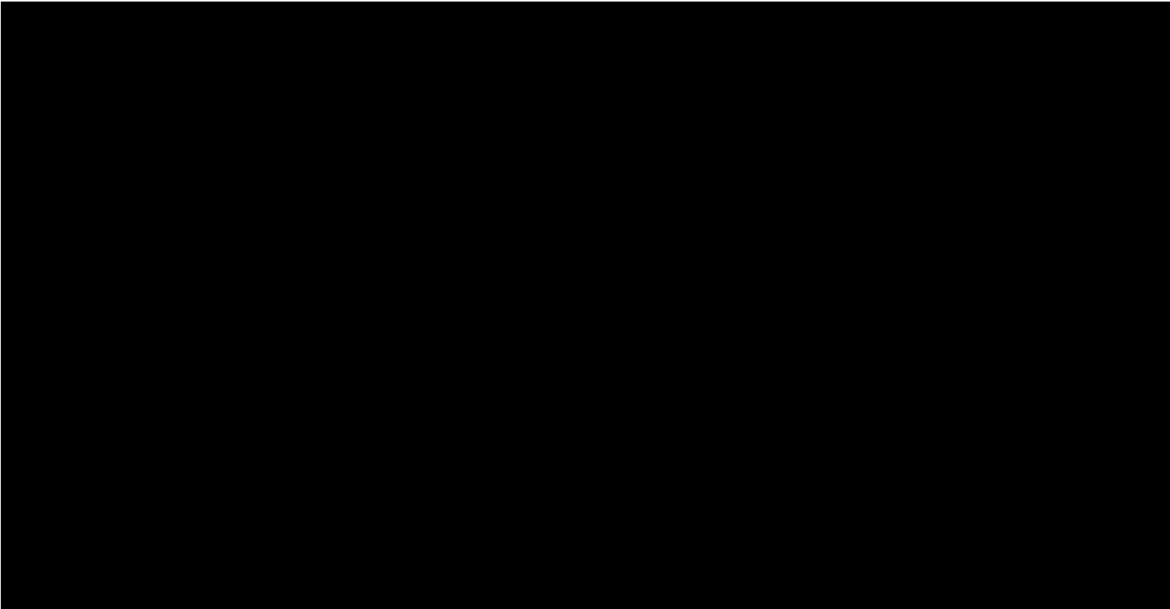
Regulations require the Department of Finance & Administration to seek receipts or invoices for individual items costing £250 or more; in this case the relevant supporting documentation for the mattress was not included with your claim.

I would be grateful if you could submit the required documentation with the attached copy of your claim at your earliest convenience in order for us to complete the payment.

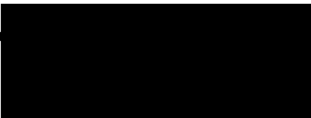
The remainder of your claim, totalling £1795.61 has been processed and should reach your account within 5 working days.

If you have any questions about this matter please do not hesitate to contact this office.

Yours sincerely







# 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.

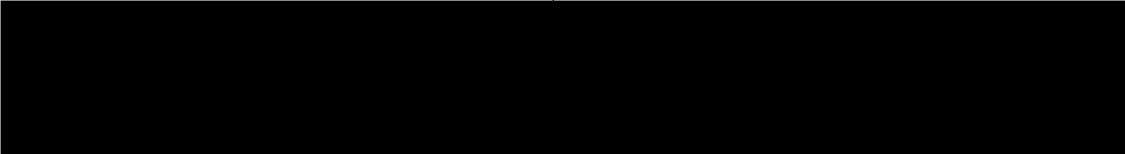
## Your details

Name in CAPITAL LETTERS

MATTHEW TAYLOR

Constituency

Truro & St Austell



## 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.

not for mattress

Period of claim

from 1/8/05 to 1/9/05 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1579 : 23 p ✓

Food

£ : p

Utilities

£ 56 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 131 : 00 p ✓

▶ please specify

Replacement carpet

Other

£ 29 : 38 p ✓

▶ please specify

Annual repair

Other

£ 514 : 00 p

▶ please specify

Mattress

Total

£ 2309 : 61 p

Pay £ 514.00



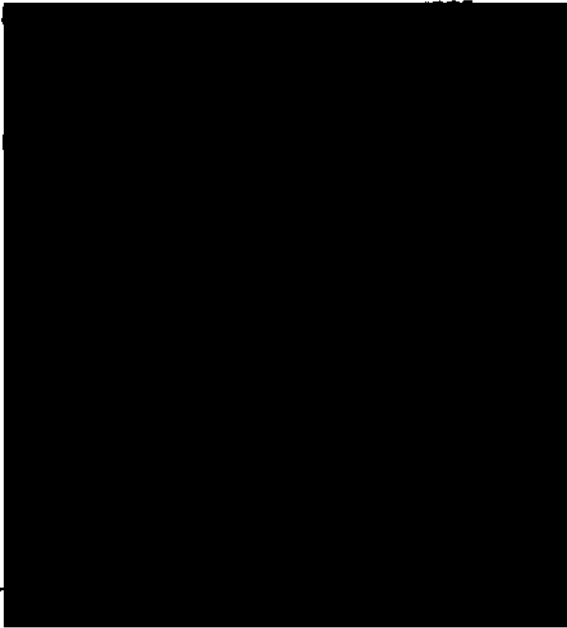
Delivery  
 901 1 19.00  
 Sample Sales Ref - 96343  
 Beds/Divans  
 800 71874 1 495.00  
 TOTAL 514.00

Please keep this for your records

**Clair**

You can

Merchant ID 70501792  
 EPS NO. 3279  
 MAESTRO  
 Expiry date 07/07  
 Authorisation code 5035  
 METHOD: M SEQ NO: 4



Plea.

eriod of

hotel s.  
 h all rece

paymer.  
 (y) or rei

Food

ilities

ates

and  
 ins

'g 1 1

1 E

1 E

1 E

1 E

1 E

1 E