

Financial Processing }

Transaction No.

Registration No.

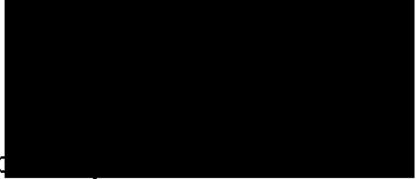


Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID

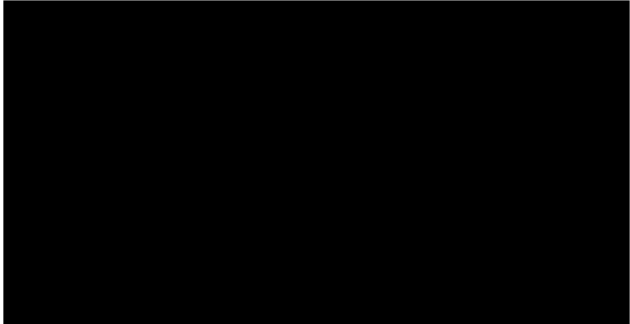


Pay recipient

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

Text

1/3/05 - 31/3/05



Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / ~~05_06~~

Expenditure type (Cat5) :



£5225.49

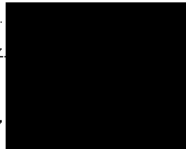
* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd home address
Budget checked
Claim signed
Claim correctly dated

/
/
/
/
/
/

* Financial Processing purposes only

Registered by (initials & date)



6/6/05

Posted by (initials & date)



Member's claim form

20 MAY 2005

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS: NICHOLAS BROWN

Constituency: NEWCASTLE EAST AND WALLSEND

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim from 1 1 05 to 31 3 05

Total cost of hotel stays £ : p

attach all receipts

Mortgage payments £ 1302 : 75 p

(interest only) or rent

Food £ 1200 : p

Utilities £ 270 : p

Council Tax/Rates £ 352 : 74 p

Telephone and telecommunications £ 150 : p

Cleaning £ 750 : p

Service/maintenance £ 600 : p

Repairs/insurance/security £ 600 : p

Other £ : p please specify

Other £ : p please specify

Other £ : p please specify

Total £ 5225 : 49 p

Details of second

Address of
second home
for Additional
Costs Allowance

Declaration

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

Signature



MP

Date

19/5/05

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House)

Send your completed
form to

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



Member's claim form

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

NICHOLAS BROWN

Constituency

NEWCASTLE EAST AND WALLSEND

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 8 1 0 4 to 31 1 1 2 1 0 4 x 5

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 2171 : 25 p ✓

Food

£ 2000 : p ✓

Utilities

£ 450 : p

Council Tax/Rates

£ 587 : 9 p

Telephone and telecommunications

£ 250 : p

Cleaning

£ 1250 : p

Service/maintenance

£ 1000 : p

Repairs/insurance/security

£ 1000 : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 8709 : 15 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

16/1/05

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.

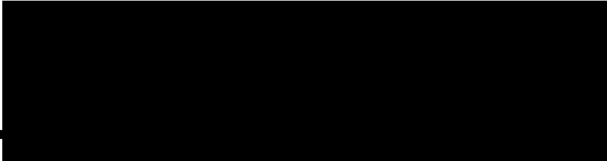
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

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



Member's claim form RECEIVED



Members' Allowances

About filling in
this form

- For details of costs you can claim for, see *Green Book* section 8.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.



TIPA

Your details

Name
in CAPITAL LETTERS

Nicholas Brown

Constituency

Newcastle East and Wallsend

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 4 1 0 4 to 3 1 1 7 1 0 4 (4 months)

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1737 : 00 p

Food

£ 1600 : p ✓

Utilities

£ 360 : p

Council Tax/Rates

£ 470 : 32 p

Telephone and
telecommunications

£ 200 : p

Cleaning

£ 1000 : p ✓

Service/maintenance

£ 800 : p

Repairs/insurance/
security

£ 800 : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 6967 : 32 p

Details of second

Address of
second home
for Additional
Costs Allowance

Declaration

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

Signature

MP

Date

5 8 04

Data protection

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA