



Additional Costs Allowance

ACAZ

05/06

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

ROBERT KEY

Constituency

SALISBURY

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 03 1 06 to 31 1 03 1 06 ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 574 : 80 p ✓

Food

£ 397 : 00 p

Utilities

£ 244 : 73 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 151 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 107 : 29 p

Repairs/insurance/security

£ 178 : 88 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1733 : 70 p ✓

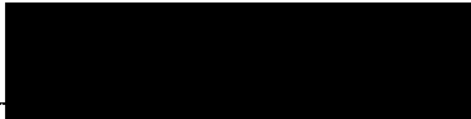
Details of second home *if applicable*

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

3 April '06

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



FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Additional Costs Allowance

ACA2

07 MAR 2006

Member's claim form

Page 1 of 2

About filling in
this form

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Your details

Name
in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

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 / 2 / 06 to 28 / 2 / 06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments
(interest only) or rent

£ 574 : 80 ✓

Food

£ 288 : 50 ✓

Utilities

£ 117 : 50 ✓

Council Tax/Rates

£ 148 : 00 ✓

Telephone and
telecommunications

£ 217 : 99 ✓

Cleaning

£ 80 : 00 ✓

Service/maintenance

£ 134 : 00 ✓

Repairs/insurance/
security

£ 36 : 37 ✓

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

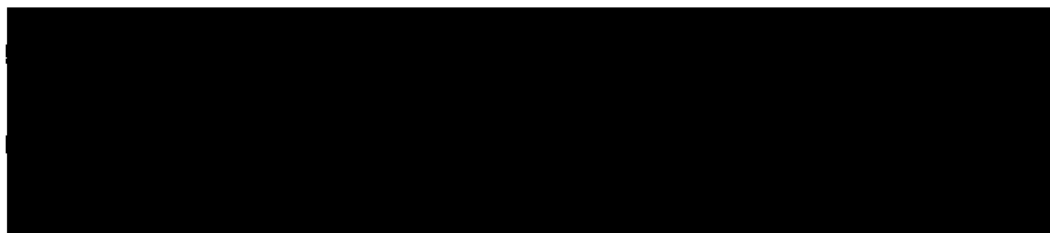
Total

£ 1597 : 16 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

_____ 5/8/06 _____

Data protection

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Validation Team, Operations Directorate,
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08 FEB 2006

ACA2

Member's claim form

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Your details

Name in CAPITAL LETTERS

ROBERT KEY ✓

Constituency

Salisbury



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 1 / 01 / 06 to 31 / 01 / 06 ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 574 : 80 p ✓

Food

£ 313 : 82 p ✓

Utilities

£ : p ✓

Council Tax/Rates

£ 148 : 00 p ✓

Telephone and telecommunications

£ 45 : 00 p ✓

Cleaning

£ 80 : 00 p ✓

Service/maintenance

£ 156 : 37 p ✓

Repairs/insurance/security

£ ~~255~~ : 20 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1573 : 19 p

Please Pay £1317.99 ✓

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

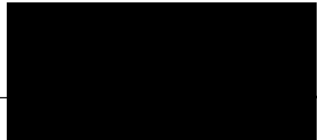


✓

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

6 February 2006 J

Data protection

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Member's claim form

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Your details

Name in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY



Claim details

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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.
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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 / 12 / 05 to 31 / 12 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 585 : 40 p ✓

Food

£ 392 : 00 p ✓

Utilities

£ 68 : 00 p ✓

Council Tax/Rates

£ 148 : 00 p ✓

Telephone and telecommunications

£ 45 : 00 p ✓

Cleaning

£ 80 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 229 : 00 p ✓

Other

£ 1269 : 00 p ✓

▶ please specify Floor replacement

Other

£ : p

▶ please specify

Other

£ : p

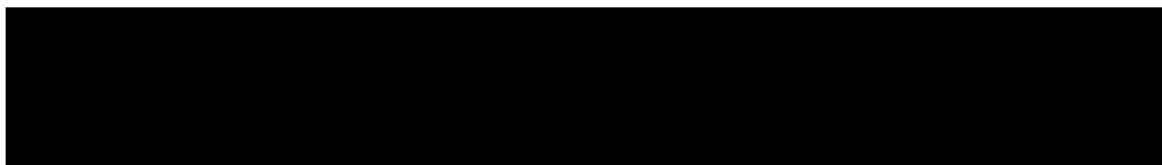
▶ please specify

Total

£ 2811 : 40 p

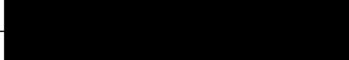
Details of second home *if applicable*

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

2 January 2006**Data protection**

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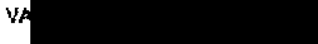
Send your completed
form to

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



SOLD TO:

MR [redacted] R KEY



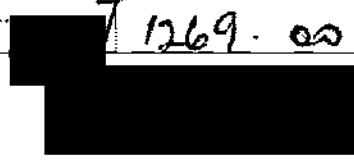
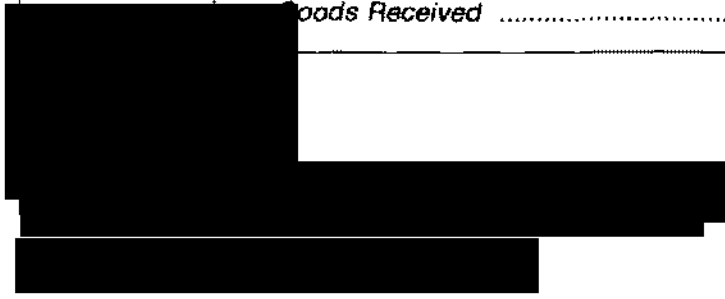
CUSTOMER'S O/No: —

INVOICE DATE: 28/12/05

DESPATCH DATE: 28/12/05

QUANTITY	DETAILS	VAT RATE	GOODS AMOUNT	VAT AMOUNT
	<p>Replace 'worn-out' flooring all as discussed and agreed.</p>	<p>17.5%</p>		
	<p>Bathroom and WC floor - wet wood - carpet removed and replaced with new wood and tiles [redacted]</p>			
			1080.00	189.00
			189.00	
			1269.00	

Goods Received





Member's claim form

05 DEC 2005

About filling in this form

- For details of costs you can claim for, see *Green Book* section [redacted]
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Your details

Name in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

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 11 NOV 05 to 30 NOV 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 585 : 40 p

Food

£ 397 : 00 p

Utilities

£ 68 : 00 p

Council Tax/Rates

£ 148 : 00 p

Telephone and telecommunications

£ 86 : 20 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 142 : 49 p

Repairs/insurance/security

£ 229 : 14 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1736 : 23 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

_____ 4 Dec '05 _____

Data protection

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Send your completed
form to

Validation Team, Operations Directorate,
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Additional Costs Allowance

ACA2

Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

✓ ROBERT KEY ✓

Constituency

✓ SALISBURY ✓

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 / OCT / 05 ✓ to 31 / OCT / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 585 : 40 p ✓

Food

£ 292 : 89 p ✓

Utilities

£ 63 : 00 p ✓

Council Tax/Rates

£ 148 : 00 p ✓

Telephone and telecommunications

£ 45 : 00 p

Cleaning

£ 80 : 60 p

Service/maintenance

£ 115 : 29 p

Repairs/insurance/
security

£ 197 : 67 p

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

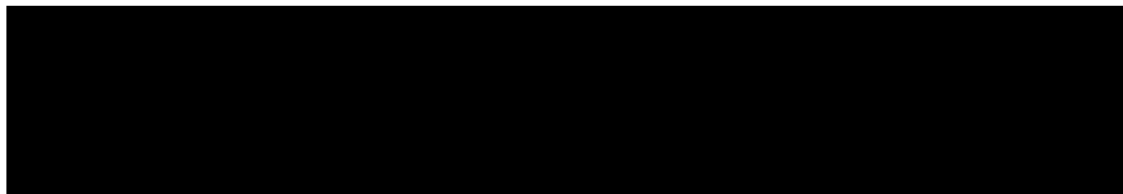
£ : p ▶ please specify _____

Total

£ 1527 : 25 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

30.2.09

Data protection

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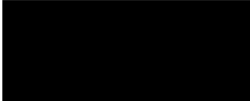
Member's claim form

22 SEP 2005

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 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.
- 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 09 1 05

to 19 1 09 1 05

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

£ : p

Service/maintenance

£ 510 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

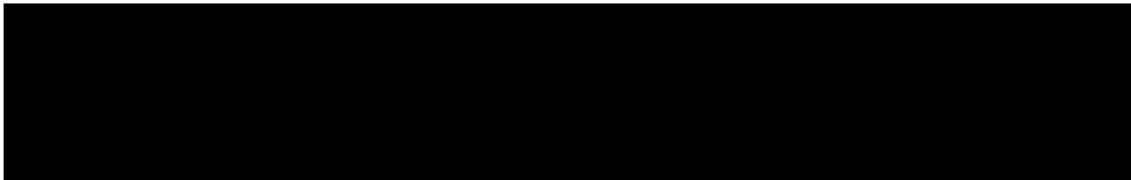
Total

£ 510 : 00 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

_____ 19/09/05 _____

Data protection

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

The information you give will be seen by:

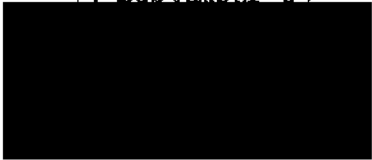
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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

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

Send your completed
form to

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

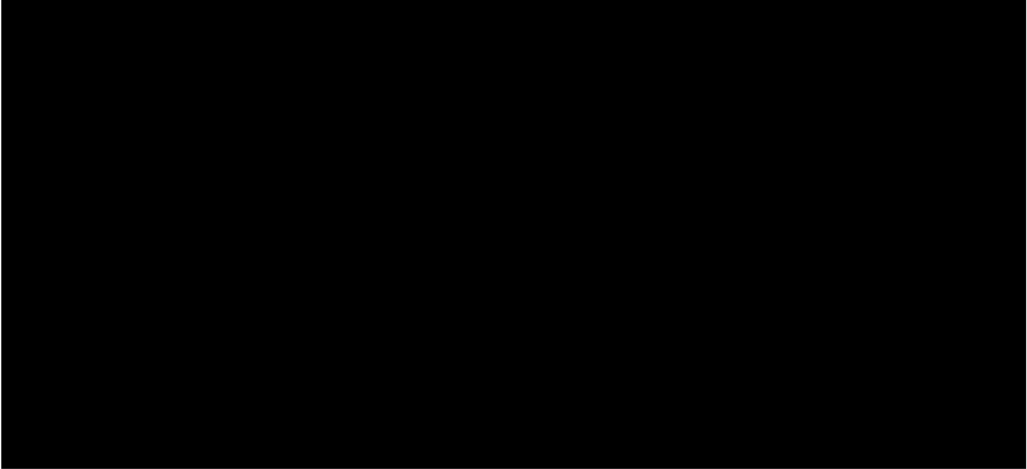


15 September 05

Invoice

Painting all exterior woodwork and ironwork
Undercoat, gloss & primer where needed.

Total including all paint £ 510 -





Member's claim form

04 OCT 2005

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ROBERT KEY

Constituency

SALISBURY

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 01/09/05 to 30/09/05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 585 : 40 p ✓

Food

£ 398 : 30 p ✓

Utilities

£ 224 : 86 p ✓

Council Tax/Rates

£ 148 : 00 p ✓

Telephone and telecommunications

£ 165 : 00 p ✓

Cleaning

£ 80 : 00 p

Service/maintenance

£ 25 : 00 p

Repairs/insurance/security

£ 103 : 93 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1730 : 49 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted address]

Postcode

[Redacted 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

[Redacted signature]

MP

Date

2/X/05

Data protection

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Member's claim form

5002 025 20

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Your details

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Constituency

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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 01 / 08 / 05 to 31 / 08 / 05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 585 : 40 p

Food

£ 52 : 33 p

Utilities

£ 33 : 50 p

Council Tax/Rates

£ 148 : 00 p

Telephone and telecommunications

£ 92 : 09 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 29 : 08 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

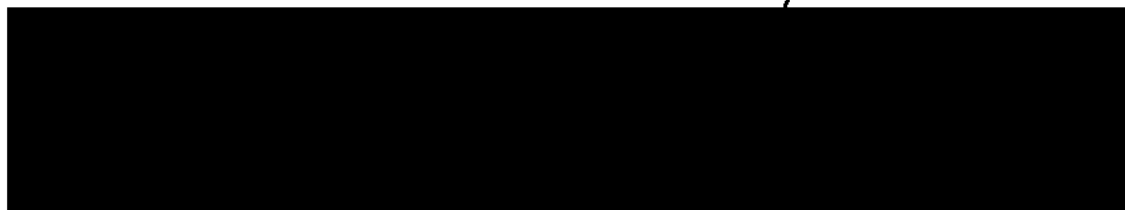
Total

£ 1020 : 40 p

continued on page 2


Details of second home *if applicable*

Address of
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for Additional
Costs Allowance

**Declaration**

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Signature

 MP


Date

5/9/05

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

01 AUG 2005

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

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 01 / 07 / 05 to 31 / 07 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 585 : 40 p ✓

Food

£ 334 : 43 p

Utilities

£ 63 : 50 p

Council Tax/Rates

£ 148 : 00 p

Telephone and telecommunications

£ 45 : 00 p

Cleaning

£ 129 : 95 p

Service/maintenance

£ 200 : 86 p

Repairs/insurance/security

£ 88 : 08 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

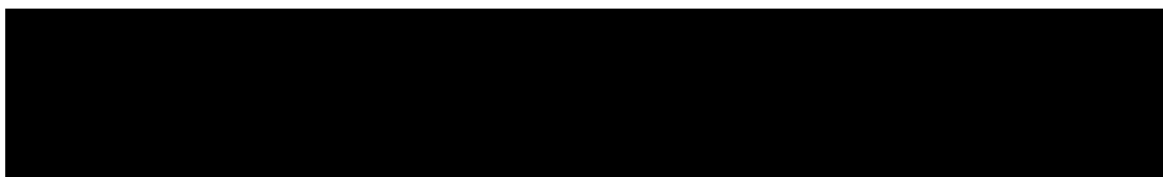
▶ please specify

Total

£ 1595 : 22 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

30/7/05**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).

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



Additional Costs Allowance

ACA2

06 JUL 2005

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

ROBERT KEY MP /

Constituency

SALISBURY

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 / 06 / 05

to 30 / 06 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 585 : 40 p ✓

Food

£ 346 : 77 p

Utilities

£ 44 : 00 p

Council Tax/Rates

£ 148 : 00 p

Telephone and telecommunications

£ 63 : 50 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 68 : 15 p

Repairs/insurance/security

£ 77 : 46 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

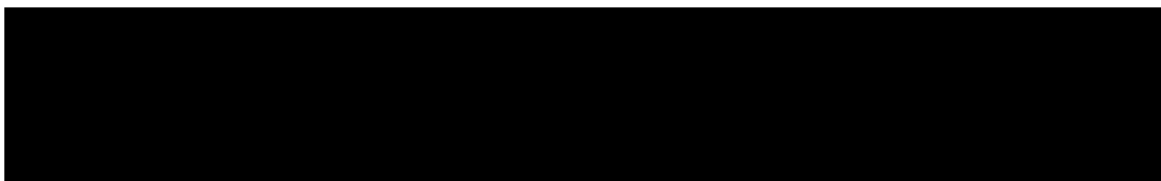
▶ please specify

Total

£ 986 : 51 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 July 2005**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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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

ACA2

05/06

Member's claim form

31 MAY 2005

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

ROBERT KEY

Constituency

SALISBURY

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 06 105 / 05 to 31 / 05 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 585 : 40 p = 26/31 = £490.98

Food

£ 239 : 91 p

Utilities

£ 33 : 50 p

Council Tax/Rates

£ 148 : 00 p = 26/31 = £124.12

Telephone and telecommunications

£ 92 : 06 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 89 : 95 p

Repairs/insurance/security

£ 37 : 58 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1306.40 p

Pay £1188.10

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

27 May '05**Data protection**

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

Financial Processing }

Transaction N

Registration N

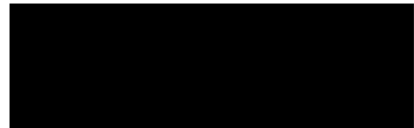


Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

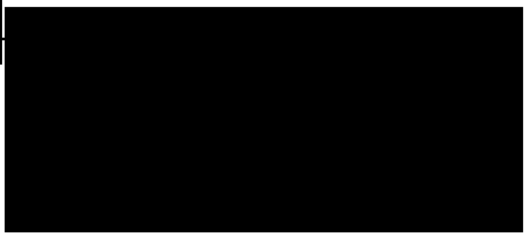
Member Supplier ID



Pay recipient

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

Text APR 05



Invoice No.

Account code / Allowance

Members cost centre (Cat1)



Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



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

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

/
/
/
/
/
/

** Financial Processing purposes only*

Registered by (initials & date)

..... 22/4

Posted by (initials & date)

..... 2 APR 2005





Member's claim form

11 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

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.
- 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 04 05 to 10 1 04 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 585 : 40 p - 11/30 - £214.65

Food

£ 150 : 34 p - £146.66

Utilities

£ 63 : 50 p - 11/30 - £23.88

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 65 : 00 p - 11/30 - £23.83

Cleaning

£ 20 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 1 : 59 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

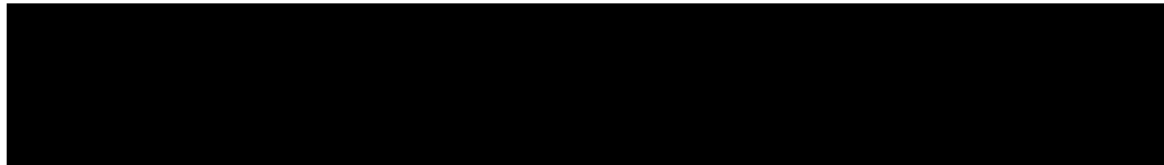
£ : p ▶ please specify

Total

£ 885 : 83 p £430.01

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

9 April '05

Data protection

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

The information you give will be seen by:

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

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

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

Send your completed
form to

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