



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 SMITH

Constituency

WEST ABERDEENSHIRE AND KINCARDINE

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 17 / 07 / 04 to 11 / 08 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 478 : 41 p ✓

Food

£ : 70 p

Utilities

£ 56 : 35 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 305 : 50 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1140 : 96 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

11-8-04

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



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Constituency

WEST ABERDEENSHIRE AND KINCARDINE

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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 01/04/04 to 20/06/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 2179 : 61 p

Food

£ 480 : 00 p

Utilities

£ 57 : 08 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 121 : p

Other

£ 121 : 00 p

▶ please specify TV Licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2837 : 69 p

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Address of
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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

20-6-04**Data protection**

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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 20 / 06 / 04 to 17 / 07 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 778 : 41 p

Food

£ 220 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 998 : 41 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

16-7-04**Data protection**

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Additio [redacted]

Member's claim form

[redacted]

Members' Allowances

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[redacted]

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Please list

Please attach

Period of claim

from 11/08/04 to 13/10/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1589 : 34 p

Food

£ 220 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 1000 : 64 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

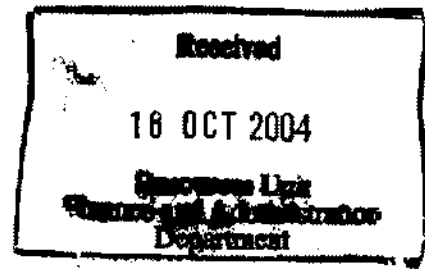
£ : p

▶ please specify

Total

£ 2809 : 98 p

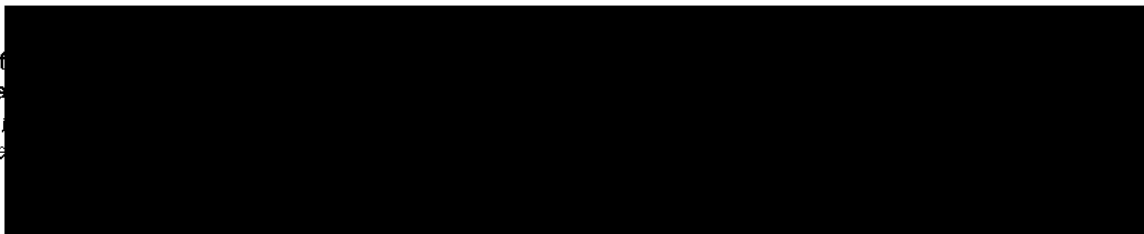
1809 : 34



[redacted]

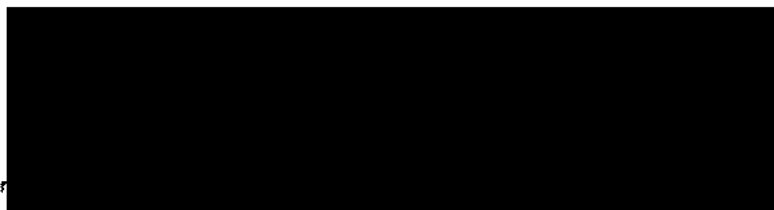
Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*



Declaration

Signature



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

Date

14 - 10 - 2004

Data protection

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Application For Payment

TENANT:

Sir R H Smith

PROPERTY:

Website Username:

Website Password:

Tenant Reference:

APPLICATION No
TAX POINT DATE
13/09/2004
CLIENTS VAT No

DUE DATE	DETAIL		VAT	AMOUNT
29 Sep 04	Half yearly s/charge in advance	29 Sep 04-24 Mar 05		850.04
25 Sep 04	Half yearly reserve in advance	25 Sep 04-24 Mar 05		150.60

BALANCE B/FORWARD	0.00	NETT NOW DUE	1,000.64	VAT NOW DUE	0.00	TOTAL DUE	1,000.64
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in CAPITAL LETTERS

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WEST ABERDEENSHIRE AND KINCARDINE

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Please attach

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

Period of claim

from 13 / 10 / 04 to 07 / 11 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 810 : 93 p ✓

Food

£ 260 : 00 p

Utilities

£ 54 : 02 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 106 : 38 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 273 : 04 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1494 : 37 p

continued on page 2

1771.33.

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

7-11-04

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Please attach

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

Period of claim

from 01 / 11 / 04 to 24 / 01 / 05 x 3?

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1621 : 86 p ✓

Food

£ 410 : 00 p ✓

Utilities

£ 41 : 63 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 101 : 20 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

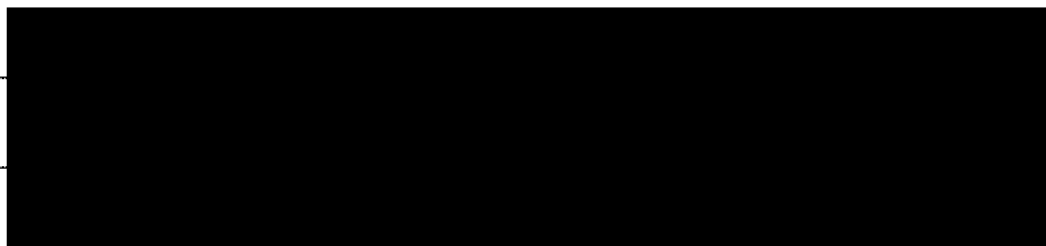
▶ please specify

Total

£ 2174 : 69 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

27-1-05**Data protection**

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Financial Processing }

Transaction No. [redacted]

Registration No. [redacted]

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

*Text ACA 21/4 ps - 31/3/05
reduced,*

Invoice No.

8/4

Account code / Allowance

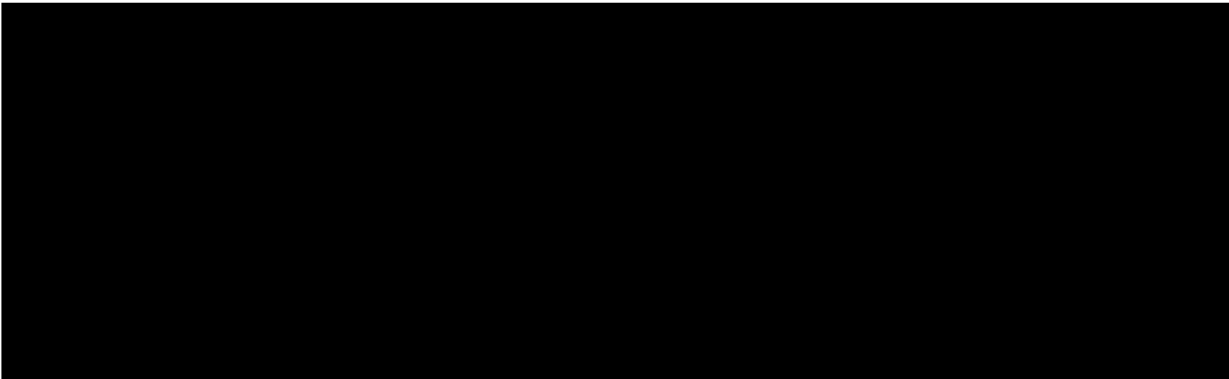
Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :

Day £ 3048.53



Financial Processing purposes only

Registered by (initials & date)

[redacted] *2/4*

Posted by (initials & date)

[redacted] *22*



Member's claim form

11 APR 2005

04/05

Members' Allowances

About filling in this form

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Your details

Name
in CAPITAL LETTERS

ROBERT H SMITH

Constituency

WEST ABERDEENSHIRE AND KINCARDINE

Claim details

Notes

You can only claim for

Please list

Please attach

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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.

Period of claim

from 24 / 01 / 05 to 31 / 03 / 05 x 2

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1621 : 86 p ✓

Food

£ 380 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 1205 : 56 p Pay 1/2 = £301.39

Telephone and telecommunications

£ 100 : 96 p ✓ (£904.17 to pay for July - March 06,)

Cleaning

£ 44 : 00 p ✓

Service/maintenance

£ 1000 : 64 p Pay 1/2 = £500.32

Repairs/insurance/security

£ : p (£500.32 to pay for OCT - MAR 06)

Other

£ 100 : 00 p ▶ please specify GROUND RENT

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

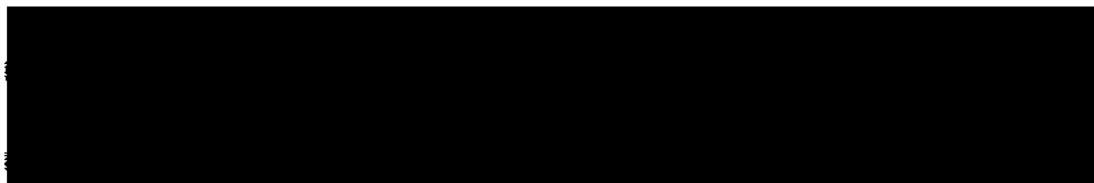
Total

£ 4453 : 02 p

3048.53

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Declaration

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Signature



MP

Date

8-4-05

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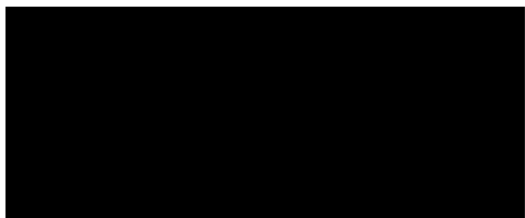
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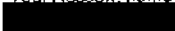
Send your completed
form to

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Bill for 2005/06

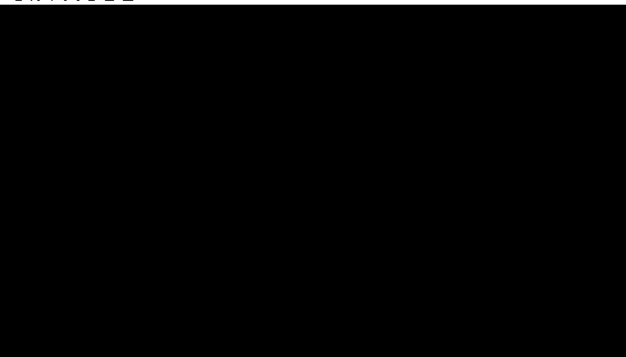


Your Account number



Council Tax

SIR ROBERT SMITH

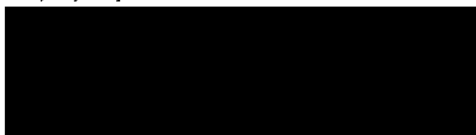



Date:

15 March 2005



Property subject to council tax:



This property is in valuation band  The 2005/2006 council tax for this band is £1339.51 (an increase of 4.3% on 2004/05)
The tax comprises:



£1028.31 (an increase of 4.0%)
£311.20 (an increase of 5.5%)

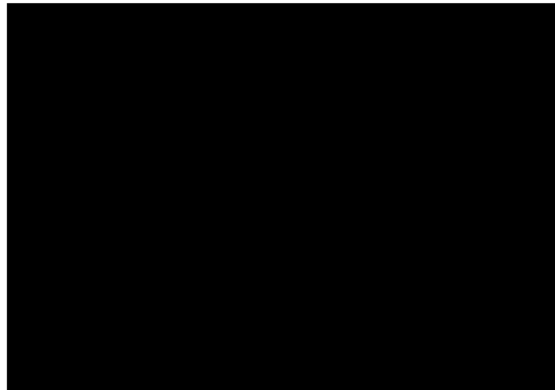
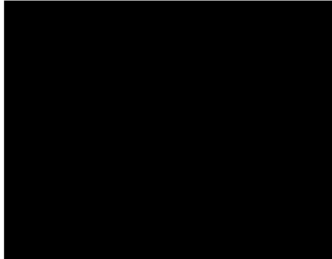
Council tax for period 01.04.2005 to 31.03.2006	£1339.51
less 10% discount: second home/furnished/unoccupied (01.04.2005 to 31.03.2006)	-£133.95

Amount payable for 2005/2006

£1205.56

Application For Payment

TENANT:



APPLICATION No
TAX POINT DATE
25/03/2005
CLIENTS VAT No

PROPERTY:



Website Username:

Website Password:

Tenant Reference:

DUE DATE	DETAIL		VAT	AMOUNT
25 Mar 05	Half yearly reserve in advance	25 Mar 05-24 Sep 05		150.60
25 Mar 05	Half yearly s/charge in advance	25 Mar 05-28 Sep 05		850.04

BALANCE
B/ FORWARD

0.00

NETT
NOW DUE

1,000.64

VAT
NOW DUE

0.00

TOTAL
DUE

1,000.64

Financial Processing }

Transaction No. [Redacted]

Registration No. [Redacted]

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicat

Text ACA reduced for disburse

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :

Pay £317.34.

* Financial Processing purposes only

Registered by (initials & date)

[Redacted] 20/4

Posted by (initials & date)

20/4 [Redacted]

ACA



Member's claim form

05/06

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Constituency

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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 01/04/05 to 9/04/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 810 : 93 p ÷ 30 = £27.03 × 11 days = £297.34

Food

£ 20 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 830 : 93 p

£ 297.34

Details of second home *if applicable*

Address of
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Costs Allowance

Declaration

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Signature

MP

Date

8 - 4 - 05**Data protection**

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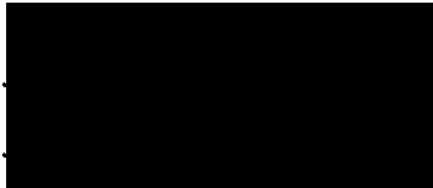
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Financial Processing }

Transaction No.

Registration No.



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



Text 24 Jan - 31 Mar 05

Invoice No. 23/5/05

Account code / Allowance

Members cost centre (Cat1)

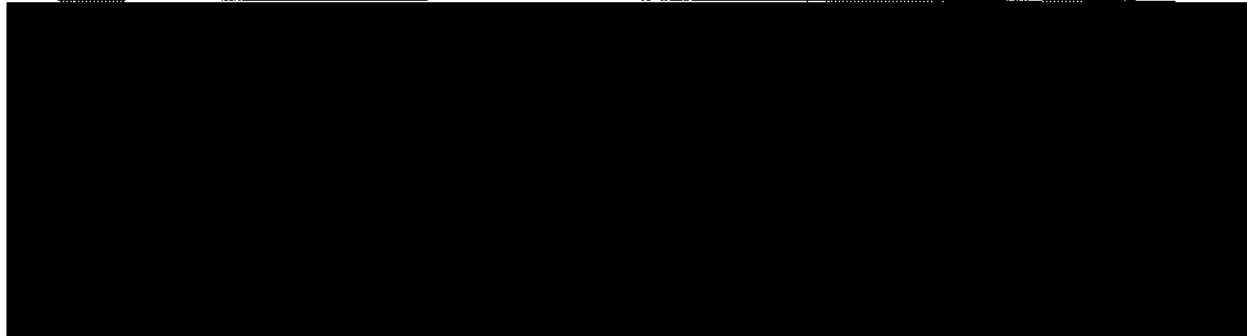
Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



Pay. £1404.49 ✓



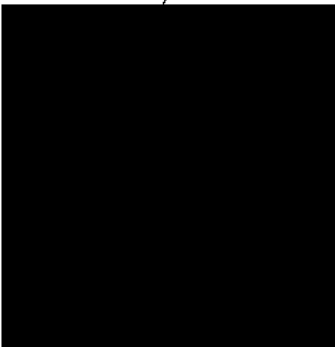
* Financial Processing purposes only

Registered by (initials & date)

26 MAY 2005

Posted by (initials & date)

27 MAY 2005





Member's claim form

11 APR 2005

04/05

Members' Allowances

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Period of claim

from 24 / 01 / 05

to 31 / 03 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1621 : 86 p ✓

Food

£ 380 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 1205 : 56 p

Pay £ = £301.39

(£904.17 to pay for July - March 06)

Telephone and telecommunications

£ 100 : 96 p

Cleaning

£ 44 : 00 p ✓

Service/maintenance

£ 1000 : 64 p

Pay £ = £500.32

(£500.32 to pay for OCT - MAR 06)

Repairs/insurance/security

£ : p

Other

£ 100 : 00 p

▶ please specify GROUND RENT

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 4453 : 02 p

£ 11404.49

3048.53

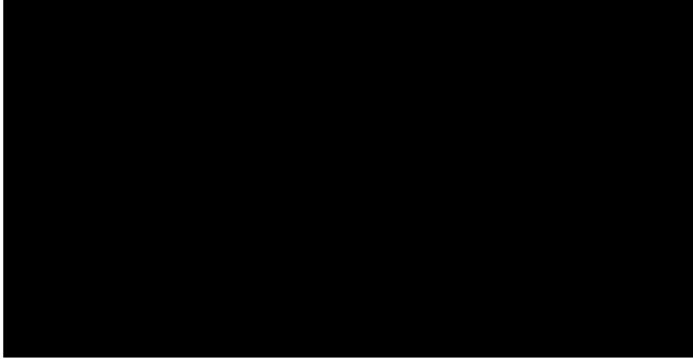
Bill for 2005/06

Your Account number:



Council Tax

SIR ROBERT SMITH



Date:

15 March 2005



Property subject to council tax:



This property is in valuation band The 2005/2006 council tax for this band is £1339.51 (an increase of 4.3% on 2004/05)

The tax comprises:



£1028.31 (an increase of 4.0%)
£311.20 (an increase of 5.5%)

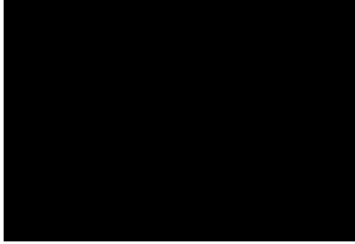
Council tax for period 01.04.2005 to 31.03.2006	£1339.51
less 10% discount: second home/furnished/unoccupied (01.04.2005 to 31.03.2006)	-£133.95

Amount payable for 2005/2006

£1205.56

Application For Payment

TENANT:



PROPERTY:



APPLICATION No

TAX POINT DATE

25/03/2005

CLIENT'S VAT No

Website Username:

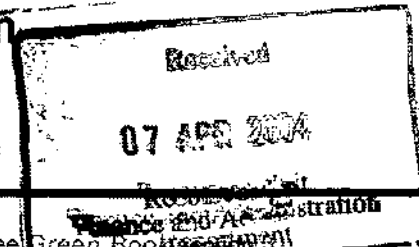
Website Password:

Tenant Reference:

DUE DATE	DETAIL		VAT	AMOUNT				
25 Mar 05	Half yearly reserve in advance	25 Mar 05-24 Sep 05		150.60				
25 Mar 05	Half yearly s/charge in advance	25 Mar 05-28 Sep 05		850.04				
BALANCE B/FORWARD		0.00	NETT NOW DUE	1,000.64	VAT NOW DUE	0.00	TOTAL DUE	1,000.64



Member's claim form



Members' Allowances

About filling in this form

- For details of costs you can claim for see *Green Book*
- If you have any doubt about whether please call 020 7219 1592.

Your details

Name
in CAPITAL LETTERS

ROBERT SMITH

Constituency

WEST ABERDEENSHIRE AND KINCARDINE

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 08 10 2004

to 31 10 2004

Total cost of hotel stays
attach all receipts

£ : p

✓ Mortgage payments
(interest only) or rent

£ 716 : 78 p

Food

£ 300 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 1155 : 46 p

Telephone and
telecommunications

£ 99 : 39 p

Cleaning

£ : p

Service/maintenance

£ 1000 : 64 p

Repairs/insurance/
security

£ : p

Other

£ 100 : 00 p

▶ please specify Ground rent

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3372 : 17 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

4th April 2004**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 3658, 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



9th February 2004

[REDACTED]
Sir Robert Hill Smith &
[REDACTED]

[REDACTED]
Mortgage Roll Number:
[REDACTED]

Sort Code [REDACTED]
Account Number [REDACTED]

Page 1 of 1

MORTGAGE INTEREST RATE

Property: [REDACTED]

Dear Sir/Madam

[REDACTED]

Your new monthly payment, from March 2004, will be £716.78. This will be collected on or just after 1st March 2004, and each subsequent month, from Roll Number D/35339562-6.

[REDACTED]

Sir R H Smith

Reference :

Invoice No :

Landlord Name and Address:

Property Manager:

Accounts:

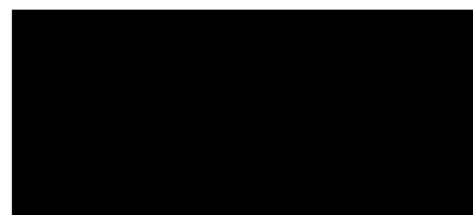
Re :

Date : 24 Mar 2004

<i>Date</i>	<i>Description</i>	<i>Amount Due</i>
25 Mar 2004 - 28 Sep 2004	Half yearly s/charge in advance	£850.04
25 Mar 2004 - 24 Sep 2004	Half yearly reserve in advance	£150.60
	Total due	£1,000.64

Bill for 2004/05

Your Account number



Council Tax

SIR ROBERT SMITH



Date:
15 March 2004

Account enquiries:
Call 0845 070 0006

Property subject to council tax



This property is in valuation band [redacted] The 2004/2005 council tax for this band is £1283.85 (an increase of 5.57% on 2003/04)
The tax comprises: [redacted] £988.89 (an increase of 4.99%)
£294.96 (an increase of 7.50%)

Council tax for period 01.04.2004 to 31.03.2005	£1283.85
less 10% discount: second home/furnished/unoccupied (01.04.2004 to 31.03.2005)	-£128.39

Amount payable for 2004/2005

£1155.46

