



Member's claim form

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

MICHAEL MATES

Constituency

EAST HAMPSHIRE

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.
- 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 / 04 to 30 / 4 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 848 : 75 p ✓

Food

£ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 91 : 60 p

▶ please specify Car parking

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1688 : 35 p ✓

Details of second home

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

29 April 2014

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



Member's claim form

Members' Allowances

About filling in this form

- For details
- If you have any queries please contact



Your details

Name
in CAPITAL LETTERS

MICHAEL MATES

Constituency

E Hampshire

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 / 5 / 04

to 31 / 5 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 848 : 75 p

Food

£ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and
telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 91 : 60 p

▶ please specify

Car parking

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,684 : 35 p

Details of second home

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

[Redacted Signature]

MP

Date

1 June 04

Data protection

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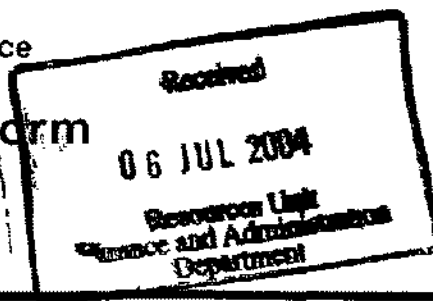
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Member's claim form



Members' Allowance

About filling in this form

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Your details

Name
in CAPITAL LETTERS

MICHAEL MATES

Constituency

E Hampshire

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.
- 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 / 5 / 04 to 30 / 6 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 848 : 75 p

Food

£ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 91 : 60 p

▶ please specify

Car parking

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1688 : 35 p

Details of second

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

5 July 07

Data protection

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



Addition

Member's claim form

RECEIVED

18 AUG 2004

Members' Allowances

DRA

About filling in this form

- For details of costs you can claim for, see *Green Book* section
- If you have any doubt about when you can claim for a cost, please call 020 7219 1592.

Your details

Name
in CAPITAL LETTERS

Constituency

MICHAEL MATES

EAST HAMPSHIRE

Claim details

Notes

You can only claim for

- 1. costs you have actually paid
- 2. 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

- 3. all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from 1 / 7 / 04 to 31 / 7 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 848 : 75 p ✓

Food

£ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and
telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 91 : 60 p

▶ please specify Car parking

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,688 : 35 p

Details of second ho

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

15 August 2004

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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form to

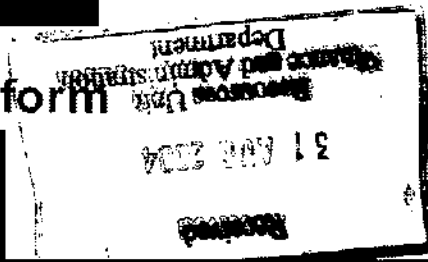
Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Members' Allowances

Addit

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 1592.

Your details

Name
in CAPITAL LETTERS

MICHAEL MATES

Constituency

E. HAMPSHIRE

Claim details

Notes

You can only claim for

- A. costs you have actually paid
- B. 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

- C. all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from 1 1 8 1 0 4 to 3 1 1 8 1 0 4

Total cost of hotel stays
attach all receipts

£ — : — p

Mortgage payments
(interest only) or rent

£ 848 : 75 p ✓

Food

£ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 91 : 60 p

▶ please specify Car park

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,688 : 35 p

Details of second home

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

25th August 2004**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.

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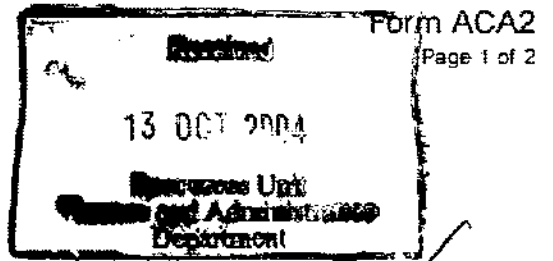
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Additional Costs Allowance

Member's claim form



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

MICHAEL MASES

Constituency

FARE HAMPSHIRE

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
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 SEP 1994 to 30 SEP 1994

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 648 : 75 p

Food

£ 300 : 50 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 21 : 60 p

please specify Air parking

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1,688 : 35 p

Details of second home

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

12 Oct 04

Data protection

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Member's claim form

RECEIVED
03 NOV 2004

Members' Allowances

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this form

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Your details

Name
in CAPITAL LETTERS

MICHAEL MAJES

Constituency

Claim details

Notes

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- 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 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 848 : 75 p

Food

£ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and
telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 91 : 00 p

▶ please specify

Car parking

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1688 : 35 p

Details of second home

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

1 Nov 04

Data protection

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Member's claim form

10 DEC 2004

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

MICHAEL MAIES

Constituency

EAST HAMPSHIRE

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 / NOV / 04 to 30 / NOV / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 848 : 75 p ✓

Food

£ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and
telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 91 : 60 p

▶ please specify Car parking ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1688 : 35 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



Date

9 Dec 04

Data protection

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Your details

Name
in CAPITAL LETTERS

MICHAEL MATES

Constituency

E Hampshire

Claim details

Notes

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

Please list

Please attach

Period of claim

from 1 1 2 1 04 to 30 1 2 1 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 919 : 42 p

Food

£ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/Insurance/security

£ : p

Other

£ 91 : 60 p

▶ please specify Car parking

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,759 : 02 p

Details of second home

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

15 Jan 05

Data protection

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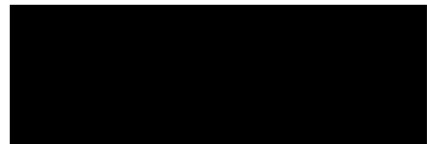
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Your details

Name
in CAPITAL LETTERS

MATES

Constituency

E Hampshire

Claim details

Notes

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- 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 / 05 to 31 / 1 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 919 : 42 p

Food

£ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 91 : 60 p

▶ please specify Car parking

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,759 : 02 p

continued on page 2

Details of second home

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

2 Feb 02

Data protection

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Member's claim form

01 MAR 2005
01 MAR 2005

Members' Allowances

About filling in
this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name
in CAPITAL LETTERS

NIHIES

Constituency

E Hampshire

Claim details

Notes

You can only claim for

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- 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 / 2 / 05 to 28 / 2 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 919 : 42 p ✓

Food

£ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and
telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 91 : 60 p

▶ please specify Car parking

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,759 : 02 p ✓

Details of second home

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



Date

1 Mar 05

Data protection

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form to

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Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text MAR 05

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :

** Validation purposes only (please tick to indicate compliance)*

Mortgage documentation held	<input checked="" type="checkbox"/>
Addresses comply with central records	<input checked="" type="checkbox"/>
Invoices relate to 2 nd home address	<input checked="" type="checkbox"/>
Budget checked	<input checked="" type="checkbox"/>
Claim signed	<input checked="" type="checkbox"/>
Claim correctly dated	<input checked="" type="checkbox"/>

** Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)



Member's claim form

05 APR 2005

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name
in CAPITAL LETTERS

MICHAEL MATES

Constituency

EAST HAMPSHIRE

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 / 3 / 05

to 31 / 3 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 919 : 42 p ✓

Food

£ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and telecommunications

£ 200 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 350 : 00 p

Other

£ 91 : 60 p

▶ please specify

Car Parking

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

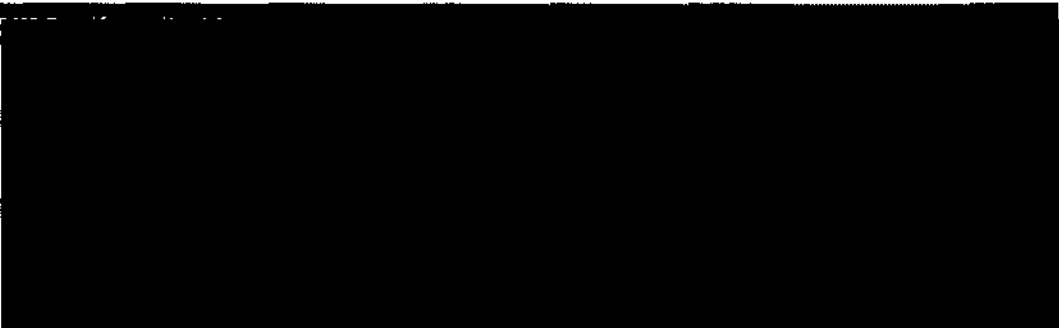
Total

£ ~~2,109~~ : 02 p

£ 1,759.02

Details of second home

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

4 April 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

