

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]



**Declaration**

I confirm that [Redacted] and necessarily to enable  
me to stay [Redacted] for the purpose of performing  
my duties [Redacted]

Signature

[Redacted]

MP

Date

9-3-06

**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

INVOICE TO:  
 MR PETER HAIN

DELIVERED FROM:  
 DELIVER TO:  
 MR PETER HAIN

PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	VAT RATE	VAT %	VALUE
BURNING OIL	1000	34.00	5.00	17.00	340.00
DELIVERY INSTRUCTIONS	VEH. No.	TOTAL		17.00	340.00
MON 13.02.06	LOAD No.	TOTAL INC VAT			357.00
		* DISCOUNT *			0.00
		TOTAL £			357.00

070  
 43  
 2006/02/13 10:00:00



Member's claim

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

PETER HAIN

Constituency

NEATH

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

receipts or

Period of claim

from 1 / 01 / 06

to 31 / 01 / 06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,349 : 73 p ✓

Food

£ 130 : 00 p ✓

Utilities

£ 105 : 93 p ✓

Council Tax/Rates

£ 113 : 53 p ✓

Telephone and telecommunications

£ 42 : 00 p ✓

Cleaning

£ 80 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,821 : 57 p

Please pay 1819.52

**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 [Redacted] for the purpose of performing

Signature

[Redacted Signature]

MP

Date

3-2-06

**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
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form to

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



# Member's claim form

9002 1 1 01

## 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

PETER HAIN

Constituency

NEATH

## 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 14 / 12 / 05 to 31 / 12 / 07

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,349 : 71 p

Food

£ 120 : 00 p

Utilities

£ 105 : 93 p

Council Tax/Rates

£ 113 : 93 p

Telephone and  
telecommunications

£ 42 : 00 p

Cleaning

£ 95 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 529 : 20 p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

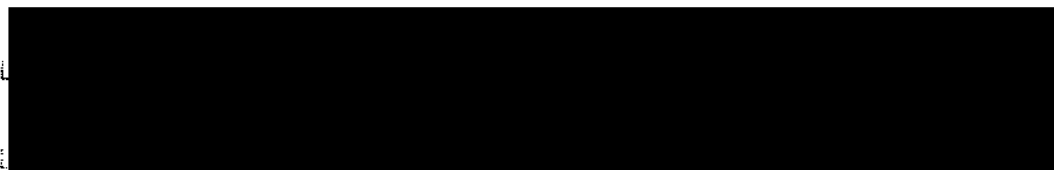
▶ please specify

Total

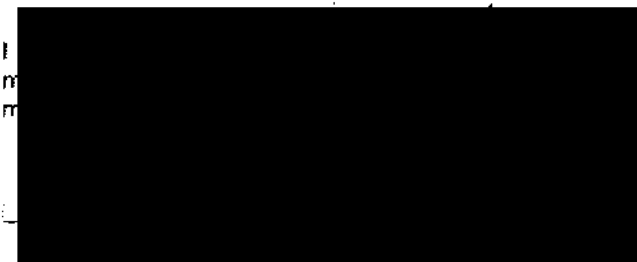
£ 2355 : 77 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature



necessarily to enable  
the purpose of performing

Date

3-1-06

**Data protection**

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

The information you give will be seen by:

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

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Send your completed  
form to

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

DELIVERED TO:  
 MR PETER HAIN

DELIVERED FROM:  
 DELIVER TO:  
 MR PETER HAIN

00150001009

QUANTITY	UNIT PRICE	VAT RATE	VAT	VALUE
1,400	36.00	5.00	25.20	504.00
<del>1300</del>			<del>23.40</del>	<del>408.00</del>
VEH. No.		TOTAL		
LOAD No.		TOTAL INC VAT		<del>431.40</del>
		* DISCOUNT *		<del>401.40</del>
		TOTAL £		<del>30.00</del>

28.12.05

FARM FUELS · BURNING OILS · LUBRICATING OILS  
 TANKS & MONTHLY PAYMENT PLANS OFFERED

PAYMENT DUE BY:

Delivery Date:

529-20

CLASSIFICATION: 1000/1000



Additional Costs Allowance

Member's claim form

NOV 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

PETER HAIN

Constituency

NEATH

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 / 11 / 05 to 30 / 11 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,229 : 87 p ✓

Food

£ 186 : 00 p ✓

Utilities

£ 105 : 93 p ✓

Council Tax/Rates

£ 113 : 93 p ✓

Telephone and telecommunications

£ 42 : 00 p ✓

Cleaning

£ 35 : 00 p ✓

Service/maintenance

£ 180 : 00 p ✓

Repairs/insurance/security

£ : p

Other

£ 499 : 80 p ✓ ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 2,452 : 53 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  
[redacted] for the purpose of performing

Signature

MP

Date

30-11-05

**Data protection**

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

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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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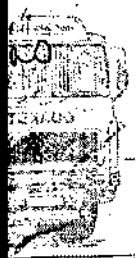
Send your completed  
form to

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

INVOICE TO:  
*Mr. P. Hanni*  
[REDACTED]

DELIVERED FROM:  
DELIVER TO:

USED AS ROAD FUEL

	QUANTITY	UNIT PRICE	VAT RATE	VAT	VALUE
	1400	34		23.80	476.00
VEH. No. LOAD No.					

TOTAL  
TOTAL INC VAT  
DISCOUNT \*  
TOTAL £ 499.80



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

✓ PETER HAIN ✓

Constituency

NEATH

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 / 10 / 05 ✓ to 31 / 10 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,229 : 87 ✓ p

Food

£ 205 : 00 ✓ p

Utilities

£ 105 : 93 ✓ p

Council Tax/Rates

£ 113 : 93 ✓ p

Telephone and telecommunications

£ 42 : 00 ✓ p

Cleaning

£ 95 : 00 ✓ p

Service/maintenance

£ 216 : 00 ✓ p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 2007 : 73 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 at [redacted] the purpose of performing my duties as [redacted]

Signature

[redacted] P

Date

31-10-05

**Data protection**

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

[REDACTED]  
Mr P G Hain [REDACTED]  
[REDACTED]

1st September 2005

SA10 8HL

Dear Mr Hain & [REDACTED]

Account Number: [REDACTED]

I am contacting you about your mortgage (please see the account reference number above).

When you took out your mortgage, the terms said that, depending on the performance of the US dollar LIBOR, we would re-calculate and re-set the interest rate four times a year - on the first working day in March, June, September and December.

As a result of the most recent review, your interest rate has changed and is now 5.670% (including any discounts you may receive). This means that your new monthly payment will be £695.15, which will be applicable from 1st October 2005.

[REDACTED]

[REDACTED]

[REDACTED]

Mr P G Hain [REDACTED]

[REDACTED]

1st September 2005

Dear Mr Hain [REDACTED]

Account Number: [REDACTED]

I am contacting you about your mortgage (please see the account reference number above).

When you took out your mortgage, the terms said that, depending on the performance of the US dollar LIBOR, we would re-calculate and re-set the interest rate four times a year - on the first working day in March, June, September and December.

As a result of the most recent review, your interest rate has changed and is now 5.670% (including any discounts you may receive). This means that your new monthly payment will be £534.72, which will be applicable from 1st October 2005.

[REDACTED]

[REDACTED]

[REDACTED]



Member's claim form

12 OCT 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

DETEK HAIN

Constituency

NEATH

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 / 09 / 05 to 30 / 09 / 05

Total cost of hotel stays  
attach all receipts

£ ~~1258.26~~ p

Mortgage payments  
(interest only) or rent

£ 1258 : 26 p

Food

£ 175 : 00 p

Utilities

£ 105 : 93 p

Council Tax/Rates

£ 113 : 93 p

Telephone and  
telecommunications

£ 42 : 00 p

Cleaning

£ 95 : 00 p

Service/maintenance

£ 245 : 00 p

Repairs/insurance/  
security

£ 863 : 10 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

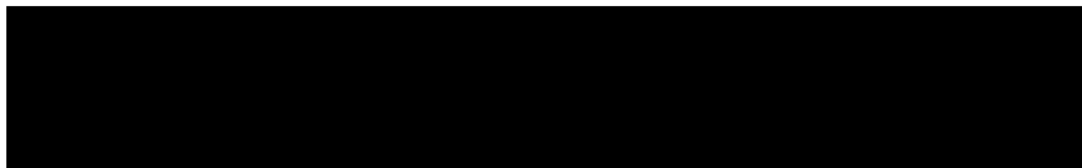
▶ please specify

Total

£ 2898 : 22 p

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

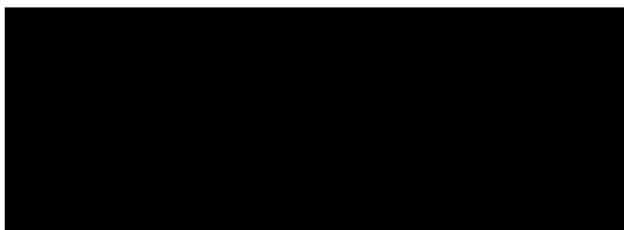
Address of  
second home  
for Additional  
Costs Allowance



✓

**Declaration**

Signature



and necessarily to enable  
for the purpose of performing

MP

Date

10-10-05**Data protection**

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- National Audit Office staff.

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



# Home Insurance Renewal Schedule

Issued 08/09/05

POLICY NUMBER

POLICYHOLDER

Mr P G Hain

Date of Birth

Phone details:

OTHER  
INTERESTS

PERIOD OF  
INSURANCE

04/10/05 to 03/10/06

Your next renewal date is

04/10/06

HOME  
DETAILS

Address of the home

Total to be paid by single premium

£863.10

CREDIT CARD CHECK

Credit Card Ref



# Member's claim form

3 AUG 2005

## Members' Allowances

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 7010 1000

## Your details

Name  
in CAPITAL LETTERS

PETER HAIN

Constituency

NEATH

## 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 / 7 / 05

to

31 / 7 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1258 : 26 p

Food

£ 255 : 00 p

Utilities

£ 105 : 93 p

Council Tax/Rates

£ 113 : 93 p

Telephone and  
telecommunications

£ 42 : 00 p

Cleaning

£ 95 : 00 p

Service/maintenance

£ 243 : 00 p

Repairs/~~insurance~~/  
security

£ 239 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

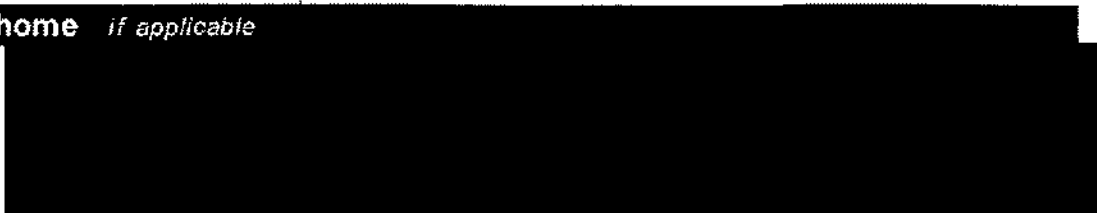
▶ please specify

Total

£ 2352 : 12 p

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

Address of  
second home  
for Additional  
Costs Allowance

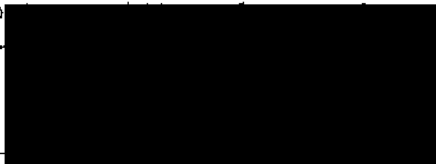


J

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to [redacted] my main home for the purpose of performing my duties as a Member of the House of Commons.

Signature



MP

Date

2/8/05

**Data protection**

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- National Audit Office staff

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



Members' Allowances

05/06, 05 III 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,



**Your details**

Name  
in CAPITAL LETTERS

PETER HAIN

Constituency

NEATH

**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 / 6 / 05

to 30 / 6 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1 093 : 34 p

Food

£ 2 45 : 00 p

Utilities

£ 1 05 : 93 p

Council Tax/Rates

£ 113 : 93 p

Telephone and  
telecommunications

£ 42 : 00 p

Cleaning

£ 95 : 00 p

Service/maintenance

£ 2 25 : 00 p

Repairs/insurance/  
security

£ 2 43 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2 163 : 20 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 [Redacted] for the purpose of performing my [Redacted]

Signature

[Redacted Signature]

MP

Date

4-7-05

**Data protection**

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



Additional Costs All

# Member's claim form

02 2005

03 JUN 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

PETER HAIN

Constituency

NEATH

### 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 ho

Period of claim

from 6 / 5 / 05

to 31 / 5 / 05

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 1,093 : 34 p =  $\frac{26}{31} = £ 916.99$

Food

£ 259 : 00 p ✓

Utilities

£ 105 : 93 p ✓

Council Tax/Rates

£ 113 : 93 p

Telephone and telecommunications

£ 42 : 00 p (\*)

Cleaning

£ 95 : 00 p

Service/maintenance

£ 240 : 00 p

Repairs/insurance/security

£ 215 : 00 p

\* Other

£ 170 : 36 p

Other

£ 411 : 60 p

Other

£ : p

Total

£ ~~2746~~ : 16 p

Pay = £ 2428.47

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

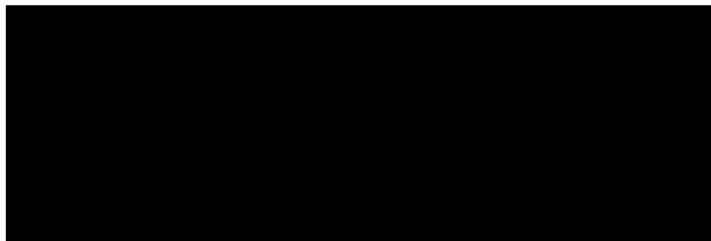
Address of  
second home  
for Additional  
Costs Allowance



*N*

**Declaration**

Signature



sarily to enable  
pose of performing

Date

21-5-05

**Data protection**

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Send your completed  
form to

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

DELIVERED FROM

DELIVER TO

	QUANTITY	UNIT PRICE	VAT RATE	VAT	VALUE
	1400	28.00	6.00	19.60	392.00
VEH. No. LOAD No.	TOTAL			19.60	392.00
	TOTAL INC VAT				411.60
	DISCOUNT #				0.00

TOTAL £

411.60

Delivery Date



# Direct Debit

– the smart way to pay.

Your account and bill number

Date  
24 May 2005

P HAIN (WALES OFFICE)

## Reminder

for

Total now overdue

**£ 85.18**

[REDACTED]

Mr P G Hain & [REDACTED]  
[REDACTED]

1st March 2005

Dear Mr Hain [REDACTED]

Account Number: [REDACTED]

I am contacting you about your mortgage (please see the account reference number above).

When you took out your mortgage, the terms said that, depending on the performance of the US dollar LIBOR, we would re-calculate and re-set the interest rate four times a year - on the first working day in March, June, September and December.

As a result of the most recent review, your interest rate has changed and is now 4.720% (including any discounts you may receive). This means that your new monthly payment will be £493.95, which will be applicable from 1st April 2005.

[REDACTED]



# Direct Debit

– the smart way to pay.

Your account and bill number

Date  
24 May 2005

P HAIN (WALES OFFICE)

## Reminder

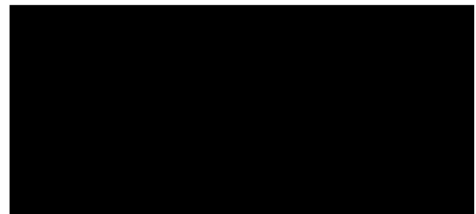
for

Total now overdue  
**£ 85.18**

Financial Processing }

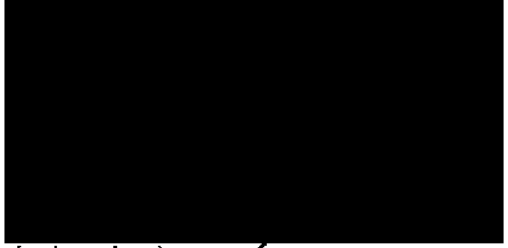
Transaction No.

Registration No.



**Validation Claim Summary Sheet**

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**

1-11 April 05



**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

£920.32



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

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

✓
✓
✓
✓
✓
✓

*\* Financial Processing purposes only*

Registered by (initials & date)

24/4/05

Posted by (initials & date)





Member's claim form

19 APR 2005

05/06

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

PETER HAIN

Constituency

NEATH

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 / 04 / 05 to 11 / 04 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 975 : 00 p

30 = £32.50 x 11 days = £357.50

Food

£ 79 : 00 p

Utilities

£ 25 : 00 p

Council Tax/Rates

£ 113 : 82 p

Telephone and telecommunications

£ 10 : 00 p

Cleaning

£ 24 : 00 p

Service/maintenance

£ 233 : 00 p

Repairs/insurance/security

£ 78 : 00 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

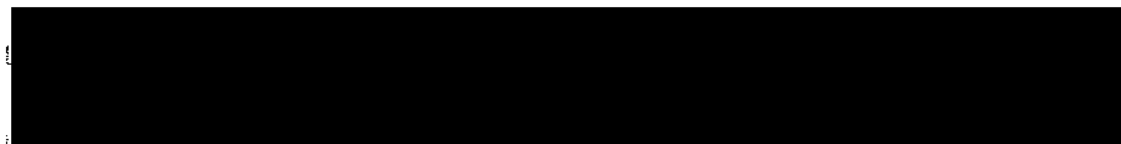
Total

£ 1537 : 82 p

920.32


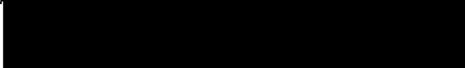
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance




✓

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to state  for the purpose of performing my duties 

Signature

 MP

Date

 11/4/05**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



Additional Costs Allowance

Member's claim

19 SEP 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 7210 1502

Your details

Name in CAPITAL LETTERS

PETER HAIN

Constituency

NEATH

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 / 8 / 05 to 31 / 8 / 05

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 1258 : 26 p ✓

Food

£ 215 : 00 p

Utilities

£ 105 : 93 p

Council Tax/Rates

£ 113 : 93 p

Telephone and telecommunications

£ 42 : 00 p

Cleaning

£ 95 : 00 p

Service/maintenance

£ 230 : 00 p

Repairs/insurance/security

£ 176 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

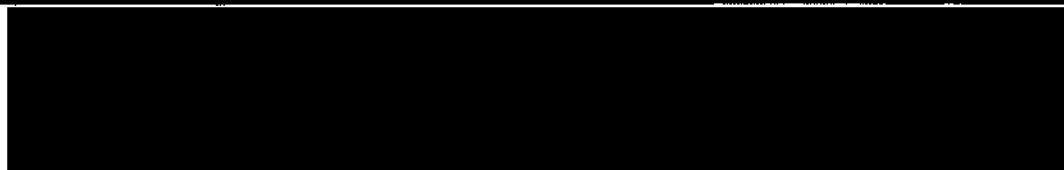
£ 2236 : 12 p

continued on page 2

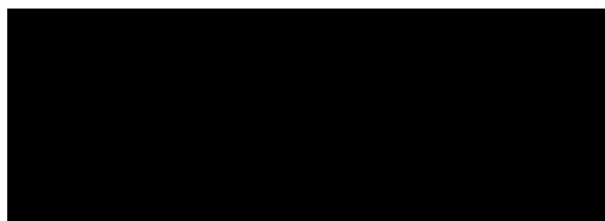


**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance


**Declaration**

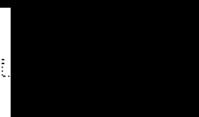
Signature



and necessarily to enable  
for the purpose of performing

MP

Date



16-9-05

**Data protection**

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We will normally keep the information you give for three years following the year in which you incurred the expense.

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