



Additional Costs Allowance

ACA2

05/06

Member's claim form

0002 11 7 10

About filling in this form

- For details of costs you can claim for, see *Green Book*
- If you have any doubt about whether you can claim for please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MIKE O'BRIEN

Constituency

NORTH WARWICKSHIRE

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.

Period of claim

from 1/3/06 to 31/3/06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 211.80 p ✓

Food

£ 200.00 p ✓

Utilities

£ 63.00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 36.00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 36.98 p ✓

Other

£ 149.50 p ✓ ▶ please specify Water rates

Other

£ ~~1012.50~~ + 236.95 p ✓ ▶ please specify furnishings

Other

£ : p ▶ please specify

Total

£ ~~4934.23~~ p PAY: 1709.78

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 stay overnight away from my only or main home for the purpose of performing

Signature

Date

2/4/06

Data protection

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Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

1

5 Piece Pan Set		
013 07937	1	140.00 E
OR 001387516 e		
toaster		
013.20401	1	11.00 E
013.20401	1	11.00
	TOTAL	162.00

EFT 162.00

19/03/06

GOODS RECEIPT

[REDACTED]

4

SALES RECEIPT

BED LINENS	£4.00	J
556213088		
BED LINENS	£17.50	J
556202744		

TOTAL £21.50

£21.50

Please retain for your records

CHANGE £0.00

YOUR SALES ADVISER WAS

DATE	14/03/06
TIME	
ADVSER. NO.	



Jonelle Pillow			
608.31802	1	10.00	G
608.31802	1	10.00	G
Cotton Blanket			
604.43202	1	40.00	G

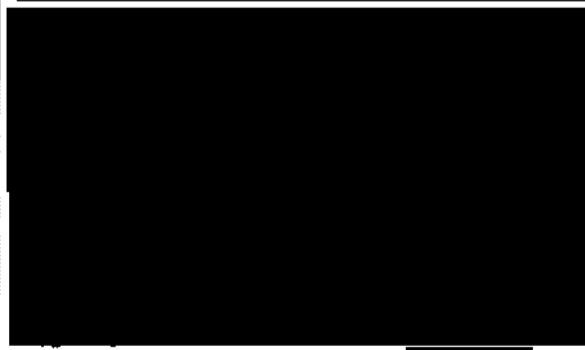
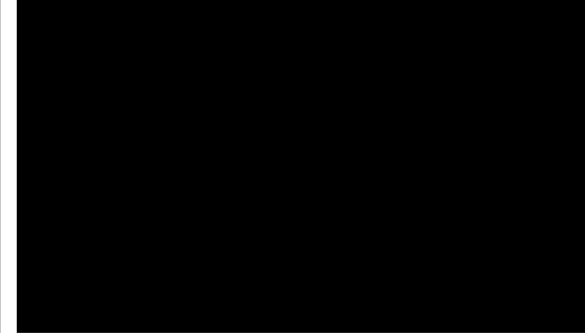


Men Pillowcase			
605.20122	1	11.00	G
605.20122	1	11.00	G
Cotton Sheet			
605.20141	1	21.00	G
605.20101	1	20.00	G



Pima Bath Mat			
600.00602	1	10.00	D
Pima Guest Towel			
600.00202	1	6.50	D
600.00202	1	6.50	D
Pima Bath Towel			
600.00402	1	18.00	D
Pima Hand Towel			
600.00302	1	10.00	D
600.00302	2	20.00	D
Pima Bath Sheet			
600.00502	1	26.00	D
Pima Hand Towel			
600.00302	1	10.00	D
600.00302	1	10.00	D
600.00302	1	10.00	D
Pima Bath Towel			
600.00402	1	18.00	D
600.00402	1	18.00	D
600.00402	1	18.00	D
600.00402	1	18.00	D
Pima Bath Sheet			
600.00502	1	26.00	D

TOTAL [Redacted]



19/03/06

CUSTOMER RECEIPT

THIS IS A SALE

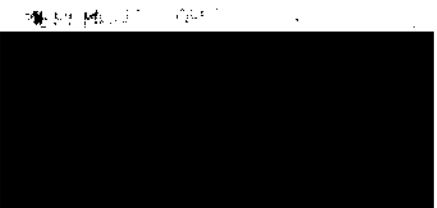
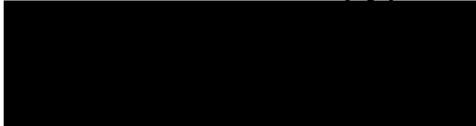
bed
mattress
&
rug (3)

11-03-06

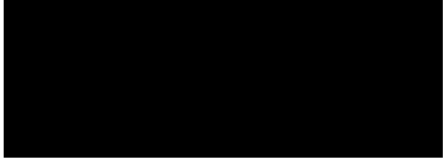
1*313.00



(3)



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535
OFFICE OF THE ATTORNEY GENERAL
WASHINGTON, D. C. 20540





Member's claim form

03 MAR 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

MIKE O'BRIEN

Constituency

NORTH WARWICKSHIRE

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 11/2/06 to 28/2/06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 211 : 80 p

Food

£ 200 : 00 p

Utilities

£ 63 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 36 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 35 : 75 p

(Gardening) Other

£ 350 : 00 p

please specify

Gardening

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 896 : 55 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

[Redacted Signature] MP

Date

25/8/6

Data protection

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form to

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Gardening [REDACTED]

37 weeks at £15 per week

£550 by cheque.

[REDACTED]
£350 claimed
Feb 06

Paid [REDACTED]

22. ~~12~~ . 6



10 FEB 2006

Member's

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MIKE O'BRIEN

Constituency

NORTH WARWICKSHIRE

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 / 7 / 06 to 31 / 1 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 211 : 80 p

Food

£ 250 : 00 p

Utilities

£ 63 : 00 p

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ 31 : 49 p

Cleaning

£ 36 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 35 : 75 p

Other

£ 148 : 24 p

▶ please specify

Materials for Replacement Side Gate

Other

£ : p

▶ please specify

Other

£ : p

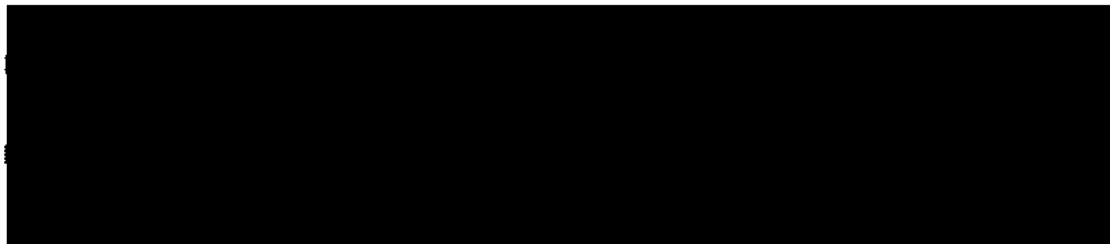
▶ please specify

Total

£ 825 : 28 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

31/1/06

Data protection

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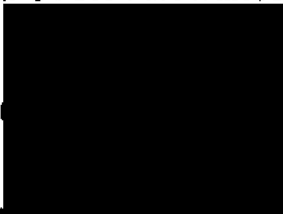

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**Send your completed
form to**

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

Member  Form 

About filling in this form

- For details of costs you can claim for, see *Green Book* s
- If you have any doubt about whether you can claim for a please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MIKE O'BRIEN

Constituency

NORTH WARWICKSHIRE

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 31 / 12 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 211 : 80 p

Food

£ 200 : 00 p

Utilities

£ 59 : 00 p

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 36 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 35 : 75 p

Other

£ 4 : 00 p

Other

£ 20 : 00 p

Other

£ 23 : 75 p

Total

£ 689 : 30 p

▶ please specify

increase in electricity bill in Oct & Nov of £2 - not claimed before

▶ please specify

Cost of mge statement - required for ACA claim

▶ please specify

Phone /answermachine

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

Date

8/1/06

Data protection

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Decor 425

.10231 1 23.75

This item is covered by
manufacturers guarantee
wear parts and labour

TOTAL 23.75

Please keep this for your records.

02/01/06

CUSTOMER RECEIPT



Member's form

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 please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MIKE O'BRIEN

Constituency

NORTH WARWICKSHIRE

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, 11, 05 to 30, 11, 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 211:80 p ✓

Food

£ 200:00 p

Utilities

£ 57:00 p

Council Tax/Rates

£ 99:00 p

Telephone and telecommunications

£ : p

Cleaning

£ 36:00 p

Service/maintenance

£ 60:00 p

Repairs/insurance/security

£ 35:75 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

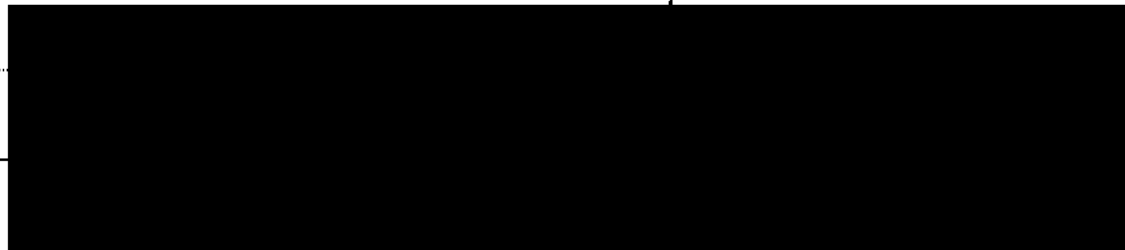
▶ please specify

Total

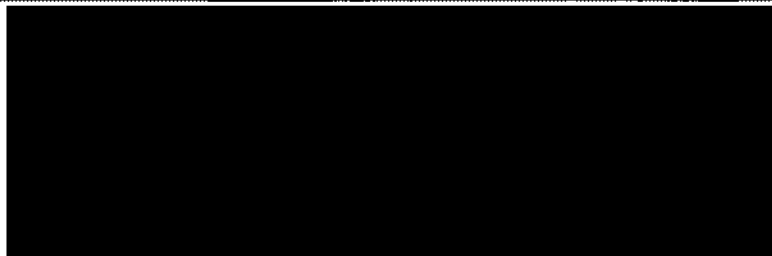
£ 699:55 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

Signature



to enable
of performing

Date

28/11/15

Data protection

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Member's claim form

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

MIKE O'BRIEN

Constituency

NORTH WARWICKSHIRE

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 1/10/05 to 31/10/05 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

✓ £ 211:80 p

Food

£ 200:00 p

Utilities

£ 57:00 p

Council Tax/Rates

£ 99:00 p

Telephone and telecommunications

£ 31:49 p

Cleaning

£ 36:00 p

gardening Service/maintenance

£ 60:00 p

Repairs/insurance/security

£ 35:75 p

Other

£ 60:00 p

▶ please specify small household items (glassware, radios, singing) etc

Other

£ 79:99 p

▶ please specify Hedgecutter

Other

£ 15:48
12:00 p

▶ please specify paint & brushes
keys cut for house

Total

£ 898:51 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 perform

Signature

Date

2/11/05

Data protection

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Additional Costs Allowance

Member's claim

About filling in this form

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Your details

Name in CAPITAL LETTERS

Mike O'Brien

Constituency

North Warwickshire

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 / 9 / 05 to 30 / 19 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 211 : 80 p ✓

Food

£ 150 : 00 p ✓

Utilities

£ 57 : 00 p ✓

Council Tax/Rates

£ 99 : 00 p ✓

Telephone and telecommunications

£ : p

(early Sep) Cleaning

£ 36 : 00 p ✓

Service/maintenance
gardener

£ ~~20 : 00~~ p ✓

Repairs/insurance/
security

£ 35 : 75 p ✓

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

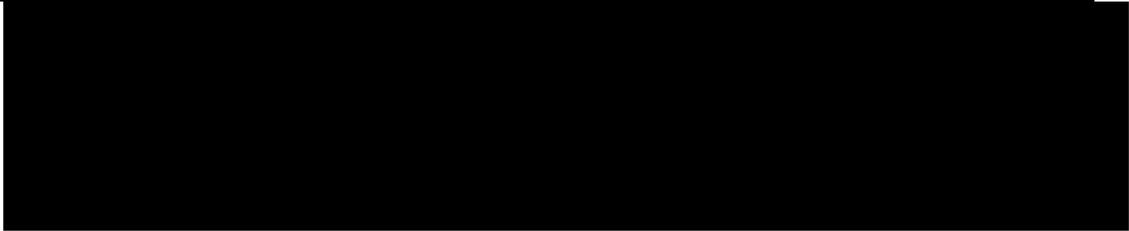
▶ please specify _____

Total

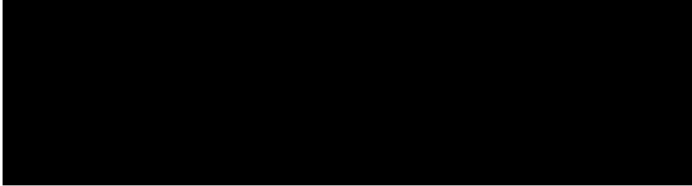
£ 589 : 55 p

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
purpose of performing



Signature

Date

30/9/05**Data protection**

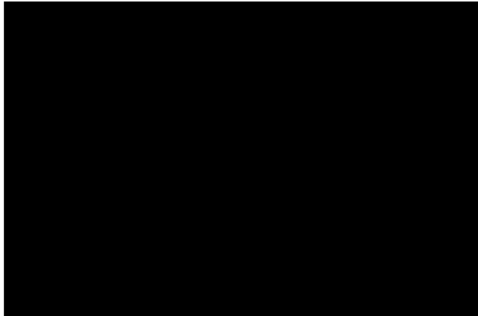
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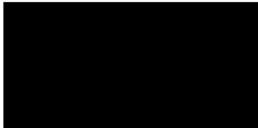
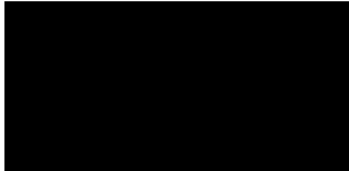
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Mr M O'Brien

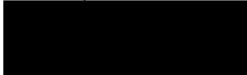


Our Ref



Dear Mr Brien

I'm writing to let you know that the interest rate on your mortgage

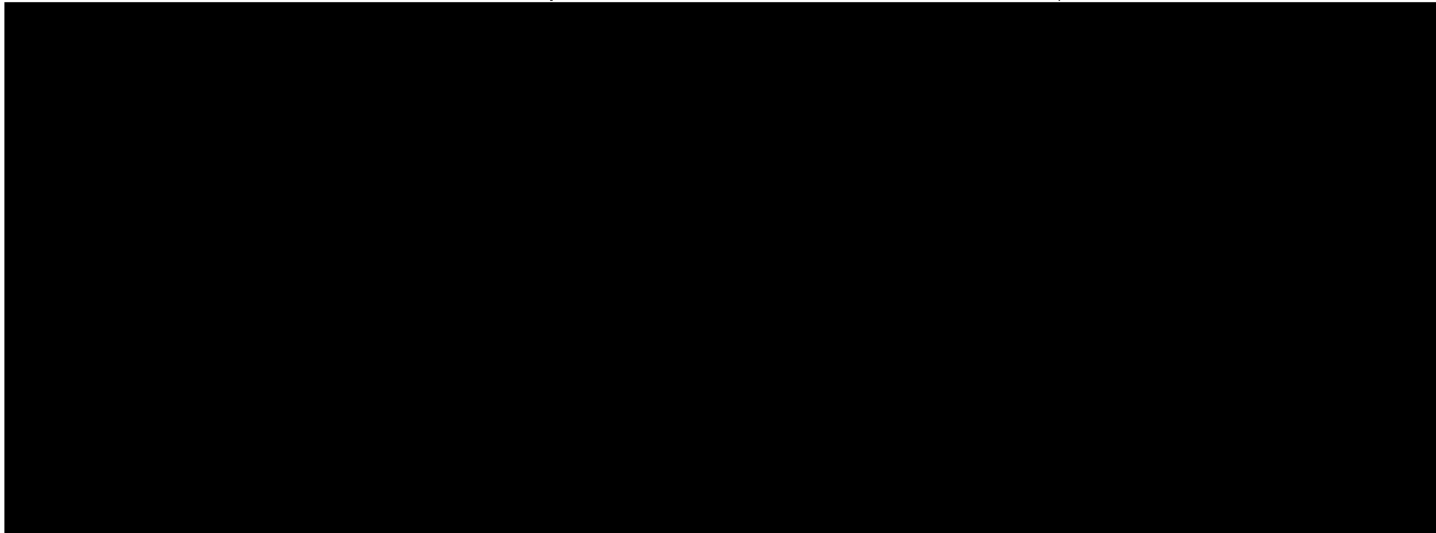


will go

down on 1st September 2005.
Here's how it will affect your monthly payment(s):

Loan	Interest rate	Monthly payment
01	6.500%	£211.80

Total monthly payment from September 2005 £211.80



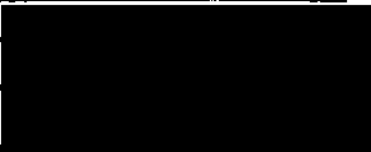


02 SEP 2005

Member's claim form

About filling in this form

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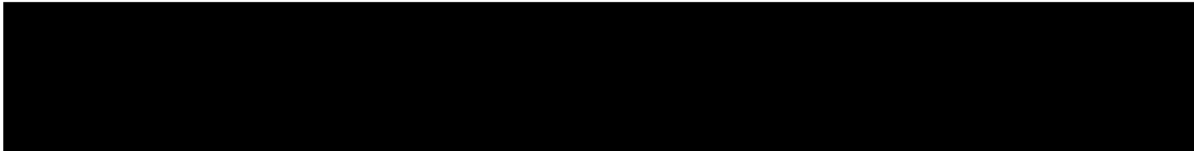
Your details

Name
in CAPITAL LETTERS

MIKE O'BRIEN

Constituency

NORTH WARWICKSHIRE



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 11/8/05 to 31/8/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 219:93 p ✓

Food

£ 100:00 p

Utilities

£ 57:00 p

Council Tax/Rates

£ 99:00 p

Telephone and telecommunications

£ : p

(incl. Aug) Cleaning

£ 36:00 p

garden
Service/maintenance

£ 20:00 p

Repairs/insurance/
security

£ 35:75 p

~~Launmover~~ Other

£ 14:50 p

▶ please specify Launmover blade

Other

£ : p

▶ please specify

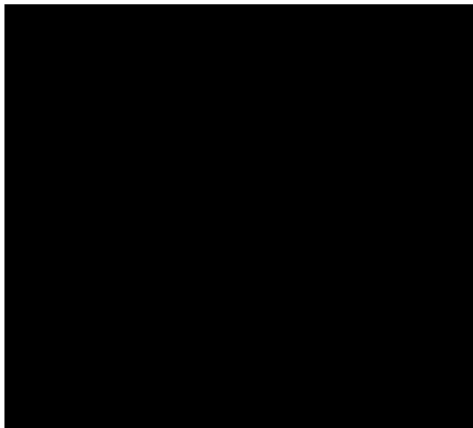
Other

£ : p

▶ please specify

Total

£ 582:18 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
..... purpose of performing

Signature

.....

Date

31/8/05

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



Additional Cost

ACA2

10 AUG 2005

Member's claim form

Page 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

MIKE O'BRIEN

Constituency

NORTH WARWICKSHIRE

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 / 7 / 05

to 31 / 7 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 219:93 p

Food

£ 100:00 p

Utilities

£ 57:00 p

Council Tax/Rates

£ 99:00 p

Telephone and
telecommunications

£ 31:49 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 35:75 p

~~All other~~ Other

£ 126:50 p

▶ please specify TV Licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 669:67p

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
performing

Signature

Date

8/8/05

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.

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Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Cost

04

Member's claim form

05/06.

About filling in this form

- For details of costs you can claim for, see Green B
- If you have any doubt about whether you can claim please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

MIKE O'BRIEN

Constituency

NORTH WARWICKSHIRE

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 6 10 5

to 30 1 6 10 5

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 219:93 p

Food

£ 150:00 p

Utilities

£ 43:00 p

Council Tax/Rates

£ 99:00 p

Telephone and
telecommunications

£ : p

Cleaning

£ 36:00 p

Gardens
Service/maintenance

£ 20:00 p

Repairs/insurance/
security

£ 35:75 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 603:68 p

continued on page 2

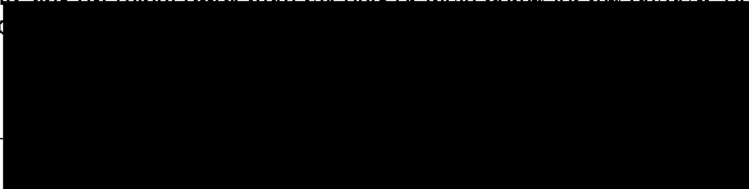
Details of second home *if applicable*

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



Date

30/6/05

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.

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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

05/06

28 JUN

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 1692

Your details

Name in CAPITAL LETTERS
Constituency

MIKE O'BRIEN

NORTH WARWICKSHIRE

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.

Please list

Please attach

Period of claim

from 1, 4, 05 to 30, 4, 05

Total cost of hotel stays
attach all receipts

£ : P

Mortgage payments
(interest only) or rent

£ 219:93 P

Food

£ 150:00 P

Utilities

£ 43:00 P ✓

Council Tax/Rates

£ 99:51 P ✓

Telephone and telecommunications

£ : P

Cleaning

£ 36:00 P ✓

gardening
Service/maintenance

£ 20:00 P ✓

Repairs/insurance/
security

£ 35:75 P ✓

Water rates

Other

£ ~~274:25~~ P

▶ please specify

Other

£ : P

▶ please specify

Other

£ : P

▶ please specify

Total

£ 604:19 P

GOVERNMENT PRINTING OFFICE

Pay £ 398.53



Additional C

05/06

ACA2

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book*
- If you have any doubt about whether you can claim for please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

MIKE O'BRIEN

Constituency

NORTH WARWICKSHIRE

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 ev

Period of claim

from 8 / 5 / 05 to 31 / 5 / 05

Total cost of hotel stays
attach all receipts

£ : p
219:93 p ²⁶/₃₁ = £ 184.45

Mortgage payments
(interest only) or rent

£ 150:00 p ✓

Food

Utilities

£ 43:00 p ✓

Council Tax/Rates

£ 99:00 p ²⁶/₃₁ = £ 83.03

Telephone and
telecommunications

£ : p

Cleaning

£ 36:00 p

gardening
Service/maintenance

£ 20:00 p

Repairs/insurance/
security

£ 35:75 p

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Total

£ 603:68 p ^{Pay} £ 552.23

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

Date

11/06/05

country to which
purpose of performing

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.

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Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 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

MIKE O'BRIEN

Constituency

NORTH WARWICKSHIRE

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, 4, 05 to 30, 4, 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ (219:93) p

Food

£ 150:00 p

Utilities

£ 43:00 p

Council Tax/Rates

£ 99:51 p

Telephone and telecommunications

£ : p

Cleaning

£ 36:00 p

gardening
Service/maintenance

£ 20:00 p

Repairs/insurance/
security

£ 35:75 p

Other

£ ~~2142:35~~ p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 604:19 p

£464.90

16 MAY 2005

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

11th May 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