



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
Constituency

MICHAEL MOORE
TWEEDDALE, ETRICK & LAUDERDALE

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 April 2004 to 30 April 2004

Total cost of hotel stays
attach all receipts

£ N/A p

Mortgage payments
(interest only) or rent

£ 996 : - p

Food

£ 225 : - p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ N/A p

▶ please specify

Other

£ N/A p

▶ please specify

Other

£ N/A p

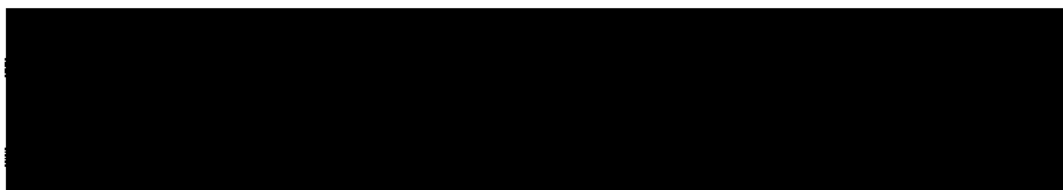
▶ please specify

Total

£ 1,438:00 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

9 May 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.

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 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 MOORE

Constituency

TWEEDDALE, EITTRICK & LAUDERDALE

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1 / MAY / 2004 to 31 / MAY / 2004

Total cost of hotel stays
attach all receipts

£ N/A p

Mortgage payments
(interest only) or rent

£ 996 : - p

JUNE

Food

£ 380 : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 145 : 00 p

▶ please specify

Storage unit

Other

£ : p

▶ please specify

Other

£ : p

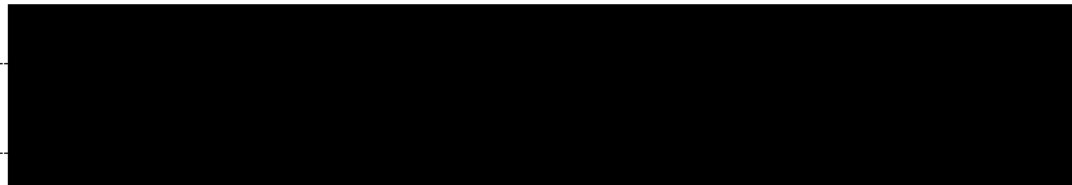
▶ please specify

Total

£ 1,738 : 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

6 June 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.

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 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 MOORE

Constituency

TWEEDDALE, ETRICK & LAUDERDALE

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 JULY 2014 to 31 JULY 2014

Total cost of hotel stays
attach all receipts

£ N/A p

Mortgage payments
(interest only) or rent

£ 996 : - p AUGUST

Food

£ 275 : - p

Utilities

~~£ : p~~

Council Tax/Rates

~~£ : p~~

Telephone and telecommunications

~~£ : p~~

Cleaning

~~£ : p~~

Service/maintenance

~~£ : p~~

Repairs/insurance/security

~~£ : p~~

Other

£ N/A p

▶ please specify _____

Other

£ | : p

▶ please specify _____

Other

£ | : p

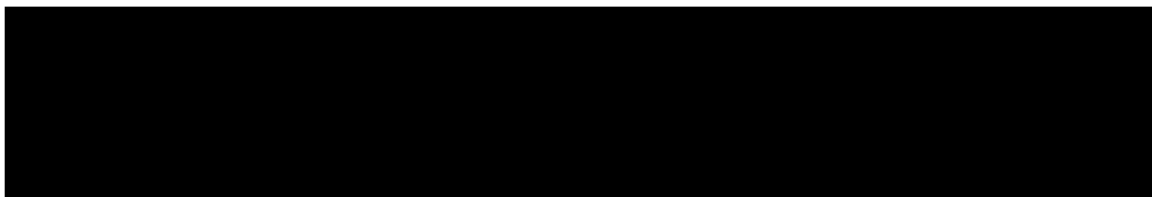
▶ please specify _____

Total

£ 1,488 : - 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 August 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 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 MOORE

Constituency

TWEEDDALE, ETRICK & LAUDERDALE

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 JUNE 2014 to 30 JUNE 2014

Total cost of hotel stays
attach all receipts

£ N/A p

Mortgage payments
(interest only) or rent

£ 996: - p JULY

Food

£ 300: - p

Utilities

~~£ : p~~

Council Tax/Rates

~~£ : p~~

Telephone and telecommunications

~~£ : p~~

Cleaning

~~£ : p~~

Service/maintenance

~~£ : p~~

Repairs/insurance/security

~~£ : p~~

Other

£ N/A p

▶ please specify

Other

£ | : p

▶ please specify

Other

£ | : p

▶ please specify

Total

£ 1,513: - 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 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.

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 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 MOORE

Constituency

TWEEDDALE, ETRICK & LAUNDERDALE

X3

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 / AUG / '04 to 31 / AUG / '04

Total cost of hotel stays
attach all receipts

£ N/A p

Mortgage payments
(interest only) or rent

£ 996 : - p

SEPTEMBER

Food

£ 40 : - p

Utilities

~~£ : p~~

Council Tax/Rates

~~£ : p~~

Telephone and telecommunications

~~£ : p~~

Cleaning

~~£ : p~~

Service/maintenance

~~£ : p~~

Repairs/insurance/security

~~£ : p~~

Other

£ N/A p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

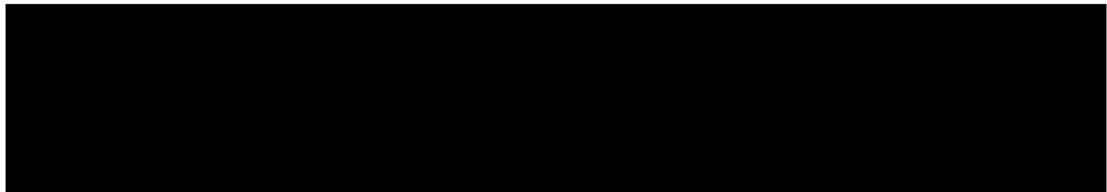
£ 1,253 : - p

217

X3 PTO
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 my duties as a Member of Parliament.

Signature

MP

Date

3 October 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 of costs you can claim for, see *Green*
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

2004/05

Your details

Name
in CAPITAL LETTERS

Constituency

MICHAEL MOORE

TWEEDDALE, ETRICK & LAUDERDALE

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1 SEPT '04 to 30 SEPT '04

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

£ N/A : p

Other

£ : p

Other

£ : p

Total

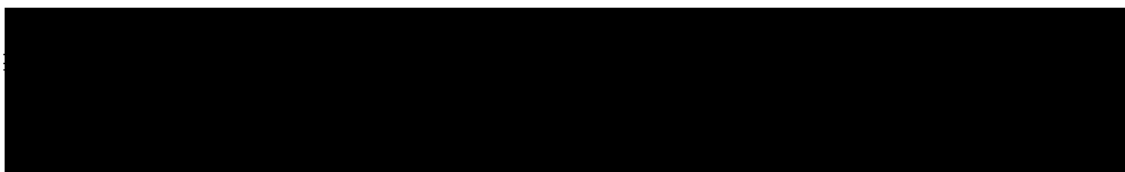
£ 217 : — p

▶ please specify

▶ please specify

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

3 October 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.

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 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 MOORE

Constituency

TWEEDPALE, ETRICK & LAUDERDALE

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 SEPT '04 to 30 SEPT '04

Total cost of hotel stays attach all receipts

£ W/A p

Mortgage payments (interest only) or rent

SEPT: £ 171 p
OCT: 1,300

1,471 PAID 23 SEPT: SEE LEASE FOR FURTHER DETAILS

Food

£ : p

Utilities

£ - : p

Council Tax/Rates

£ - : p

Telephone and telecommunications

£ - : p

Cleaning

£ - : p

Service/maintenance

£ - : p

Repairs/insurance/security

£ - : p

Other

£ 117 : - p

▶ please specify INVENTORY ADMIN FEE

Other

£ 420 : - p

▶ please specify DEPOSIT (SEE ABOVE)*

Other

£ - : - p

▶ please specify

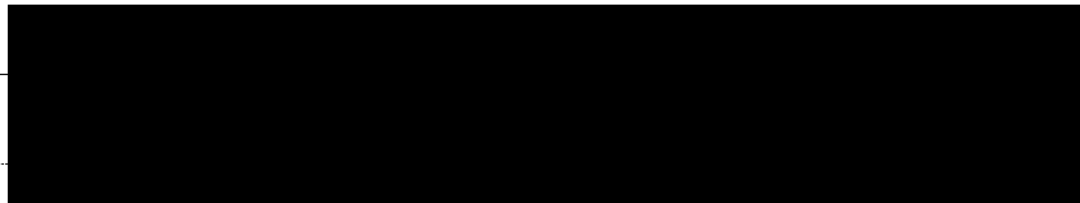
Total

£ 2,008
£ 2,008 : - p

* DEPOSIT: PER OCTOBER '03 FLAT CLAIM, PREVIOUS FLAT REQ'D DEPOSIT OF £1,380. PER LEASE ON NEW PROPERTY, DEPOSIT IS £1,800. BALANCE: 1,800 - 1,380 = 420 CLAIMED HERE.

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

3 October 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



RECEIVED

Member's claim form

12 NOV 2004

Members' Allowances

About filling in this form

- For details of costs you can claim for, see Green [redacted]
- 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 MOORE

Constituency

TWEEDDALE, ETRICK & LAUDERDALE

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

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

£ 1,300 : 00 p

Food

£ 300 : 00 p

Utilities

£ - : - p

Council Tax/Rates

£ 145 : 00 p

Telephone and telecommunications

£ - : - p

Cleaning

£ 153 : 00 p

Service/maintenance

£ - : - p

Repairs/insurance/security

£ 217 : 00 p

Other

£ 44 : 00 p

▶ please specify

Electrical goods

Other

£ 59 : 00 p

▶ please specify

Kitchen goods

Other

£ 122 : 00 p

▶ please specify

Landlord admin fee
(inventory sheets, etc.)

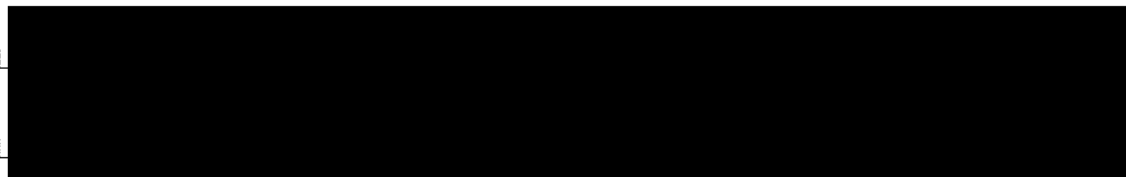
Total

£ ~~22088~~ : 00 p

2,340.00

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

9 November 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.

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 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 MOORE

Constituency

TWEEDDALE, ETTRICK & LAUDERDALE

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 / 11 / 04 to 30 / 11 / 04

Total cost of hotel stays
attach all receipts

£ - : - p

Mortgage payments
(interest only) or rent

£ 1,300 : 00 p

Food

£ 350 : 00 p

Utilities

£ - : - p

Council Tax/Rates

£ 145 : 00 p

Telephone and telecommunications

£ - : - p

Cleaning

£ - : - p

Service/maintenance

£ - : - p

Repairs/insurance/
security

£ - : - p

Other

£ - : - p

▶ please specify

Other

£ - : - p

▶ please specify

Other

£ - : - p

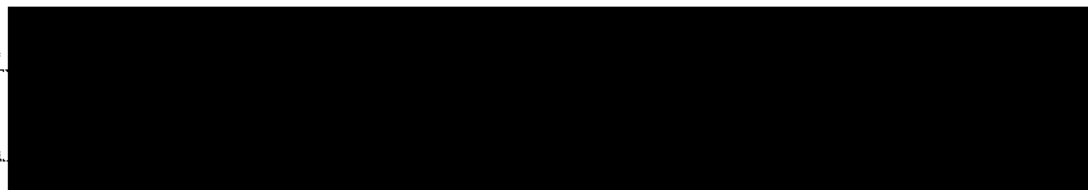
▶ please specify

Total

£ 1,795 : 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

19 December 2011**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

07 JAN 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 1592.

Your details

Name
in CAPITAL LETTERS

MICHAEL MOORE

Constituency

TWEEDDALE, ETRICK & LANDEDALE

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 / 12 / 04 to 31 / 12 / 04

Total cost of hotel stays
attach all receipts

£ N/A p

Mortgage payments
(interest only) or rent

£ 1,300 : 00 p

JANUARY PAYMENT (PER LOAN)

Food

£ 275 : 00 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

£ 1,575 : 00 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Declaration

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

Signature

[Redacted]

MP

2 January 2005

Date

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

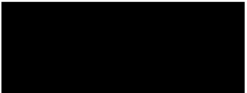


Member's claim form

Members' Allowances

About filling in this form

- For details 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 MOORE

Constituency

TWEEDDALE, ETTTRICK & LANDEDDALE

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 / 2005 to 31 / 1 / 2005

Total cost of hotel stays
attach all receipts

£ N/A p

Mortgage payments
(interest only) ~~or~~ rent

£ 1,300 : - p

Food

£ 300 : - p

Utilities

£ 112 : 99 p

Council Tax/Rates

£ 145 : 00 p

Telephone and telecommunications

£ - : - p

Cleaning

£ - : - p

Service/maintenance

£ - : - p

Repairs/insurance/
security

£ - : - p

Other

£ - : - p

Other

£ - : - p

£ 1,857.99 p

£ 4,472.99 p

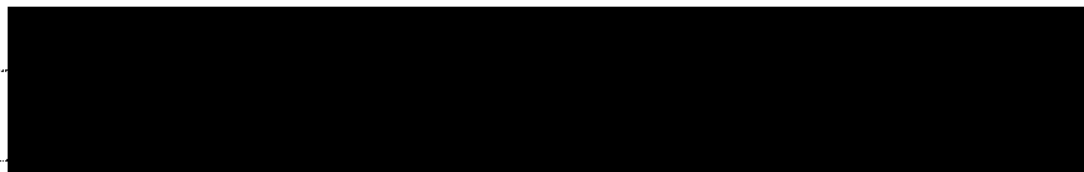
▶ please specify _____

▶ please specify _____

▶ please specify _____

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

1 February 2005

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

MR M MOORE

Electricity bill

We will take

£109.40

MR M MOORE



Your First Electricity bill

Please pay

£3.59

First bill
10/10/10
10/10/10



Member's claim form

03 MAR 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

MICHAEL MOORE

Constituency

TWEEDDALE, ETTRICK & LAUDERDALE

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 Feb 05 to 28 Feb 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,300: - p

Food

£ 300: - p

Utilities

£ ~~125~~ 4 p

Council Tax/Rates

£ 145: - 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

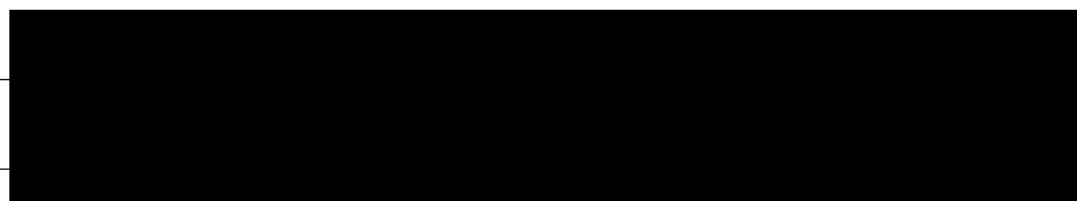
Total

£ 1,745: 00 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 my duties as a Member of Parliament.

Signature



MP

Date

1 March 2005

**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

Financial Processing }

Transaction No. ...

Registration No. ...



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

3/4

MAR 05

Text



Invoice No.

Account code / Allowance

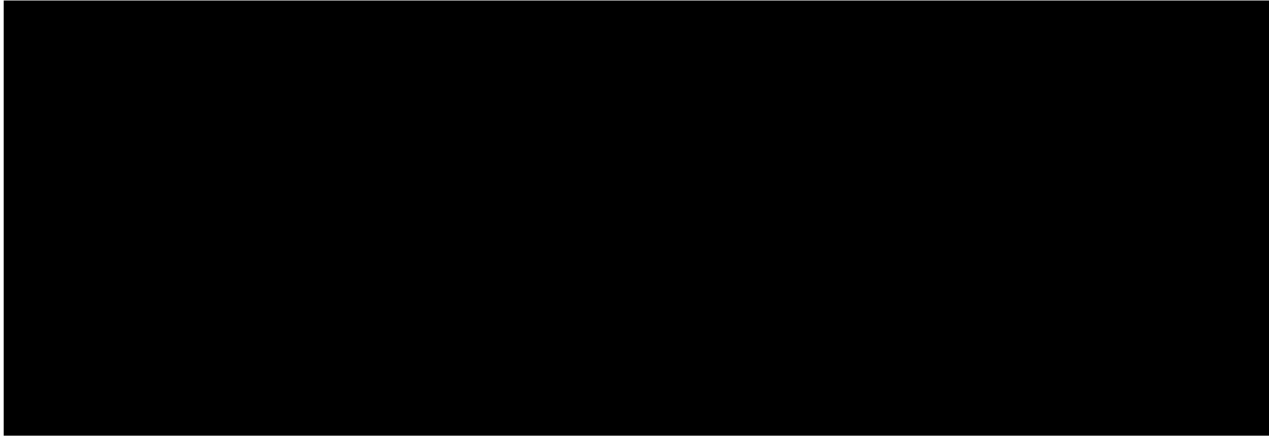
Members cost centre (Cat1)



Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5): F940.66 .



* Financial Processing purposes only

Registered by (initials & date)

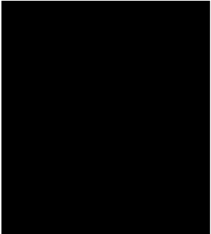


114

Posted by (initials & date)



1.3 APR. 2005





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.
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 MOORE

Constituency

TWEEDDALE, ETRICK & LAUDERDALE

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 MAR 05 to 31 MAR 05

Total cost of hotel stays attach all receipts

£ N/A p

Mortgage payments (interest only) or rent

£ 1,300:00 p

(APRIL PAYMENTS ALREADY MADE, PER LEASE) PRO RATA.

Food

£ 300:00 p

1,300 / 30 x 11 days = 476.66

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 43:00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 121:00 p

please specify TV licence

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1,764: - p

per 4 940.66

Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*

[Redacted]

Declaration

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

Signature

[Redacted]

MP

Date

3 April 2005

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