



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

MIKE HANCOCK MP.

Constituency

PORTSMOUTH SOUTH.

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

£ \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 212 - 16. p ✓

Food

£ 270 - 00 p

Utilities

£ \_\_\_\_\_ : \_\_\_\_\_ p

Council Tax/Rates

£ \_\_\_\_\_ : \_\_\_\_\_ p

Telephone and  
telecommunications

£ 100 - 00 p

Cleaning

£ 30 - 00 p

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/  
security

£ 28 - 43 p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£ 640 - 59 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

3- 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.

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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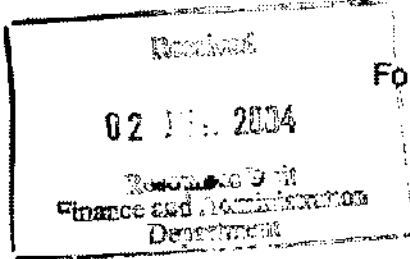
Send your completed  
form to

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



Additional Costs Allowance

Member's claim form



Members' Allowances

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Your details

Name in CAPITAL LETTERS  
Constituency

MIKE HANCOCK MP.  
PORTSMOUTH SOUTH.

Claim details

Notes

You can only claim for

Please list

Please attach

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- 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

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 212 : 16. p

Food

£ 295 : 00. p

Utilities

£ 56 : 58 p

Council Tax/Rates

£ 427 : 50 p

Telephone and telecommunications

£ 100 : 00. p

Cleaning

£ 30 : 00. p

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/  
security

£ 28 : 43. p

Other

£ 1356 : 30 p\*

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

Total

£ 2554 : 27p  
1342

1/2 COST OF KITCHEN WITH TOTAL COST. £2712.60.

- ▶ please specify \_\_\_\_\_
- ▶ please specify \_\_\_\_\_
- ▶ please specify \_\_\_\_\_

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Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

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Signature

MP

Date

1 - JUNE - 2004.**Data protection**

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Ref: HANCOCK

Mr. HANCOCK

Article No.	Description	Qty.	Unit Cost	Total Cost
209073	Amalfi 800 Double Wall Unit	2.0	80.00	160.00
220373	Amalfi 600 Corner Wall Unit	2.0	98.00	196.00
196649	Matt White Wall End Panel	4.0	15.00	60.00
180323	Amalfi 300 Single Wall Unit	1.0	38.00	38.00
186025	Amalfi 400 Single Wall Unit	4.0	45.00	180.00
46992	Amalfi 500 D/L Unit	1.0	79.00	79.00
809983	Amalfi 500 Single Floor Unit	1.0	53.00	53.00
673248	Amalfi 600 x 700 Door (Pack D)	1.0	31.00	31.00
202490	Matt White Base End Panel	2.0	20.00	40.00
146747	Amalfi 600 Under Oven Unit	1.0	41.00	41.00
780305	Amalfi 300 Single Floor Unit	1.0	42.00	42.00
190963	Matt White Plinth 2.7m	1.0	16.00	16.00
174257	Matt White Universal Trim 2.7m	6.0	25.00	150.00
726260	PEWTER EFFECT KNOB_AMALFI	16.0	3.50	56.00

Assistant User id

Assistant Signature .....

Ref: HANCOCK

Article No.	Description	Qty.	Unit Cost	Total Cost
475779	Neff BU Int S/Opn Frz K4316	1.0	516.00	516.00
697300	Neff Sng Ovn B1421 Wht	1.0	476.00	476.00
231768	Neff Crmc Hob Ut T1212 Wht	1.0	470.00	470.00
486046	gamma antique silver	1.0	120.00	120.00
727318	Solaris Ceramic Sink 100 inc Waste	1.0	250.00	250.00
939004	Everest matt 3mx38mm Wtop	1.0	40.00	40.00

Grand Total 3014.00

MR M HANCOCK

Date of issue 10 May 2004

This is not a VAT invoice

Date of Estimate 10 May 2004

### Charges for Electricity

Tariff Type Standard Rate

Reading*	Present	Previous	Units	Amount
Units	08299 E	06966	246 at 10.940p	
			1087 at 5.670p	
Total			1333	£88.54
VAT at 5.00% on £88.54				£4.42

Please pay

£92.96

1/2 WITH

£46.48



gas

Bill

Mr M Hancock

Account No.  
Gas Bill No.  
Date/Tax Point  
'M' Number  
Site Number  
Calorific Value  
Correction factor  
Page 1 of 2

1-May-2004

Gas supplied at

Summary of charges:

Abbreviations  
(E) = estimated reading (A) = actual reading  
(C) = customer reading (kWh) = Kilowatt hour

Meter Serial Number:  
Meter Serial Number:  
Meter Serial Number:  
Meter Serial Number:

£  
0.00  
0.00  
19.24  
0.00

Total (before VAT)

19.24

VAT @ 5.0%

0.96

TOTAL this period

20.20

Your previous balance:

Previous bill 30-Jan-2004 22771654  
Payment Received - Thank You 26-Apr-2004  
Payment Received - Thank You 12-Mar-2004

5.31  
5.31 CR  
5.31 CR

Your new balance:

Now due for payment by cash/cheque

14.89

1/2

£10.10

# 2ND REMINDER NOTICE

TELEPHONE ENQUIRIES: [REDACTED]

DATE OF NOTICE: 16TH MAY 2004

[REDACTED]  
 MR MICHAEL HANCOCK  
 [REDACTED]

ACCT REF [REDACTED] WORK GROUP [REDACTED]

AMOUNT OVERDUE  
 £95.00

BALANCE FOR YEAR  
 £855.00

ADDRESS TO WHICH NOTICE RELATES:  
 [REDACTED]

INSTALMENT DATE	AMOUNT OF INSTALMENT	DATE PAID	AMOUNT PAID
01APR04	£96.50	20APR04	£96.60
01MAY04	£95.00		
<b>TOTAL DUE</b>	<b>£191.60</b>	<b>TOTAL PAID</b>	<b>£96.60</b>
<b>AMOUNT OUTSTANDING AT DATE OF NOTICE</b>			<b>£95.00</b>

50/50  
 WITH

= £427.50

# REMINDER NOTICE

TELEPHONE ENQUIRIES: [REDACTED]

DATE OF NOTICE: 13TH APRIL 2004

[REDACTED]

MR MICHAEL HANCOCK

[REDACTED]

ACCT REF	WORK GROUP
[REDACTED]	[REDACTED]

AMOUNT OVERDUE

£96.60

ADDRESS TO WHICH NOTICE RELATES:

[REDACTED]

BALANCE FOR YEAR

£951.60

INSTALMENT DATE	AMOUNT OF INSTALMENT	DATE PAID	AMOUNT PAID
01APR04	£96.60		
<p>Claim 50/50</p>		<p>Mike</p>	
		<p>Please let me have a cheque for £48.30p.</p>	
TOTAL DUE	£96.60	TOTAL PAID	£0.00
AMOUNT OUTSTANDING AT DATE OF NOTICE			£96.60

[REDACTED]

[REDACTED]



RECEIVED

Member's claim form

02 JUL 2004

DFA

Members' Allowances

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Your details

Name in CAPITAL LETTERS

MIKE HANCOCK MP.

Constituency

PORTSMOUTH SOUTH.

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 JUNE 2004

to 30 JUNE 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 212 - 16 p

Food

£ 300 - 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 100 - 00 p

Cleaning

£ 40 - 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 28 : 43 p

Other

£ 179 : 00 p

▶ please specify

FLAT PRESS.

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 839 : 59 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

1 - July - 2004.**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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Send your completed  
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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

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## Your details

Name  
in CAPITAL LETTERS

MIKE HANCOCK M.D.

Constituency

PORTSMOUTH SOUTH.

## 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 2006 to 31 JULY 2006.

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 212 : 16 p

Food

£ 315 : 00 p

Utilities

£ \_\_\_\_\_ : \_\_\_\_\_ p

Council Tax/Rates

£ \_\_\_\_\_ : \_\_\_\_\_ p

Telephone and  
telecommunications

£ 100 : 00 p

Cleaning

£ 30 : 00 p

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/  
security

£ 28 : 43 p

\* Other

£ 142 : 00 p

▶ please specify

(KITCHEN) HOOD + PANES  
FOR WORK AT

Other

£ 600 : 00 p

▶ please specify

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

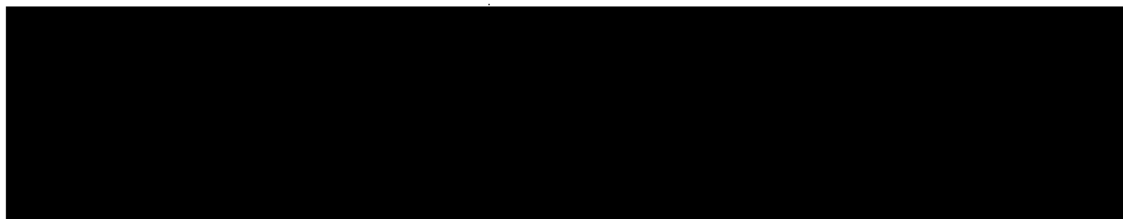
▶ please specify

Total

£ 1427 : 59 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

2 - August - 2004.**Data protection**

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TOM RUSSELL



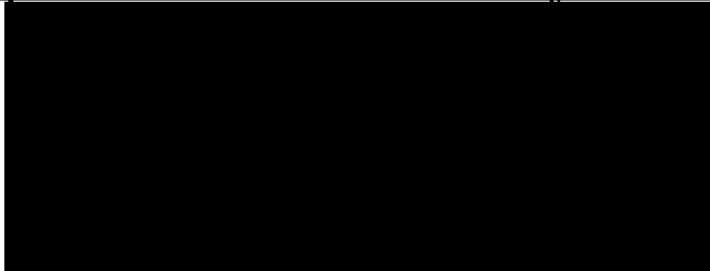
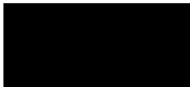
Mr M Hancock



20<sup>TH</sup> JULY 2004

To services rendered:

Cash received		£600.00
	TOTAL	£600.00





MASTERCARD DEBIT

Goods - Sep 20. 1991	£ 284 00
Total	£ 284 00

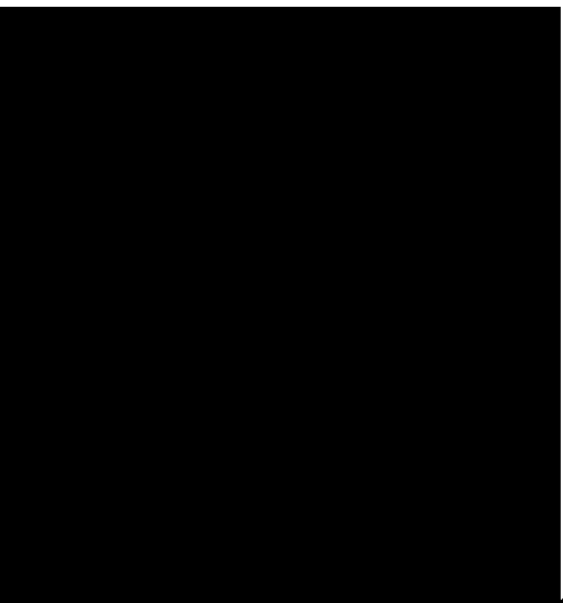
STOMER ORDER



44

O T A L

£284 00





Member's claim form

Members' Allowances

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Your details

Name in CAPITAL LETTERS

MIKE HANCOCK MP.

Constituency

PORTSMOUTH SOUTH.

Claim details

Notes

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Please list

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Please attach

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

Period of claim

from 1 1 AUG 2004 to 31 1 AUG 2004.

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 212 : 16. p

Food

£ 180 : 00. p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 100 : 00. p

Cleaning

£ 30 : 00. p

Service/maintenance

£ : p

Repairs/insurance/security

£ 28 : 43. p

Other

£ 725 : 00. p

▶ please specify

Other

£ 495 : 43. p

▶ please specify

Other

£ : p

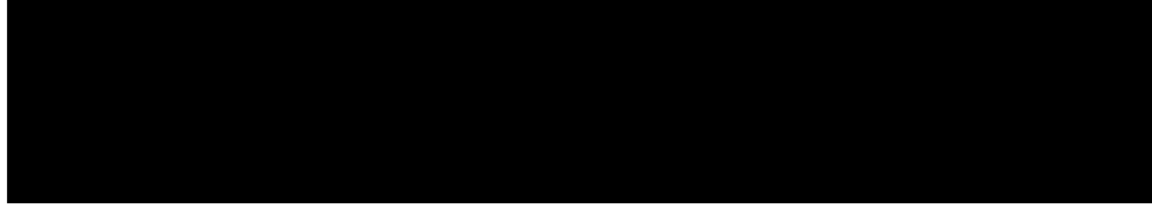
▶ please specify

Total

£ 1771 : 02 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

1 / Sept / 2004

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# TOM RUSSELL

## INVOICE

Sunday, 15 August 2004

To: Mr Mike Hancock MP

Re:

- 1) To rip out old Kitchen and re-wire to current regulations
- 2) Build and install new Kitchen, trim and plumb as required
- 3) Tile Kitchen floor and work top wall areas
- 4) Remove old gas heaters and pipe-work, repair walls as required
- 5) Install hob ventilation, Lighting and paint as required
- 6) Install new electric main for heaters, install new heaters
- 7) Install spur sockets in bedrooms, Install TV coax sockets and Ariel
- 8) Remove old carpets and re-carpet Hall, bathroom and stairs
- 9) Paint Hall, Stairwell and bathroom
- 10) Clear and dispose of all rubbish

Materials	£1,534.60	50%	£ 767.30
Labour	£2,106.25	50%	<u>£1,053.13</u>
Total Due			<u>£1,820.43</u>

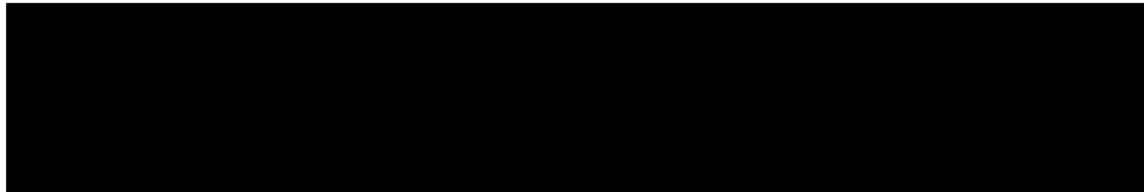
Paid to date	Cash	£ 600.00
	Cheque	<u>£ 725.00</u>
Sub total		£1,325.00

Balance Due	<u>£495.43</u>
-------------	----------------



**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 - OCT - 2004.**Data protection**

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MIKE HANCOCK MR

Constituency

PORTSMOUTH SOUTH.

## Claim details

### Notes

You can only claim for

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Please list

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

Please attach

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

Period of claim

from 1 OCT 2004 to 31 OCT 2004

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 212 - 16 p

Food

£ 300 - 00 p

Utilities

£ \_\_\_\_\_ : \_\_\_\_\_ p

Council Tax/Rates

£ \_\_\_\_\_ : \_\_\_\_\_ p

Telephone and  
telecommunications

£ 100 - 00 p

Cleaning

£ 30 - 00 p

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/  
security

£ 28 : 43 p

Other

£ 150 - 00 p

▶ please specify

GADRONAC COOKING BKT3 BEDDING ETC LIGHT FITTINGS

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Total

£ 820 : 59 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 - Nov - 2004.**Data protection**

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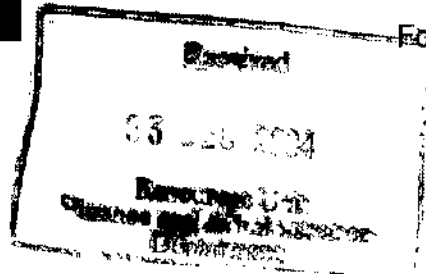
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Constituency

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### Notes

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Please list

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Please attach

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

Period of claim

from 1 NOV 2004.

to 30 NOV 2004.

Total cost of hotel stays  
*attach all receipts*

£ — : — p

Mortgage payments  
*(interest only)* or rent

£ 212 : 16 p

Food

£ 300 : 00 p

Utilities

£ 34 : 00 p

Council Tax/Rates

£ — : — p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 30 : 00 p

Service/maintenance

£ — : — p

Repairs/insurance/  
security

£ 28 : 43 p

Other

£ 190 : 00 p

▶ please specify REC/DEC'S ON FLAT.

Other

£ : p

▶ please specify

Other

£ : p

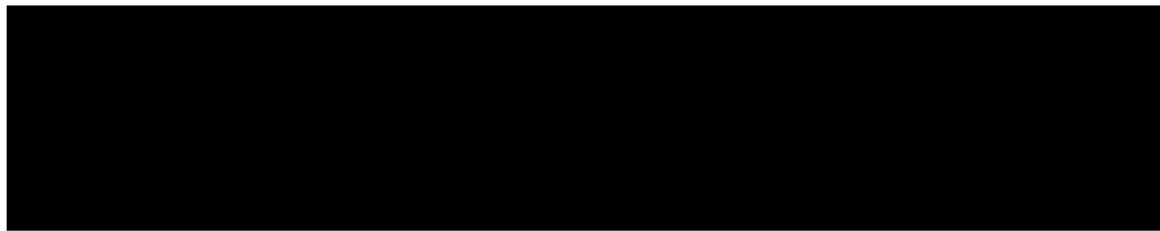
▶ please specify

Total

£ 894 : 59 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 perform my duties for the purpose of performing

Signature

MP

Date

1 - Dec - 2004

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- National Audit Office staff.

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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



Addit [redacted]

# Member's claim form

## Members' Allowances

About filling in this form

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

## Your details

Name  
in CAPITAL LETTERS

MIKE HANCOCK MP

Constituency

PORTSMOUTH SOUTH

## 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 DEC 2004 to 31 DEC 2004

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 212 : 16 p ✓

Food

£ 300 : 00 p

Utilities

£ \_\_\_\_\_ p

Council Tax/Rates

£ \_\_\_\_\_ p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 30 : 00 p

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/  
security

£ 28 : 43 p

Other

£ 159 : 98 p

▶ please specify D.I.D & VIDEO REC.

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£ 830 : 57 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

1 - JAN - 2005**Data protection**

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# Member's claim form

## Members' Allowances

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

MIKE HANCOCK, M.P.

Constituency

PORTSMOUTH SOUTH.

## 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 JAN 2005 to 31 JAN 2005

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 212 : 16 p

Food

£ 300 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 100 : 00 p

Cleaning

£ 30 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 28 : 43 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 670 : 59 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

1 - FEB - 2005**Data protection**

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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

MIKE HANCOCK MP.

Constituency

PORTSMOUTH SOUTH.

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 1 02 12005.

to 28 1 02 12005.

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments (Interest only) or rent

£ 212 : 16. p

Food

£ 300 : 00. p

Utilities

£ 50 : 00. p 1/2 OF TOTAL OF £100 WITH

Council Tax/Rates

£ \_\_\_\_\_ : \_\_\_\_\_ p

Telephone and telecommunications

£ 100 : 00. p

Cleaning

£ 30 : 00. p

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/security

£ 28 : 43. p

Other

£ 215 : 00. p

▶ please specify FOR BEDDING AND KITCHEN NEEDS.

/Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

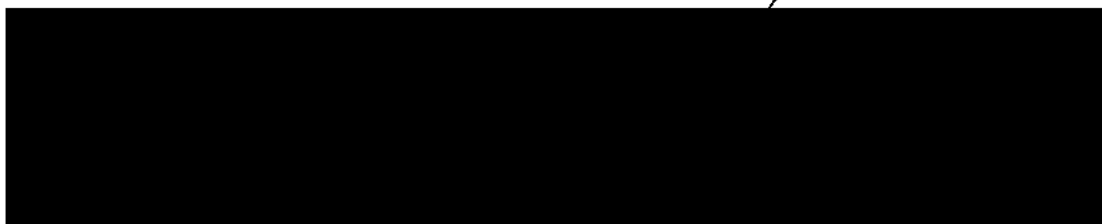
Total

£ 935 : 59 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

2 - 03 - 2005 -**Data protection**

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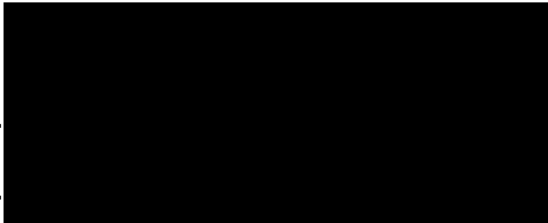
Send your completed  
form to

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

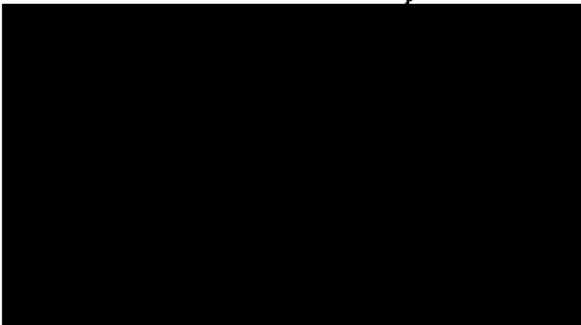
**Member Supplier ID**



**Pay recipient**

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

**Text**



**Invoice No.**

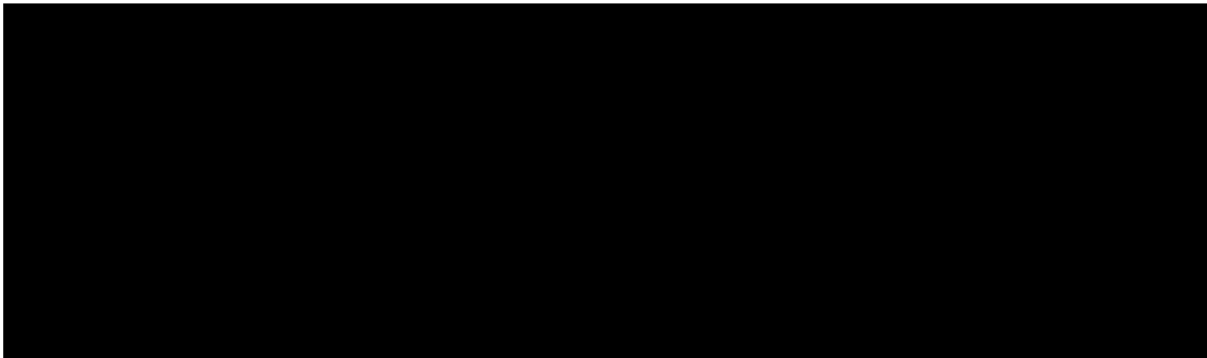
**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

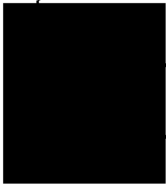
04\_05 / 05\_06

**Expenditure type (Cat5) :**



\* Financial Processing purposes only

Registered by (initials & date)



11/24

Posted by (initials & date)

1.3. APR. 2005



Member's claim form

04 APR 2005

Members' Allowances

About filling in  
this form

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Your details

Name  
in CAPITAL LETTERS  
Constituency

MIKE HANCOCK MP.  
PORTSMOUTH SOUTH.

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 113 12005. to 31 MARCH 2005.

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 212 : 16 p

Food

£ 295 : 00 p

Utilities

£ \_\_\_\_\_ p

Council Tax/Rates

£ \_\_\_\_\_ p

Telephone and  
telecommunications

£ 100 : 00 p

Cleaning

£ 35 : 00 p

Service/maintenance

£ \_\_\_\_\_ p

Repairs/insurance/  
security

£ 28 : 43 p

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p

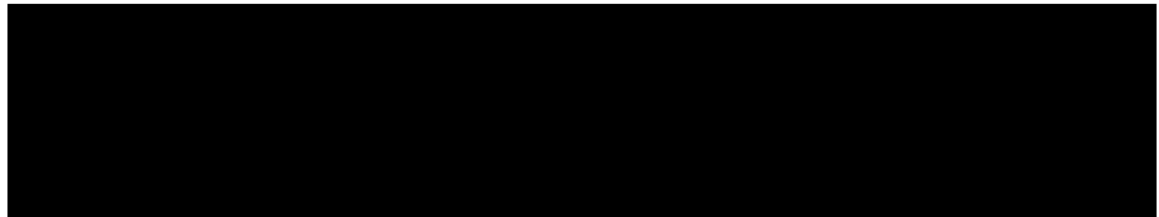
▶ please specify \_\_\_\_\_

Total

£ 670 : 59 p

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

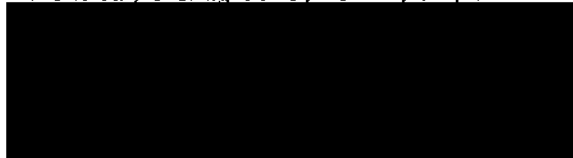
Address of  
second home  
*for Additional  
Costs Allowance*



**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 - April 2005.

**Data protection**

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