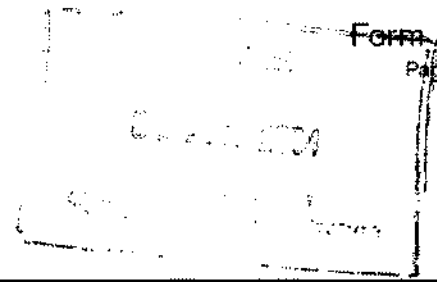




# Member's claim form

APRIL 2004



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 RICHARD SHEPHERD

Constituency AUDRIDGE - BROWNHILLS

### 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 / 4 / 2004 to 30 / 4 / 2004

Total cost of hotel stays £ : p  
*attach all receipts*

Mortgage payments £ : p  
*(interest only) or rent*

Food £ : p

Utilities £ 220 : 16 p **GAS**

Council Tax/Rates  £ 890 : 54 p

Telephone and telecommunications £ : p

Cleaning £ 130 : - p **S/O**

Service/maintenance  £ 455 : 05 p **GARDEN MAINT!**

Repairs/insurance/security £ ~~000~~ : p

Other £ : p ▶ *please specify*

Other £ : p ▶ *please specify*

Other £ : p ▶ *please specify*

Total **£1695 : 75 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

5 APRIL, 2004**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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

# HOW WE WORKED OUT YOUR GAS ACCOUNT

For the period 23 December 2003 - 26 March 2004

Total charges

⊖ £220.66

# COUNCIL TAX BILL 2004-2005

Date of Issue 15 Mar 2004

Telephone No. [REDACTED]

|                          |                     |   |          |       |  |
|--------------------------|---------------------|---|----------|-------|--|
| Property Band [REDACTED] | 2004/05 Council Tax | = | £1781.08 | 3.6%  | } Percentage Increase over the previous year |
| Comprising [REDACTED]    | Police              | = | £115.68  | 12.5% |  |
|                          | Fire & C/D          | = | £56.79   | 7.8%  |  |
|                          |                     | = | £1608.61 | 2.9%  |  |

Account No. [REDACTED]

MR RICHARD SHEPHERD

Address of property, if different

Property Ref [REDACTED]

Amount due 01APR04 to 31MAR05  
Less Discount at 50.00% Code 03 01APR04 to 31MAR05  
Total Amount Payable

1781.08  
890.54 -  
890.54

**BALANCE DUE 890.54**



31.3.04.  
MR R SHEPHERD.



HOURS worked from November -  
MARCH.

TOTAL £455.05





Member's claim form

11 MAY 2004

10 MAY 2004

Members' Allowances

About filling in this form

- For details of costs you can claim for see *Green Book* section 10
- If you have any doubt about whether you can claim for a cost please call 020 7219 1592.

Your details

Name  
in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ALDRIDGE - BROWNHILLS

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 / 5 / 2004 to / /

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 28- : 95 p ✓  
33 : 59 p ✓

WATER

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 42 : 35 p ✓

Cleaning

£ : p

Service/maintenance

£ 130 : 00 p ✓

Repairs/insurance/  
security

£ 498 : 75 p ?

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

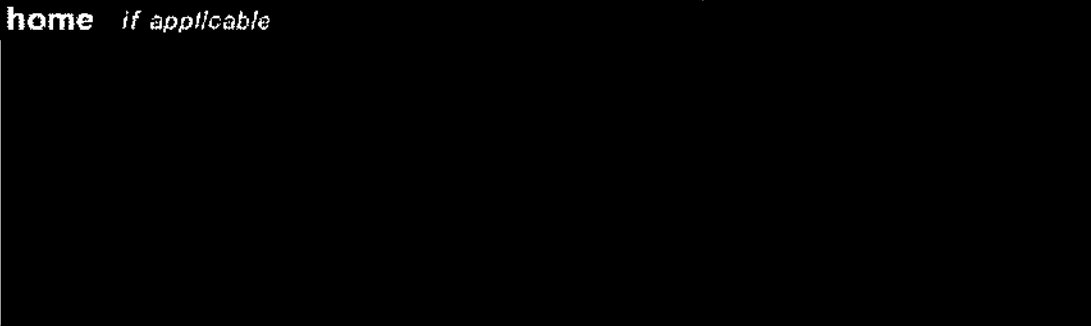
▶ please specify

Total

£ 733 : 64p

**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

10th April 2004

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed form to

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

# Home Insurance Renewal Schedule

|                            |                           |                         |         |                |
|----------------------------|---------------------------|-------------------------|---------|----------------|
| <b>POLICY NUMBER</b>       |                           | <b>Issued:</b> 03/04/04 |         |                |
| <b>POLICYHOLDER</b>        | Mr R Shepherd             | <b>Date of Birth</b>    |         | <b>Daytime</b> |
| <b>PERIOD OF INSURANCE</b> | 04/04/04 to 03/04/05      |                         |         |                |
|                            | Your next renewal date is |                         | 4/04/05 |                |

**Amount Payable**

**£498.75**



MR R SHEPHERD

Date of issue 3 May 2004

Total

£33.59

Your account and bill number

MR R SHEPHERD

Date  
**20 April 2004**

If you have a query  
please see reverse for  
our contact details.

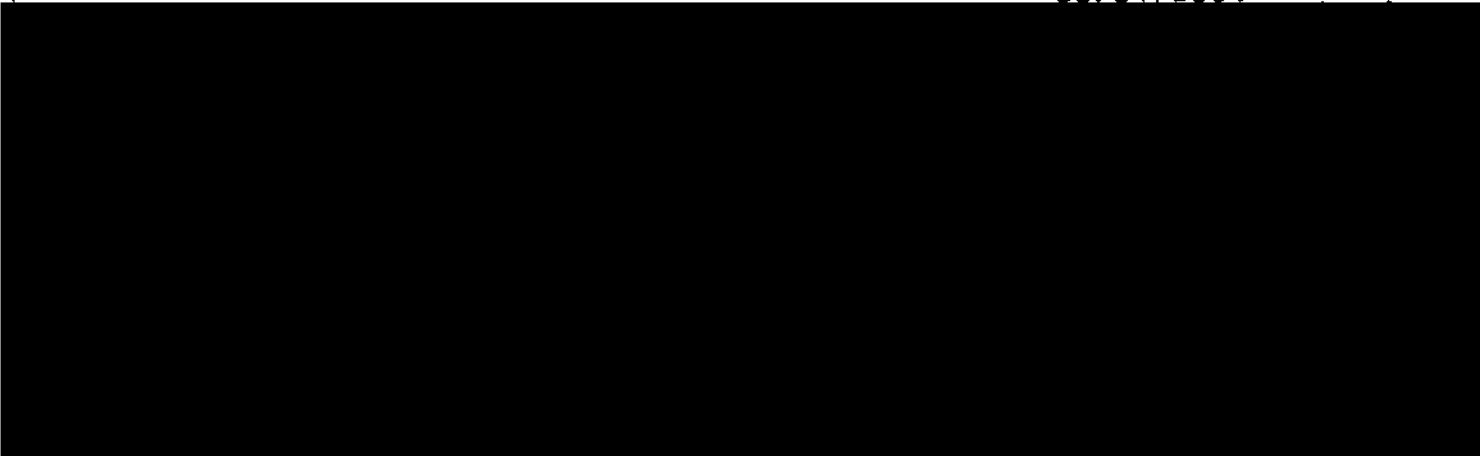
**Total now due** **£ 42.35**

Mr R Shepherd



Cashier's Stamp ( )  
& initials £ \_\_\_\_\_ )

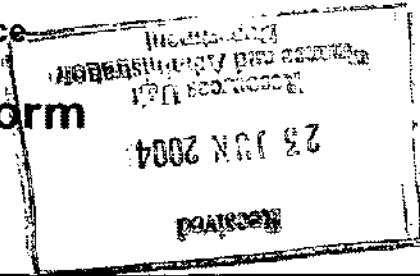
Bill Date / Tax Point 02/04/2004



|   |       |        |                                  |
|---|-------|--------|----------------------------------|
| Total water charges   | £5.41 | £4.98  | £10.39                           |
| VAT at ZERO   |       |        | £0.00                            |
| Total sewerage charges  | £4.48 | £14.08 | £18.56                           |
| The amount due will be taken by direct debit on or after 04/May/04. |       |        | <b>Your total bill is £28.95</b> |



# 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

RICHARD SHEPHERD

Constituency

AUDRIDGE - BROWNHILLS

## 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 6 2004

to 1 1

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 130 : 00 p

Service/maintenance

£ 228 : 65 p

GARDEN MAINTENANCE  
(APRIL - JUNE)

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 358 : 65 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

22 June, 2004

**Data protection**

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

The information you give will be seen by:

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

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

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

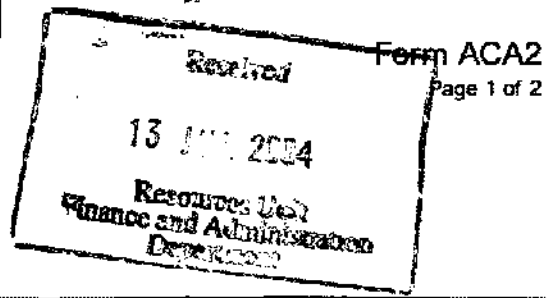
Send your completed  
form to

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



Additional Costs Allowance

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

RICHARD SHOPHERD

Constituency

ANDRIDGE - BROWNHILLS

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 17 2004 to 1 1

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 130 : 00 p

Service/maintenance

£ 310 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 440 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

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

Signature



MP

Date

12th July, 2004

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed form to

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

30<sup>th</sup> June. 2004  
MR. R SHEPHERD.

HOURS WORKED.

27.5 - x £8.00. £220.00.

TWO TRAILER LOADS of RUBBISH  
FROM EDGE. £45.00 each

TOTAL £310.00.





Additional Costs Allowance

Member's claim form

SUBMITTED 16 AUGUST

Members' Allowances

About filling in  
this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost please call 020 7219 1592.

Your details

Name  
in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ADDRIIDGE - BROWNHILLS

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 / 2004 to 1 / 1 /

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 32 / 101 : 67 / 80 p

GAS

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 130 : — p

Service/maintenance

£ 192 : — p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 456 : 47p

**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 August, 2004**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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



RECEIVED

Member's claim form

13 SEP 2004

DEA

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

RICHARD SHEPHERD

Constituency

KIDDRIDGE - BROWNHILLS

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 19 2004 to 1 1

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 130 : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 573 : 40 p

ROOF REPAIR

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 703 : 40 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

10th Sept. 2004

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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

OUR REF: [REDACTED]

YOUR REF:

MR.R.SHEPHERD.  
[REDACTED]

SEPTEMBER 1<sup>ST</sup> 2004

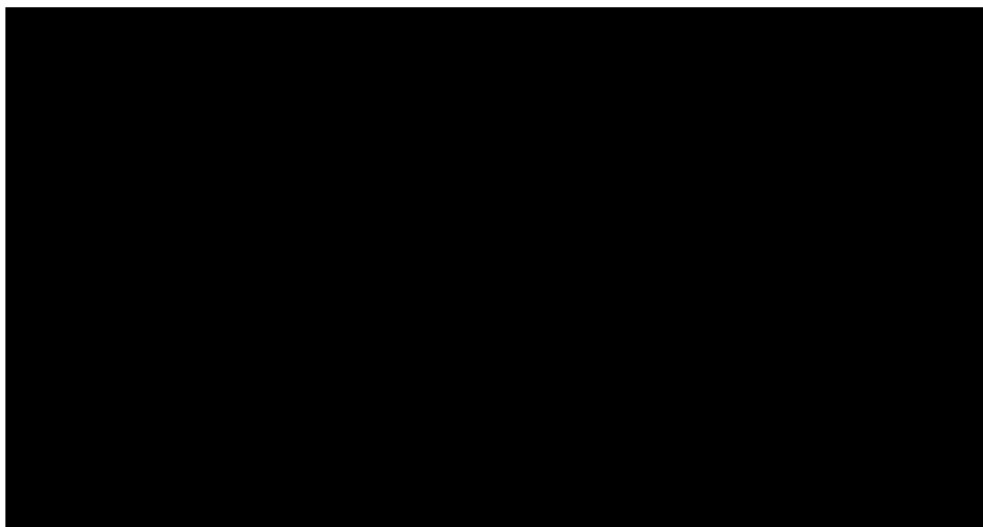
ROOF-REPAIRS:

Carry out roof repairs to main roof as instructed: Supply all labour and materials were necessary: Inclusive of [REDACTED] site visits:

FOR THE SUM OF £488.00

PLUS V.A.T. £85.40

TOTAL COST £573.40





Member's claim form

19 OCT 2004

Members' Allowances

About filling in this form

- For details of costs you can claim for, see 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

RICHARD SHEPHERD

Constituency

ALDRIDGE - BROWN HILLS

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 / 2004 to 1 / 1 /

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

42 46

GAS

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 130 : p

Service/maintenance

£ 248 : - p

WINDOW

Repairs/insurance/security

£ 140 : - p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 560 : 46 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

18th October, 2004

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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



Member's claim form

12 NOV 2004

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

RICHARD SHEPHERD

Constituency

MIDRIDGE - BROWNHILLS

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 / 11 / 2004

to 1 / 1 /

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 41 : 91 p

WATER

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 52 : 45 p

Cleaning

£ 120 : - p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 224 : 36 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

11th November, 2004

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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



# Member's claim form

## Members' Allowances

About filling in this form

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

## Your details

Name RICHARD SHEPHERD  
 in CAPITAL LETTERS

Constituency AUDRIDGE - BROWNHILLS

## 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 / 12 / 2004 to 1 / 1 /

Total cost of hotel stays £ : p  
*attach all receipts*

Mortgage payments £ : p  
*(interest only) or rent*

Food £ : p

Utilities £ 104 : 79 p **GAS**

Council Tax/Rates £ : p

Telephone and telecommunications £ : p

Cleaning £ 210 : — p

Service/maintenance £ 172 : — p **GARDEN**

Repairs/insurance/security £ : p

Other £ : p ▶ please specify \_\_\_\_\_

Other £ : p ▶ please specify \_\_\_\_\_

Other £ : p ▶ please specify \_\_\_\_\_

Total **£ 486 : 79 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

14th December, 2004

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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



# Member's claim form

## Members' Allowances

About filling in this form

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

## Your details

Name  
in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ALDRIDGE - BROWN HILLS

## Claim details

### Notes

You can only claim for

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

Please list

Please attach

Period of claim

from 1 / 1 / 2005

to 31 ~~27~~ / 1 / 2005

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ : p

Utilities

£ 101 : 04 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 210 : — p

Service/maintenance

£ 257 ~~258~~ : 24 ~~24~~ p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

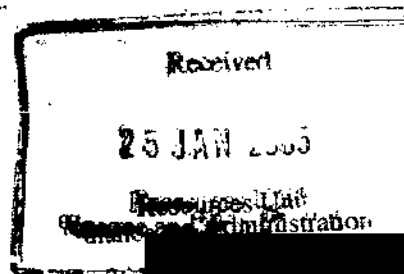
Other

£ : p

▶ please specify

Total

£ 568 : 24 p



257-20  
101-04

**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

24th January, 2005**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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

Case

8 November 2004

HomeCare Agreement

£  
178.00

-18.00  
160.00

60.00

37.20

257.20



# Member's claim form

23 FEB 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

RICHARD SHEPHERD

Constituency

AUDRIDGE - BROWNHILLS

## 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 / 2 / 2005 to / /

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ <sup>BTF</sup> 80 : p

Utilities

£ 28 : 35 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 32 50 : 51 p

WATER

Cleaning

£ 210 : - p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 420 : 86 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

22 February, 2005

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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



Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

**Member Supplier ID** [REDACTED]

**Pay recipient**

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

**Text** MAR 05

**Invoice No.** [REDACTED]

**Account code / Allowance** [REDACTED]

**Members cost centre (Cat1)** [REDACTED]

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :** [REDACTED]

\* 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) [REDACTED]

Posted by (initials & date) [REDACTED]



# Member's claim form

05 APR 2005

## Members' Allowances

### About filling in this form

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

## Your details

Name  
in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ALDRIDGE - BROWNHILLS

## 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 13 2005 to 1 1

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ : p

Food

£ 80 : p

Utilities

£ 32 : 90 p

**[REDACTED]** GAS WATER

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 130 : p

Service/maintenance

£ 80 : p

GARDEN MAINTENANCE

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 635 : 40 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

4th April 2005

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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

Your Customer Reference



side ② of 6

## HOW WE WORKED OUT YOUR GAS ACCOUNT

For the period 20 December 2004 - 17 March 2005

**Total charges**

**£ 312.50**