



Member's claim form

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

ALDRIDGE - BROWNHILLS

Office use only

Costs

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 20 / 5 / 2007 to 19 / 6 / 2007 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 58 : 72 p GAS ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 230 : p ✓

Service/maintenance

£ 195 : 30 p ✓ GARDEN

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

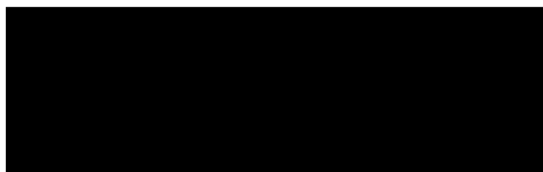
£ : p ▶ please specify

Total

£ 584 : 02 p ✓

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

Address of  
second home  
for Additional  
Costs Allowance



Postcode

**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

1 26 JUNE 2007

**Data protection**

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



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Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

07/08

Period of claim

from 13/2008 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

£ : p

Other

£ 611 : 10 p

please specify HOUSE INSURANCE

Other

£ : p

please specify

Other

£ : p

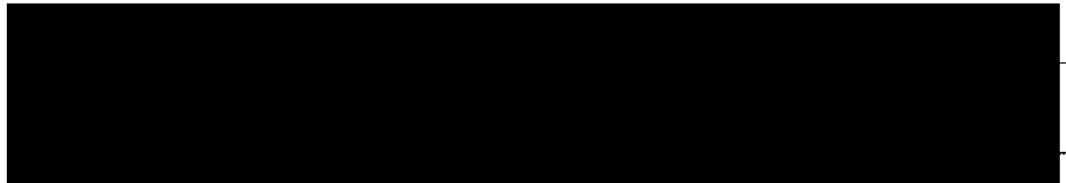
please specify

Total

£ 741 : 10 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

17th April 2008

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Mr Richard C Shepherd

09/03/08

Dear Mr Shepherd

## HOME INSURANCE RENEWAL NOTICE

**Renewal Premium**  
(including Insurance Premium Tax  
where applicable)

**Basic Premium**  
**Family Legal Protection**  
**Total Payable**

**£589.05**  
**£22.05**  
**£611.10**



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Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ALDRIDGE - BROWNHILLS

Office use only

Costs

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 / FEB / 2008 to 29 / FEB / 2008

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

£ 230 : - p

Service/maintenance

£ : p

Repairs/insurance/security

£ 1530 : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1760 : 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

31st March 2008

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Additional Costs Allowance

JAN 2008

Member's claim form

ACA2

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Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ALDRIDGE - BROWNHILLS

Office use only

Costs

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 / 2008 to 31 / 1 / 2008

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 60 : p

Utilities

£ 69 : 73

Council Tax/Rates

£ 46 : 63

Telephone and telecommunications

£ : p

Cleaning

£ 230 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 452 : 56 p

452 - 56

**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

7 February, 2008

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Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

BUDRIDGE - BROWNHILLS

Office use Cost

Claim details

You can only claim for

- costs you have actually paid
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- 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 / 2007 to 31 / 12 / 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 60 : p

Utilities

£ 232 : 71 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 230 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 522:71 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

21st January, 2008

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Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

MURDRIDGE - BROWNHILLS

Office use only

Costs

Claim details

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 3 1 X 1 12007

to 30 1 X 1 12007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 60 : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 230 : - p

Service/maintenance

£ 30 : - p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

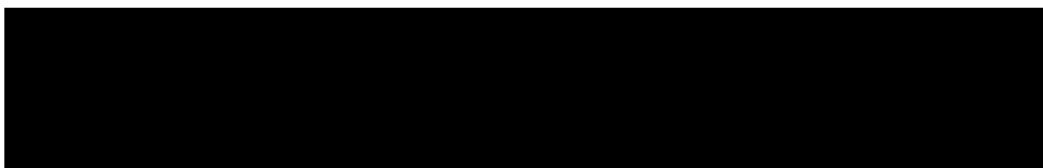
▶ please specify

Total

£ 320 : - 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 January 2008**Data protection**

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Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ALDRIDGE - BROWNTHILLS

Office use only

Cost

Claim details

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 23 / 10 / 2007 to 1 / 11 / 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 55 34 : 25 81 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 230 : p

Service/maintenance

£ 705 : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1025 : 06 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

2nd November, 2007

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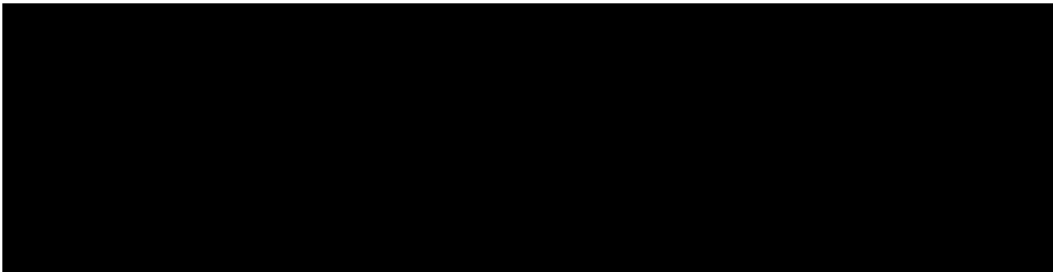
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Mr. R. Shepherd  
 ✓

Date	18/10/2007
INVOICE NO.	

# INVOICE

Description	Price
Treework carried out 	£600.00
VAT @ 17.5%	£105.00
<b>TOTAL DUE</b>	<b>£705.00</b>
Payment terms: On completion	✓

Thank you for your custom




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Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ALDRIDGE - BEAMINGHAM

Office use only

Cost

Claim details

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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 19 14 12007 to 19 15 12007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 79 : 35 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 145 : 50 p

Cleaning

£ 230 : p

Service/maintenance

£ 175 : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 713 : 63 p

Handwritten notes: WATER 65-91, TV LICENCE TELEPHONE, GARDEN

**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

19/5/2007

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Constituency

ALDRIDGE-BROWNHILLS

Office use only

Costs

Claim details

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Please list

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Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 6 13 12007 to 18 14 12007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 998 : 67 p

Telephone and telecommunications

£ : p

Cleaning

£ 230 : p

Service/maintenance

£ 1274 88 : 57 p

Repairs/insurance/security

£ 150 483 : p

KITCHEN FLY  
KITCHEN TILES  
KITCHEN FLOOR  
INSURANCE

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3227 : 12 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

16th April 2007

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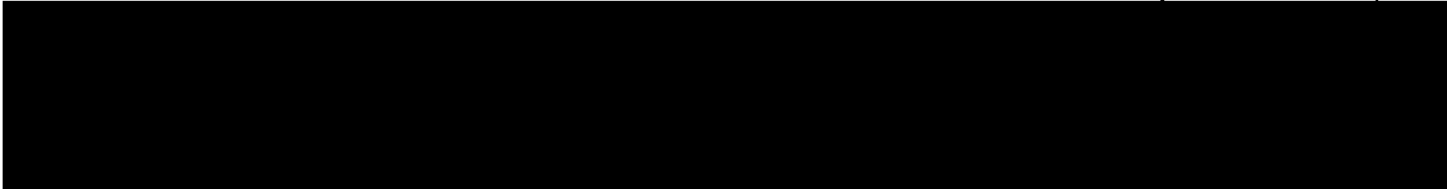
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**COUNCIL TAX BILL**

Date of Issue / 09-MAR-2007 /



Account No. [Redacted]

MR R SHEPHERD  
[Redacted]

Address of property  
[Redacted]

Property Ref [Redacted]

Reason For Bill : Annual

	From	To	£	p
Charge For Period [Redacted]	01-APR-2007	31-MAR-2008 ✓	1997.	34
50% Reduction For Zero Occupancy - ?	01-APR-2007	31-MAR-2008	- 998.	67
			<b>Balance Due</b>	<b>998.67</b>

Payment details

	£	p

# Home Insurance Renewal Schedule

This Schedule forms part of the renewal invitation. Read it in conjunction with the policy booklet and keep it in a safe place.

<b>POLICY NUMBER</b>	[REDACTED]	Issued: 09/03/07	
<b>POLICYHOLDER</b>	Mr R Shepherd	Date of Birth	Phone details: Daytime None
<b>PERIOD OF INSURANCE</b>	04/04/07 to 03/04/08	Your next renewal date is	04/04/07
<b>HOME DETAILS</b>	Address of the home	[REDACTED]	[REDACTED]

**PREMIUM**  
(Including Insurance  
Premium Tax where  
applicable)

Insurance Premium  
Family Legal Protection  
Insurance Premium Tax  
**Amount Payable**

£572.00  
£20.00  
£29.60  
**£621.60**

4/4  
~~£483~~ ✓



AMOUNT

£110.00








# SALES INVOICE

CUSTOMER			ORDER No.
TITLE	INITIALS	SURNAME	No. [REDACTED]
Mr/Mrs/Miss	R	SHEPHERD	
ADDRESS			
[REDACTED]			
			POST CODE [REDACTED]
TELEPHONE		MOBILE	
[REDACTED]			

LOCATION	SIZE	RANGE	COLOUR	UNIT PRICE	TOTAL
Kitchen	4m x 4m.	Grip Supreme	Oxford. 046.		110 00

TOTAL:	110	00
LESS DEPOSIT:		
BALANCE:		
BALANCE PAID:	110	00



Date: 13<sup>th</sup> April 2007

Receipt

Mr Richard Shenherd MP



Re: Extra Work Schedule

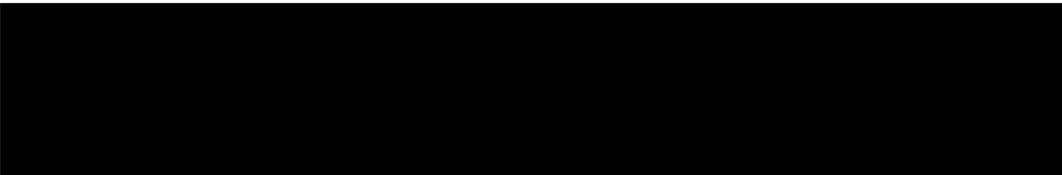
For all electric work associated with the kitchen installation including total CU upgrade  
For all tiling work associated with the kitchen installation

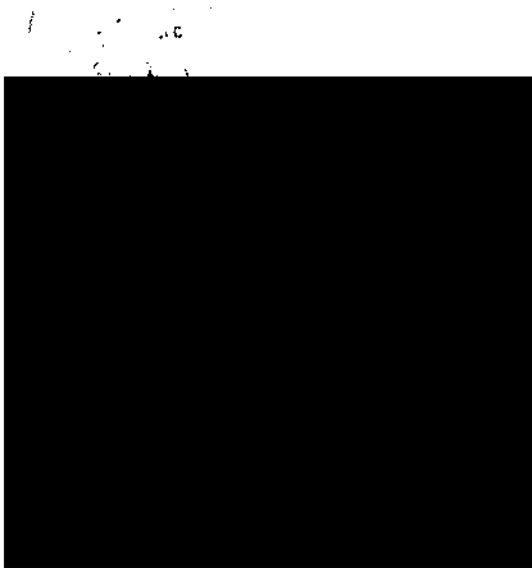
Cost        £

VAT        £

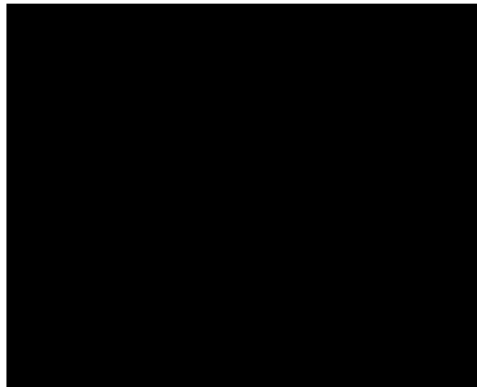
Total cost: £ 1274.88 (inclusive)

07/08.





£90.57



Customer Reference  
SHEPHERD

Date  
0/03/2007

Quantity	Unit	Description	Price	Disc%	Line	Goods
300	EA	150X150 WET Wetglaze White Plain	23.00	HD		70.84
6 CM / B	EA					
2	EA	2500x3 Howell White Tile Trim	3.12	EA		6.24

Applied Now lines

Order Value : 90.57  
Previous payments : 0.00  
Goods this Payment: 77.08  
VAT this Payment: 13.49  
Total this Payment: 90.57



Member's claim form

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

ALDRIDGE - BROWNHILLS

Office use only

Costs

Claim details

You can only claim for

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

Please list

Please attach

Period of claim

from 26 / 9 / 2007 to 1 / 1

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 69 12 : 78 p

WATER GAS

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 230 : p

Service/maintenance

£ 150 705 : p

CEILING ✓  
TREES ✓  
LAWN ✓  
PAINT ✓

Repairs/insurance/security

£ 15 34 : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

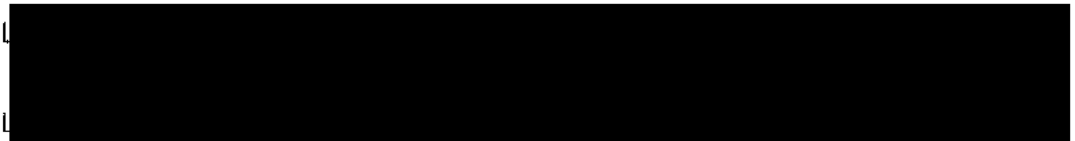
▶ please specify

Total

3  
£ 1290 : 90 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

22nd October, 2007

**Data protection**

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

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Send your completed  
form to

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

12th September 2007

Mr. R. Shepherd

Dear Mr. Shepherd,

**QUOTATION B – Wood Area**

Further to my visit to your premises and after discussions with the Local Council Tree Officer, please find below details of the work you require carried out:

2 Cypress trees	Fell to ground level; grind out stump	
1 Poplar Tree	Fell to ground level; grind out stump	
3 Maple trees	Remove deadwood; crown lift over pavement	
2 Chestnut trees	Remove deadwood; crown lift over pavement	
	Price inclusive of VAT	£705.00

*All arisings removed from site and area left tidy*

The trees will need monitoring over the next 2-3 years, and an aerial inspection would be undertaken whilst carrying out the above work to ascertain any further work required.



Member's claim form

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

ALDRIDGE - BROWNHILLS

Office use only

Costs

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 7 2007 to 31 1 7 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 61 : 28 p WATER

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 53 : 39 p

Cleaning

£ 230 : p

Service/maintenance

£ 630 : p

Repairs/insurance/security

£ : p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1064 : 67 p

continued on 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

17th August, 2007

**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

## INVOICE

Mr R Shepherd  


25<sup>th</sup> July 2007

To: Attend as requested to carry out maintenance at the above property as previously discussed and detailed below:

### Rear garage elevation

Remove existing timber windows and supply and fit replacement white UPVC windows with full opening vents  
Dispose of Rubbish at Tip

COST as original quotation £410. 00

### Upstairs Bathroom

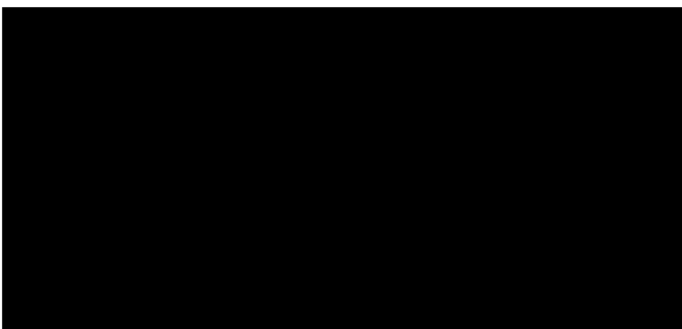
Supply and fit piano hinge, magnetic catch and knob to original blockboard access panel and hang in aperture

### Kitchen area

Fill and sand walls and ceiling ready for painting and apply 2 coats of White Silk Emulsion paint  
Apply white undercoat and satin top coat to Architraves, skirting, radiator and rear door  
Supply and fit new softwood skirting board to walls where required

COST £280. 00

TOTAL COST £690. 00





Member's claim form

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

ANDRIDGE - BROWN HILLS

Office use only

Costs

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 20 / 6 / 2007 to 30 / 6 / 2007 ✓

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

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 230 : - p ✓

continued

**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 Signature]

MP

Date

17th July, 2007

✓

**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 claim form

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

SHEPHERD

Constituency

AUDRIDGE - BROWN HILLS

Office use only

Costs

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 19 12007 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

£ 730 : - p

Service/maintenance

£ 30 : - p

Repairs/Insurance/security

£ 4200 : - p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 4740 : - p

HODGEC ROOF TOWN

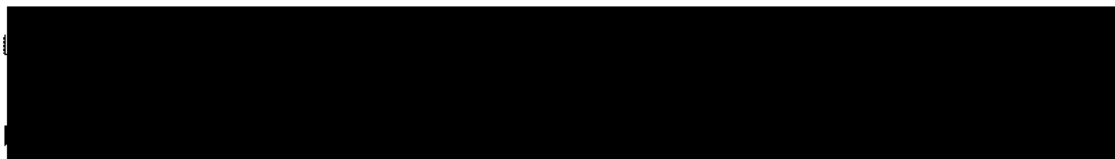
please specify

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

25th September, 2007 ✓**Data protection**

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form to

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



INVOICE

Mr Shephard

12 Sept 2007

Carried out work to replace flat roofs and lead work to Rear Dormers, Also replaced eave Protection and U.P.V.C Guttering Ref. Cladding

for the sum of.

£4200.00 inc vat.

Many thanks.





Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

AUDRIDGE - BROWNHILLS

Office use only

Costs

Claim details

You can only claim for

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

Please list

Please attach

Period of claim

from 1 1 8 12007 to 31 1 8 12007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 37 : 07

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 230 : p

Service/maintenance

£ 230 : p GARDEN

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 532 : 07 p

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

Address of second home  
for Additional Costs Allowance

[Redacted address information]

**Declaration**

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

Signature

[Redacted signature]

MP

Date

17th September, 2007

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