

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 dedicate

**Text**

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

**Expenditure type (Cat5) :**

04\_05 / 05\_06

*\* Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)

23 MAR

ROBERT  
MARSHALL-ANDREWS



15 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

R. Marshall-Andrews QC MP

Constituency

MEDWAY

## 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 01 / 04 / 04

to 31 / 03 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 648 : 33 p

Food

£ 41 : — p

Utilities

£ : p

Council Tax/Rates

£ 92 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 50 : 00 p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 931 : 33 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

Date

necessarily to enable  
purpose of performing

9.3.05

**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.

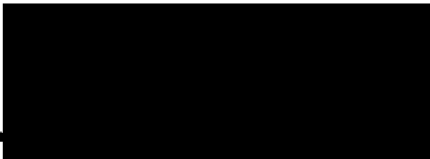
Send your completed  
form to

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



# Member's claim form

Members' Allowances



DEA

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

RG Marshall-Andrews QC MP

Constituency

Medway

## Claim details

Notes

You can only claim for

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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 / 04 / 04 to 31 / 03 / 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 6486 : 33 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 92 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ ~~1000~~ : ~~00~~ p

Service/maintenance

£ : p

Repairs/insurance/security

£ 50 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 790 : 33p

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

Address of  
second home  
for Additional  
Costs Allowance

L  
L

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
for the purpose of performing

Signature

MP

Date

8.05.04

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Members' Allowances

Additional Costs Allowance

DEA

Form ACA2  
Page 1 of 2

# Member's claim form

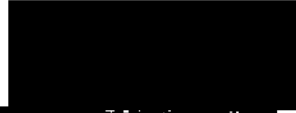


15 JUN 2004

CLAIMED

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Constituency

MEDWAY

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Notes

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Please list

Please attach

Period of claim

from 01 / 04 / 04 to 31 / 03 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 648 : 33 p

Food

£ 415 : - p

Utilities

£ : p

Council Tax/Rates

£ 92 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 50 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1205 : 33 p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature



and necessarily to enable  
for the purpose of performing

MP

Date

08.06.04

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Additional [redacted]

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Form ACA2  
Page 1 of 2

# Member's claim form

12 JUL 2004

Members' Allowances

D [redacted]

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

R. Marshall-Andrews QC MP

Constituency

MEDWAY

## Claim details

Notes

You can only claim for

Please list

Please attach

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Period of claim

from 01 / 04 / 04 to 31 / 03 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 648 : 33 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 92 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 210 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 50 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

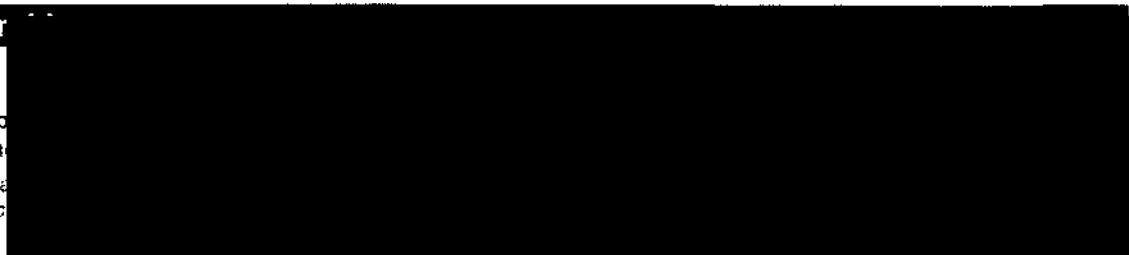
£ 1000 : 33 p

continued on page 2



**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
the purpose of performing



Signature

Date

7.7.04

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Addition

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Member's claim form

2 AUG 2004

DBA

Members' Allowances

About filling in  
this form

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Your details

Name  
in CAPITAL LETTERS

R. Marshall-Andrews QC MP

Constituency

MEDWAY

Claim details

Notes

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Please list

Please attach

Period of claim

from 01 / 04 / 04 to 31 / 03 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 648 : 33 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 92 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 50 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 790 : 33 p

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

Date

02.08.04

...necessarily to enable  
...purpose of performing

**Data protection**

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# Member's claim form

## Members' Allowances

About filling in  
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## Your details

Name  
in CAPITAL LETTERS

R. Marshall-Andrews QC MP

Constituency

MEDWAY

## Claim details

### Notes

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Please list

Please attach

Period of claim

from 01 / 04 / 04

to 31 / 03 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 648 : 33 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 92 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 50 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 790 : 33 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

Date

necessarily to enable  
the purpose of performing

01.09.04

**Data protection**

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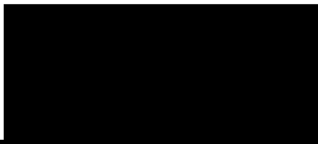


# Member's claim form

## Members' Allowances

About filling in this form

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

R. Marshall-Andrews QC MP

Constituency

MEDWAY

## Claim details

Notes

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Please list

Please attach



Period of claim

from 01 / 04 / 04 to 31 / 03 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 648 : 33 p

Food

£ 347 : 90 p

Utilities

£ : p

Council Tax/Rates

£ 92 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 420 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 50 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

1558.23  
£  :

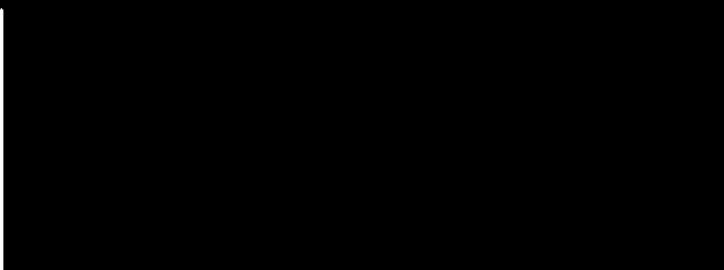
**Details of second home** *if applicable*

**Address of  
second home**  
*for Additional  
Costs Allowance*



**Declaration**

**Signature**



...ssarily to enable  
...rpose of performing

**Date**

01.10.04

**Data protection**

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Additional Cost

RECEIVED Form ACA2 Page 1 of 2

# Member's claim form

09 NOV 2004

## Members' Allowances

About filling in this form

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### Your details

Name in CAPITAL LETTERS

R. Marsnal-Andrews QC MP

Constituency

MEDWAY

### Claim details

#### Notes

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Please list

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Please attach

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Period of claim

from 01, 04, 06

to 31, 03, 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 648 : 33 p

Food

£ 126 : - p

Utilities

£ : p

Council Tax/Rates

£ 92 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 50 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 916 : 33 p

continued on page 2



**Details of second home**

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

Signature

MP

Date

05.11.04

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20 DEC 2004

# Member's claim form

## Members' Allowances

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### Your details

Name  
in CAPITAL LETTERS

Constituency

R. Marshall-Andrews QC MP  
R. Marshall-Andrews QC MP  
MEOWAY

### Claim details

#### Notes

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Please list

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Period of claim

from 01, 04, 04 to 31, 03, 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 648 : 33 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 92 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 50 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

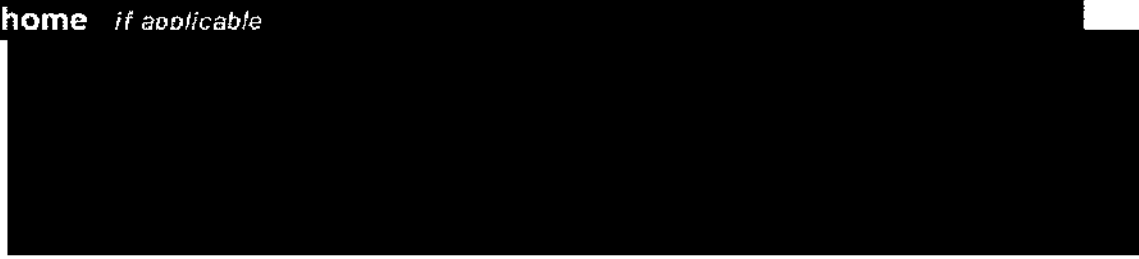
▶ please specify

Total

£ 790 : 33 p

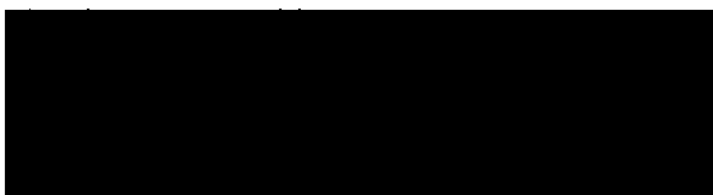
**Details of second home** *if applicable*

Address of  
second home  
*for Additional  
Costs Allowance*



**Declaration**

Signature



ssarily to enable  
urpose of performing

Date

01.12.04

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# MORTGAGE STATEMENT



MR ROBERT G MARSHALL-ANDREWS

Account Number: [REDACTED]

## SUMMARY

For the year 2004

Notes

### Product

3.89% 2 Year Fixed Rate  
(expires 31 July 2005 )

Interest Only Mortgage (see note opposite)

Remaining mortgage term: 8 yrs 7 mths  
(agreed repayment date July 2013)

Opening Balance as at 01 January 2004 £199,990.73

### Plus

Total Interest £7,414.21

### Less

Payments Received £7,779.96

Closing Balance as at 15 December 2004 £199,624.98

Maximum Early Repayment Charge £1,162.69  
as at 15 Dec 2004 (see note opposite)

Cost to repay in full as at 15 Dec 2004 £200,787.67

If you are considering repaying your mortgage in full please  
contact us for an up to date figure.

(Additional costs may be payable)

### Interest Rates applicable in 2004

Interest Rate %

01 January 2004 3.89 %

From January 2005 your monthly payment calculated at 3.89 % will be:

Basic Mortgage Payment

£648.33

Total

£648.33

Account Number [REDACTED]

**Payments Due in 2004**

	<b>Mortgage</b>
01 January	£648.33
01 February	£648.33
01 March	£648.33
01 April	£648.33
01 May	£648.33
01 June	£648.33
01 July	£648.33
01 August	£648.33
01 September	£648.33
01 October	£648.33
01 November	£648.33
01 December	£648.33

**Transaction Details in 2004**

<b>Date</b>	<b>Description</b>	<b>Debits</b>	<b>Credits</b>
<b>01 Jan</b>	<b>Opening Balance</b>	<b>£199,990.73</b>	
02 Jan	Automated Repayment		£648.33
02 Feb	Automated Repayment		£648.33
01 Mar	Automated Repayment		£648.33
01 Apr	Automated Repayment		£648.33
04 May	Automated Repayment		£648.33
01 Jun	Automated Repayment		£648.33
01 Jul	Automated Repayment		£648.33
02 Aug	Automated Repayment		£648.33
01 Sep	Automated Repayment		£648.33
01 Oct	Automated Repayment		£648.33
01 Nov	Automated Repayment		£648.33
01 Dec	Automated Repayment		£648.33
	Total Interest Calculated	£7,414.21	
<b>15 Dec</b>	<b>Closing Balance</b>	<b>£199,624.98</b>	



Members' Allowances

Additional

# Member's claim form

Received

12 JAN 2005

Parliamentary Mail  
Department

Form ACA2

Page 1 of 2

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

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Constituency

MEDWAY

## Claim details

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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 / 04 / 04 to 31 / 03 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 648 : 33 p

Food

£ 233 : - p

Utilities

£ : p

Council Tax/Rates

£ 92 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 420 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 50 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1443 : 33 p

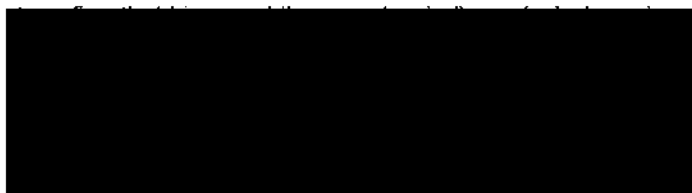
continued on page 2

**Details of second**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature



essarily to enable  
purpose of performing

Date

10.01.05

**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



# 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

R. Marshall-Andrews QC MP

Constituency

MEDWAY

### 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 01 / 04 / 04 to 31 / 03 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 648 : 33 p <sup>OK</sup>

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 92 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 50 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

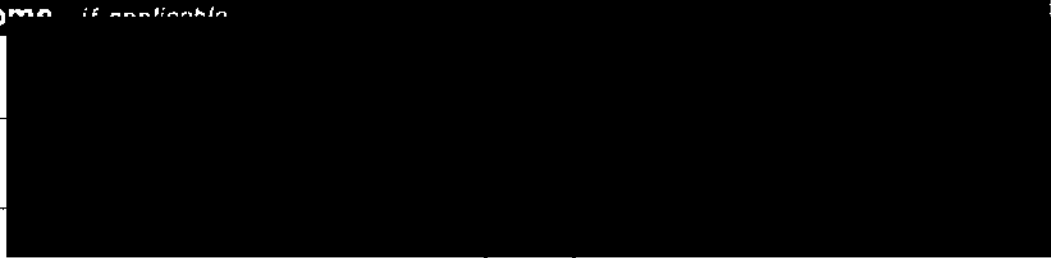
Total

£ 790 : 33p



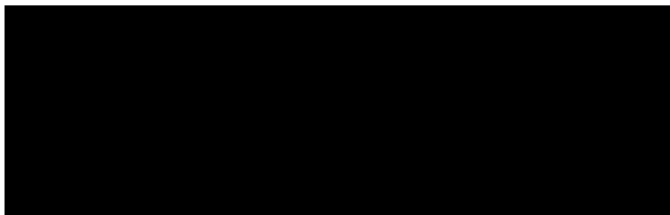
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

Signature



necessarily to enable  
the purpose of performing

Date

01. 02. 05

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