



Additional Costs Allowance

STAGA2

Member's claim form

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 1340.

Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

KIDDRIDGE - BROWNHILLS

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 / 3 / 2006 to 1 / 1

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 437 : 20 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 210 : - p

Service/maintenance

£ 140 : - p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 787 : 20 p

continued on page 2

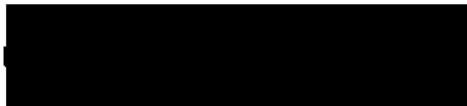
Details of second home *if applicable*

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



MP

Date

10th April, 2006**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

For the period 29 December 2005 - 22 March 2006

Total charges

⊖ £437.20



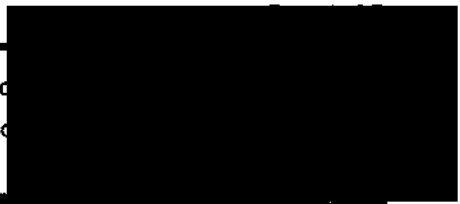
Additional Costs Allowance FEBRUARY, 2006
27 MAR 2006

ACA2

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.



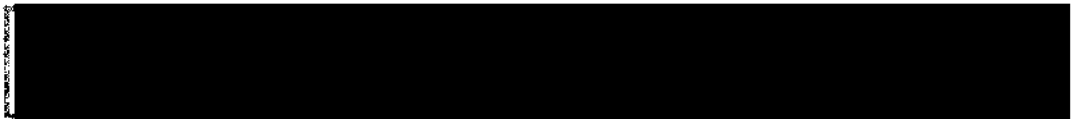
Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ALDRIDGE - BROWNHILLS



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 2 1 2006 to 31 1 2 1 2006

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 27 : 80 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 210 : p

Service/maintenance

£ 80 : p

GARDEN

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 317 : 80 p

continued on page 2



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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

27th March, 2006

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



Member's Form

23 JAN 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

RICHARD SHEPHERD

Constituency

AUDRIDGE - BROWNHILLS

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 / 2006

to 1 / 1

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 251 : 28 p

Council Tax/Rates

£ 25 : 10 p

GAS WATER

Telephone and telecommunications

£ 48 : 44 p

Cleaning

£ 210 : - p

Service/maintenance

£ : p

Repairs/Insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

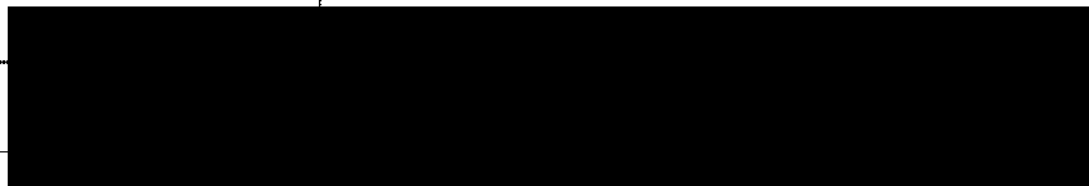
▶ please specify

Total

£ 534 : 82 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

23rd January, 2005

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

For the period 27 September - 29 December 2005

Total charges

£251.28

1



Memorandum form

23 JAN 2006

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD /

Constituency

ADRIDGE - BROWNIHILLS

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 / 2005

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

£ 210 : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

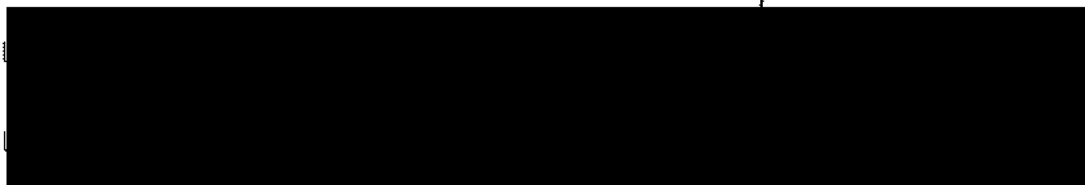
▶ please specify _____

Total

£ 210 : 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

23rd January 2006**Data protection**

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

Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ALDRIDGE - BROWTHOPE

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 / 11 / 2005 to 1 / 1 / 2006

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 294 : - p
43 : 90 p

GAS
WATER

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 210 : - p

Service/maintenance

£ 286 : - p

GARDON

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 833 : 90 p

Pay £ 517.90

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 December, 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



Additional Costs Allowance

Member 

6003 1592

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.
- 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 / 10 / 2005 to / /

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ ~~00~~ : p

Utilities

£ 57 : 09 p

GAS
ELECTRICITY

Council Tax/Rates

£ 25 : 13 p

Telephone and telecommunications

£ : p

Cleaning

£ 210 : - p

Service/maintenance

£ 252 : - p

GARDEN MAIN

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 603 : 59p

603 59

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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

21st Nov. 2005

Data protection

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Members' Allowances Section, Operations Directorate,
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10 OCT 2005

Members' Allowances

About filling in this form

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Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ALDRIDGE - BROWNHILLS

Claim details

Notes

You can only claim for

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- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

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 / 8 / 2005 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

£ 210 : - p

Service/maintenance

£ 144⁹⁶ / 50 : - p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

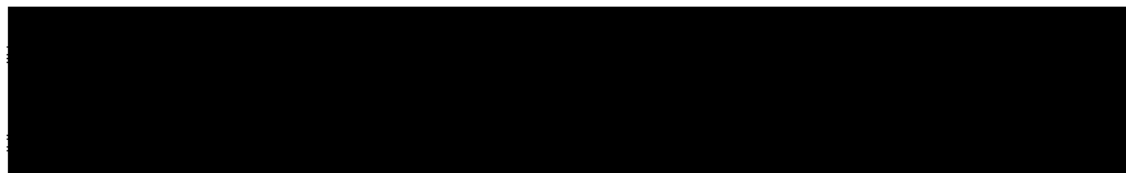
Total

£ 404 : - p

GARDEN
+ ADJUSTMENT TO JULY INVOICE
RECEIVED OCT 5

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

10/10/2005

Data protection

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- National Audit Office staff.

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form to

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10 OCT 2005

Member's claim form

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

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 / 9 / 2005 to / /

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

£ 210 : — p

Service/maintenance

£ 96 : p

Repairs/insurance/
security

£ 272 : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 578 : — p

{ GARDEN

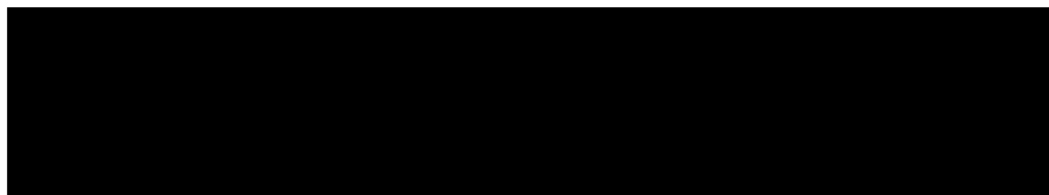
JAN	80
APRIL	96
FEB	96
<hr/>	
	272

ALL INVOICES FOR FEB - SEPT.

- ▶ please specify
- ▶ please specify
- ▶ please specify

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

10/10/2005

Data protection

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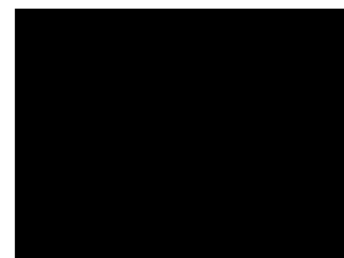
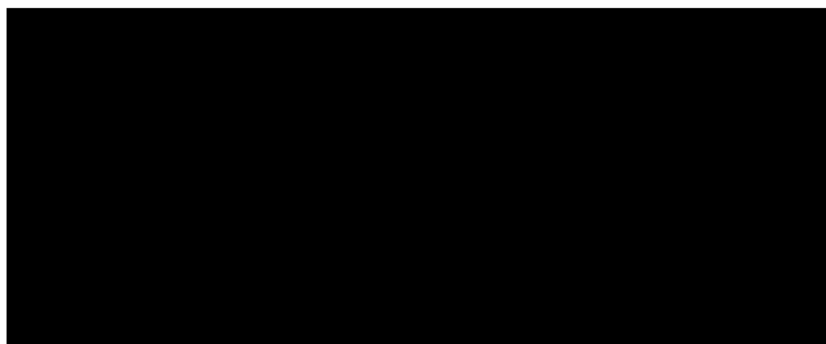
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Send your completed
form to

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

12 OCT 2005



October 5, 2005

Mr R Shepherd



Dear Mr. Shepherd,

Invoice for hours worked in the month of February;

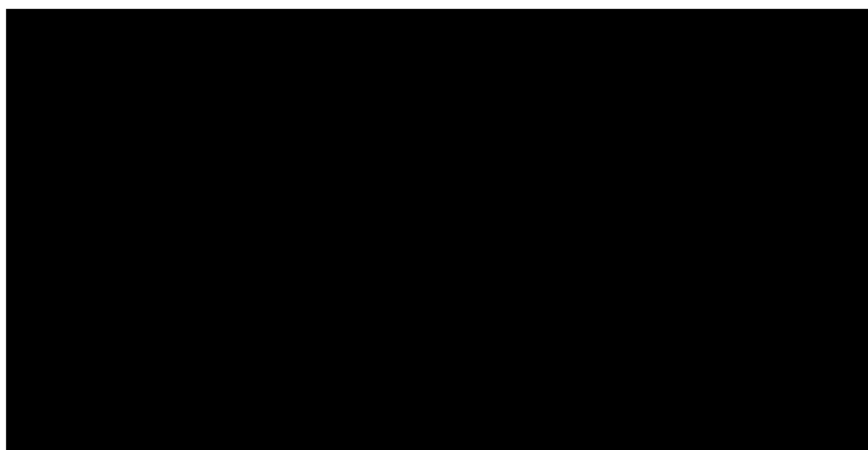
Gardening hours; 6.5 Hours @ £10.00 per hr £65.00

Hire Charge for ladders £15.00

Total amount payable for this month; £80.00

Maintenance work carried out to property;

- Attach chimney basket to chimney
- Clear path and driveway
- Clear drain
- Clean guttering
- Collect and return ladders



1 2 OCT 2005

October 5, 2005

Mr R Shepherd

Dear Mr. Shepherd,

Invoice for hours worked in the month of March;

Gardening hours; 12 Hours @ £8.00 per hr

£96.00

Total amount payable for this month;

£96.00

Maintenance work carried out to property;

- Cut and edge grass
- clear guttering
- Clear pathways and drive
- prune plantation
- Weed and fertilize
- Clean drains

12 OCT 2005

October 5, 2005

Mr R Shepherd

Dear Mr. Shepherd,

Invoice for hours worked in the month of April;

Gardening hours; 12 Hours @ £8.00 per hr £96.00

Total amount payable for this month; £96.00

Maintenance work carried out to property;

- Cut and edge grass
- Clear guttering
- Clear pathways and drive
- Weed and fertilize
- Clean drains

1 2 OCT 2005

October 5, 2005

Mr R Shepherd

Dear Mr. Shepherd,

Invoice for hours worked in the month of May;

Gardening hours; 12 Hours @ £8.00 per hr £96.00

Total amount payable for this month; £96.00

Maintenance work carried out to property;

- Cut and edge grass
- Clear guttering
- Clear pathways and drive
- Weed, hoe and fertilize
- Clean drains

12 OCT 2005

October 5, 2005

Mr R Shepherd

Dear Mr. Shepherd,

Invoice for hours worked in the month of June;

Gardening hours; 12 Hours @ £8.00 per hr £96.00

Total amount payable for this month; £96.00

Maintenance work carried out to property;

- Cut and edge grass
- Clear guttering
- Clear pathways and drive
- Weed and hoe
- Clean drains

12 OCT 2005

October 5, 2005

Mr R. Shepherd

Dear Mr. Shepherd,

Invoice for hours worked in the month of July;

Gardening hours; 18 Hours @ £8.00 per hr £144.00

Total amount payable for this month; £144.00

Maintenance work carried out to property;

- Cut and edge grass
- Clear guttering
- Clear pathways and drive
- Weed and hoe
- Clean drains

1 2 OCT 2005

Mr R Shepherd

Dear Mr. Shepherd,

Invoice for hours worked in the month of August;

Gardening hours; 18 Hours @ £8.00 £144.00

Total amount payable for this month; £144.00

Maintenance work carried out to property;

- Cut and edge grass
- Clear guttering
- Clear pathways and drive
- Prune plantation
- Weed and Hoe
- Clean drains

12 OCT 2005

Mr R Shepherd
[REDACTED]

Dear Mr. Shepherd,

Invoice for hours worked in the month of September;

Gardening hours; 12 Hours @ £8.00

£96.00

Total amount payable for this month;

£96.00

Maintenance work carried out to property;

- Cut and edge grass
- Clear guttering
- Clear pathways and drive
- Prune plantation (conifer)
- Weed and Hoe
- Clean drains



Member's claim

23 A

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

SHEPHERD, RICHARD

Constituency

ADRIDGE-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 7 1 to 1 1

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 26 : 01 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 60 : 94 p

Cleaning

£ 210 : p

Service/maintenance

£ 96 : p

Garden

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

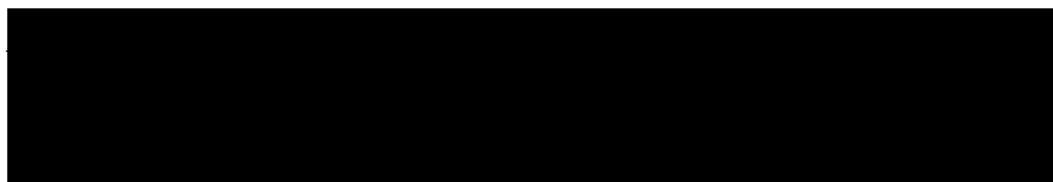
please specify

Total

£ 392 : 95 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 August, 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



Additional

Member

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

ADDORIDGE - BROWNHILLS

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 16 12005 to 1 1

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 180 : p

Utilities

£ 32 : 08 p

WATER

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 100 : p

Cleaning

£ 210 : p

Service/maintenance

£ 80 : p

GARDEN

Repairs/insurance/security

£ 508 : 20 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 830 : 28 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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

12th July, 2005

Data protection

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- National Audit Office staff.

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Send your completed form to

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

Mr Richard C Shepherd

Renewed
Policy
16 March 2005

Dear Mr Shepherd

HOME INSURANCE RENEWAL NOTICE

Risk address:

Thank you for insuring your home with us during the past year. We are pleased to advise you that when you renew your policy on 4th April 2005, the friendly, personal service you have received throughout the year will continue.

Please see the Important Notice attached. It contains details of changes to your policy, including information about our regulator.

Renewal Premium
(including Insurance Premium Tax
where applicable)

Basic Premium
Family Legal Protection
Total Payable

£491.40
£16.80
£508.20



Member's claim form

05/06

23 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

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 6 / 5 / 2005 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

£ 210 : p

Service/maintenance

£ 80 : p

GARDEN MAINTENANCE

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 290 : - 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

22/6/2005

Data protection

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

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- National Audit Office staff.

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form to

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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

Text April

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04-05 / (05-06)

Expenditure type (Cat5) :

Total £ 1,185-36

* Validation purposes only (please tick to indicate compliance)

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

* Financial Processing purposes only

Registered by (initials & date) [redacted] 3/6/05

Posted by (initials & date) [redacted] 06 JUN 2005



17 MAR 2005

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

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 / 4 / 2005

to 1 / 1

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 129 : 57
14 : 32

WATER

Council Tax/Rates

£ ~~925~~ : ~~76~~

Telephone and telecommunications

£ 56 : 97

Cleaning

£ 210 : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1185.36
~~1286~~ : ~~62P~~

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 stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

16th May, 2005

Data protection

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COUNCIL TAX BILL 2005-2006

Property Band: [REDACTED] 2005/06 Council Tax = £1851.52 4.0% } Percentage
Comprising [REDACTED] = £120.87 4.5% } Increase
= £59.52 4.8% } over the
= £1671.13 3.9% } previous year

Account No. [REDACTED]

MR RICHARD SHEPHERD [REDACTED]
[REDACTED]

Address of property, if different

Property Ref [REDACTED]

Amount due 01APR05 to 31MAR06	1851.52
Less Discount at 50.00% Code 03 01APR05 to 31MAR06	925.76-
Total Amount Payable	925.76
[REDACTED]	
BALANCE DUE	925.76