



Member's claim form

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 1340.

Your details

Name in CAPITAL LETTERS

ROBERT SMITH

Constituency

WEST ABERDEENSHIRE AND KINCARDINE

Office use
Costs/Cat 2

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 3 108 to 31 1 03 108

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 110 : 00 p

Utilities

£ 78 : 89 p

Council Tax/Rates

£ 1358 : 62 p ✓

Telephone and telecommunications

£ 130 : 70 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 43 : 20 p

▶ please specify Mrs S kitchen stuff

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1721 : 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
performing

Signature

Date

1, 4, 2008

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

Council Tax Bill for 2008/09

Your Account number

SIR ROBERT SMITH

Date:
12 March 2008

Account enquires:

Council tax for period 01.04.2008 to 31.03.2009	£1509.58
less 10% discount: second home/furnished/unoccupied (01.04.2008 to 31.03.2009)	-£150.96

Amount payable for 2008/2009

£1358.62

Customer name: [REDACTED]

Order date: 23 March 2008

Despatch # 1 - 6 Items

• Aurora 16 Piece Cutlery Set - [REDACTED]	Qty: 1	Price: £19.50
• 4 Small Maxim Tumblers - [REDACTED]	Qty: 1	Price: £5.00
• 4 Maxim Small Wine Glasses - [REDACTED]	Qty: 2	Price: £7.50
• Clear Salt & Pepper Mills - [REDACTED]	Qty: 1	Price: £9.50
• 8-Cup Cafetiere - [REDACTED]	Qty: 1	Price: £5.00

Items delivering to:
Sir Robert Smith

[REDACTED]

Subtotal of items:	£54.00
Delivery charges:	£3.50
Gift wrap:	-
Free Delivery:	-£3.50
Promotion applied:	-£10.80

Balance to pay: £43.20

Your credit card will be charged when your order is despatched.

[REDACTED]

[REDACTED]



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Your details

Name in CAPITAL LETTERS

ROBERT H SMITH

Constituency

WEST ABERDEENSHIRE AND KINCARDINE

Office use only

Costs/Cat 2

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 11 / 01 / 08 to 01 / 03 / 08

Total cost of hotel stays

£ 945 : 72 p

attach all receipts

Mortgage payments (interest only) or rent

£ 943 : 21 p

Food

£ 230 : 00 p

Utilities

£ 78 : 89 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 100 : 00 p

please specify GROUND RENT

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 2327 : 82 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
the purpose of performing

Signature

Date

 IP
1-3-2008

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Member's claim form

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Name in CAPITAL LETTERS

ROBERT H SMITH

Constituency

NORTH ABERDEENSHIRE AND KINCARDINE

Office use only

Costs/Cat 2

Claim details

You can only claim for

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- all items costing £250 or more and include receipts – except for food for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 13 108 to 4 13 108

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 50 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 1051 : 32 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1101 : 32 p

s 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
the purpose of performing

Signature

MP

Date

3 - 7 - 2008**Data protection**

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

**Application For Payment and/or
Notice to Long Leaseholders of Rent Due
under the Commonhold and Leasehold
Reform Act 2002 Section 166**

TAX POINT DATE

3 Mar 2008

CLIENTS VAT No

Reference:

DUE DATE	DETAIL		NETT	VAT	GROSS
-					
25 Mar 08	Half yearly reserve in advance	25 Mar 08- 24 Sep 08	150.60	0.00	150.60
25 Mar 08	Half yearly s/charge in advance	25 Mar 08- 28 Sep 08	900.72	0.00	900.72



BALANCE B/ FORWARD	NETT DUE	VAT DUE	TOTAL DUE
0.00	1,051.32	0.00	1,051.32



Member's claim form

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

Your details

Name in CAPITAL LETTERS

ROBERT H SMITH

Constituency

NORTH ABERDEENSHIRE AND KINCARDINE

Office use
Costs/Cat 2

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 4 / 11 / 07 to 11 / 01 / 08 x 2

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1983 : 56 p x 2

Food

£ 240 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 175 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2398 : 56 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
[redacted] for the purpose of performing

Signature

MP

Date

11-1-2008

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



Member's claim form

About filling in this form

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

Name in CAPITAL LETTERS

ROBERT H SMITH ✓

Constituency

WEST ABERDEENSHIRE AND KINCARDINE

Office use only

Costs/Cat 2

Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 1 1 9 1 0 7 to 4 1 1 1 0 7 x 3

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 2015 : 68 p

Food

£ 135 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 137 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 282 : 67 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2570 : 35 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

Signature

MP

Date

5-11-07 ✓**Data protection**

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INVOICE & STATEMENT

Invoice Date: 16/10/2007

Invoice No: [REDACTED]

Sir R H Smith
[REDACTED]

<u>Due date</u>	<u>Description</u>	<u>Amount</u>	<u>Vat</u>	<u>Total</u>
16/10/2007	Insurance 29.09.07 to 28.09.08	£282.67	£0.00	£282.67

Balance brought forward: £0.00

Sub Total £282.67

Balance brought forward Total £0.00

TOTAL AMOUNT DUE £282.67





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Your details

Name in CAPITAL LETTERS

ROBERT H SMITH ✓

Constituency

WEST ABERDEENSHIRE AND KINCARDINE

Office use only

Costs/Cat 2

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 12 / 4 / 07 to 1 / 10 / 07 (x 2)

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2015:68 p ✓

Food

£ 120:00 p ✓

Utilities

£ 83:86 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 1052:00 p ✓

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 3271:54 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

Signature



MP

Date

1-9-07 ✓**Data protection**

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

**Application For Payment and/or
Notice to Long Leaseholders of Rent Due
under the Commonhold and Leasehold
Reform Act 2002 Section 166**

TAX POINT DATE
22Aug2007
CLIENT'S VAT No
reference

DUE DATE	DETAIL		VAT	AMOUNT
25 Sep 07	Half yearly reserve in advance	25 Sep 07-24 Mar 08		150.60
25 Sep 07	Half yearly s/charge in advance	25 Sep 07-24 Mar 08		901.40

BALANCE B/ FORWARD	0.00	NETT DUE	1,052.00	VAT DUE	0.00	TOTAL DUE	1,052.00
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Your details

Name in CAPITAL LETTERS

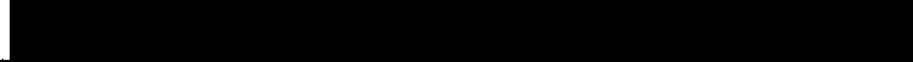
ROBERT H SMITH

Constituency

WEST ABERDEENSHIRE AND KINCARDINE

Office use only

Costs/Cat 2



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 215 107 to 121 7 107 (x2)

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1951 : 00 p x2 ✓

Food

£ 350 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 187 : 43 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 135 : 50 p ✓

▶ please specify TV License

Other

£ : p

▶ please specify

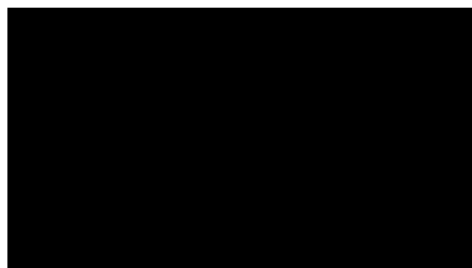
Other

£ : p

▶ please specify

Total

£ 3623 : 93 p ✓



Details of second home *if applicable*

X **Address of
second home**
X *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

12-7-2007

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07/08

Member's claim form

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Your details

Name in CAPITAL LETTERS

ROBERT H SMITH ✓

Constituency

WEST ABERDEENSHIRE AND KINCARDINE

Office use only
Costs/Cat 2



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 1 1 4 107 to 2 1 5 107 x2,

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1886 : 96 p ✓

April - May 07.

Food

£ 85 : 00 p

Utilities

£ 52 : 01 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 ✓

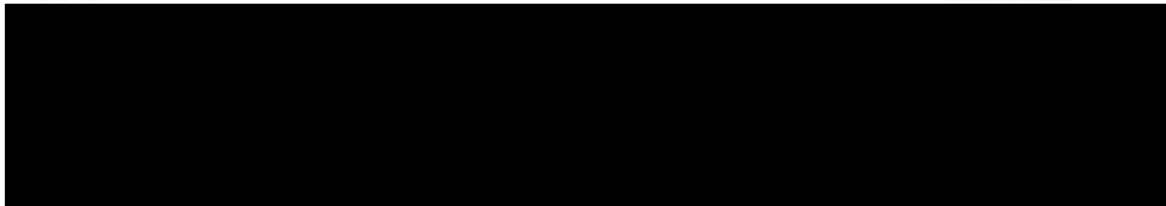
▶ please specify

Total

£ 2023 : 97 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

Signature



MP

Date

2-5-2007

Data protection

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