

Financial Processing }

Transaction No. ..

Registration No. ..

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

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

Text MAR 05

(i.e. period of claim)

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :

* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)



06 APR 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

ROBERT KEY

Constituency

SALISBURY

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 / 3 / 05

to 31 / 3 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 585 : 40 p ✓

Food

£ 382 : 04 p

Utilities

£ 63 : 50 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 44 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 180 : 16 p

Repairs/insurance/
security

£ 212 : 02 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1547 : 12 p ✓

ROBERT Key

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

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



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Please attach

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

Period of claim

from 1 / 02 / 05 to 28 / 02 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 585 : 40 p

Food

£ 311 : 80 p

Utilities

£ 202 : 65 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 231 : 39 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 118 : 88 p

Repairs/insurance/
security

£ 79 : 08 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1609 : 20 p

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

[Redacted]

Postcode

[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

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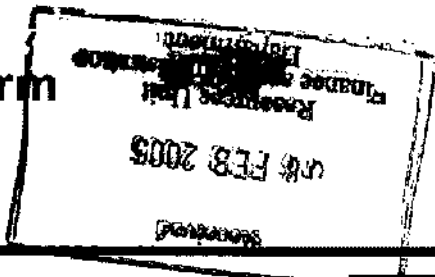
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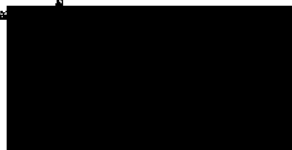
Member's claim form



Members' Allowances

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Please list

Please attach

Period of claim

from 01 / 01 / 05

to 31 / 01 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 585 : 40 p

Food

£ 399 : 02 p

Utilities

£ 58 : 00 p

Council Tax/Rates

£ 142 : 00 p

Telephone and
telecommunications

£ 44 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 228 : 97 p

Repairs/insurance/
security

£ 281 : 68 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1819 : 07 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Postcode

Declaration

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Signature

MP

Date

Data protection

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Invoice

07/01/2005

Details

Net Amount

VAT Amount

TO ATTEND CALLOUT TO WORCESTER 28
CDI COMBI TRACE FAULT TO FAN AND
EXPATION VESSEL RETURN AND SUPPLY
AND FIT NEW FAN AND EXPANSION
VESSEL
1 NO FAN
1 NO EXPANSION VESSEL

87.50 15.31
89.67 15.69
62.56 10.95

Total Net Amount 239.73

Total VAT Amount 41.95

Invoice Total 281.68



Member's claim form

Members' Allowances

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Your details

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in CAPITAL LETTERS

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Constituency

SALISBURY

Claim details

Notes

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Please attach

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Period of claim

from 1 / xii / 04 to 31 / xii / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 596 : 00 p

Food

£ 375 : 87 p

Utilities

£ 58 : 00 p

Council Tax/Rates

£ 142 : 00 p

Telephone and
telecommunications

£ 44 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 130 : 98 p

Repairs/insurance/
security

£ 129 : 08 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1555 : 93 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Postcode

[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

Data protection

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Member's claim form

Members' Allowances

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 1592.

Your details

Name
in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

Claim details

Notes

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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.
- 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 NOV 1 04 to 30 1 NOV 1 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 596 : 00 p ✓

Food

£ ~~561~~ : ~~89~~ p £400-00 ✓

Utilities

£ 61 : 40 p

Council Tax/Rates

£ 142 : 00 p

Telephone and telecommunications

£ 179 : 82 p

Cleaning

£ 235 : 59 p

Service/maintenance

£ 247 : 30 p

Repairs/insurance/
security

£ 179 : 40 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

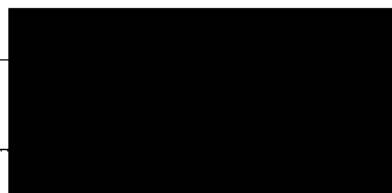
Total

£ 2203 : 40 p ✓

2041.51.

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



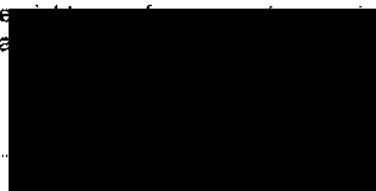
Postcode



Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight at my second home for the purpose of performing my duties as a Member of the House of Commons.

Signature



MP

Date

6/12/04

Data protection

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Member's claim form

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

Claim details

Notes

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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 1 / X / 04 to 31 / X / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 596 : 00 p

Food

£ ~~401~~ : 00 p 400-00

Utilities

£ 58 : 00 p

Council Tax/Rates

£ 142 : 00 p

Telephone and
telecommunications

£ 144 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 203 : 95 p

Repairs/insurance/
security

£ 229 : 08 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1854 : 03 p

£ 1853.03

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted address field]

Postcode

[Redacted postcode field]

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 field]

Date

1st November 2004

Data protection

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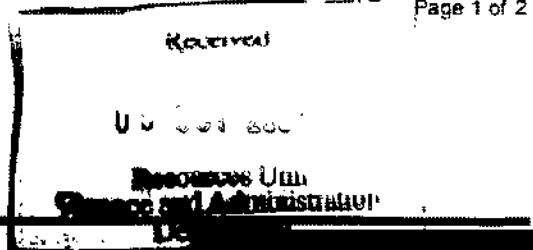
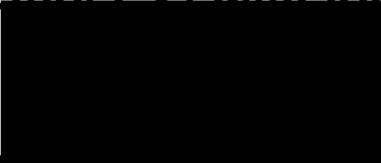
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Member's claim form



Members' Allowances

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Your details

Name in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

Claim details

Notes

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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 1 1 SEPT 1 04

to 30 1 SEPT 1 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 596 : 00 p

Food

£ 329 : 50 p

Utilities

£ 189 : 18 p

Council Tax/Rates

£ 142 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 120 : 30 p

Repairs/insurance/
security

£ 128 : 89 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total



£ 1585 : 87 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 over  the purpose of performing my duties as a 

Signature

Date

3 October 2004

Data protection

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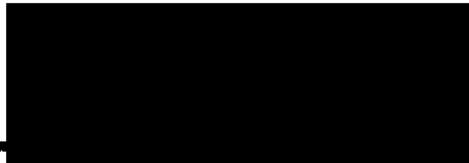
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Member's claim form



Members' Allowances

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Your details

Name in CAPITAL LETTERS



Constituency

Claim details

Notes

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- 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 1 04 to 31 1 8 1 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 585 : 10 p

Food

£ 193 : 40 p

Utilities

£ 58 : 00 p

Council Tax/Rates

£ 142 : 00 p

Telephone and telecommunications

£ 104 : 65 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 81 : 75 p

Repairs/insurance/security

£ 79 : 08 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1273 : 98 p

Details of second home *If applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted address field] Postcode [Redacted postcode field]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay at my second home for the purpose of performing my duties.

Signature

[Redacted signature] MP

Date

5/09/04

Data protection

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Additional Costs Allowance

Member's claim form

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

Claim details

Notes

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

Please list

Please attach

Period of claim

from 1 1 7 1 0 4 to 31 1 7 1 0 4

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 585 : 10 p ✓

Food

£ 213 : 41 p

Utilities

£ 116 : 00 p

Council Tax/Rates

£ 142 : 00 p

Telephone and
telecommunications

£ 44 : 00 p

Cleaning

£ 270 : 82 p

no docs.

Service/maintenance

£ : p

Repairs/insurance/
security

£ 114 : 27 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1485 : 60 p

1214.78

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Postcode

[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

[Redacted]

Signature

Date

[Redacted]

1st August '04

Data protection

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Your details

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Claim details

Notes

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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 1 15 104 to 30 15 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 572 : 00 p

Food

£ 341 : 55 p

Utilities

£ 101 : 00 p

Council Tax/Rates

£ 142 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 11 : 00 p

Repairs/insurance/
security

£ 55 : 90 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1303 : 45 p

continued on page 2

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

4/07/04

Data protection

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Additional

Member's claim form

Members' Allowances

About filling in
this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name
in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

Claim details

Notes

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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 1 1 5 1 04 to 31 1 5 1 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 559 : 10 p

Food

£ 337 : 95 p

Utilities

£ : p

Council Tax/Rates

£ 142 : 00 p

Telephone and
telecommunications

£ 84 : 12 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 141 : 19 p

Repairs/insurance/
security

£ 186 : 66 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1531 : 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

Signature

MP

Date

*1 June 2007***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
in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

Claim details

Notes

You can only claim for

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

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from 1 1 4 1 04 to 30 1 4 1 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 559 : 10 p ✓

Food

£ 245 : 68 p

Utilities

£ 101 : p

Council Tax/Rates

£ 145 : 24 p

Telephone and
telecommunications

£ : p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 37 : 02 p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

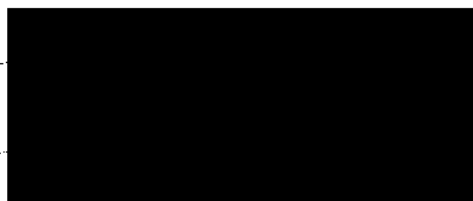
▶ please specify

Total

£ 1168 : 04 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

3 May '04

Data protection

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Send your completed
form to

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

Invoice Address

Mrs S. P. B. Key

Tel

Receipt

Lic: No

Print Date: 02/03/04

ccs To clean carpets. As quoted.

Net	VAT	Gross
£162.40	£28.42	£190.82

Total	£162.40	£28.42	£190.82
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Paid with Thanks