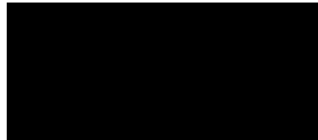




# Member's claim form

10 MAR 2005



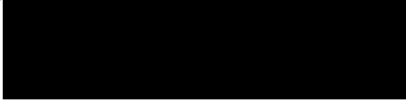
## Members' Allowances

### 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



Constituency

DUMFRIES

## 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 11 FEB 12005 to 28 FEB 12005

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 300 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 72 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 75 : 00 p

▶ please specify laundry & Dry Cleaning

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

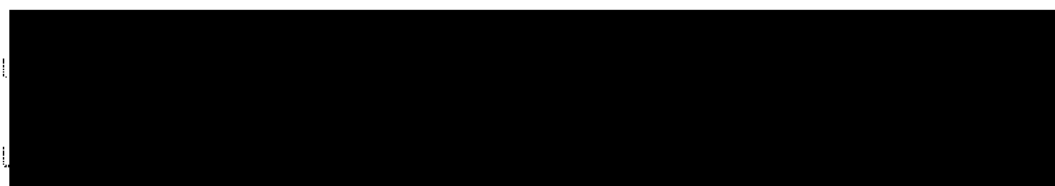
Total

£ 447 : 00 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 MARCH 2005

**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.

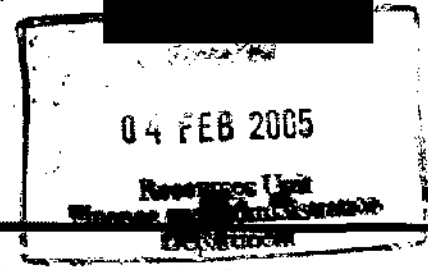
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

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

[Redacted Name]

Constituency

DUMFRIES

## 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 JAN 2005 to 31 JAN 2005

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ 400 : 00 p

Utilities

£ 22 : 68 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 72 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 100 : 00 p

▶ please specify laundry & Dry Cleaning

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

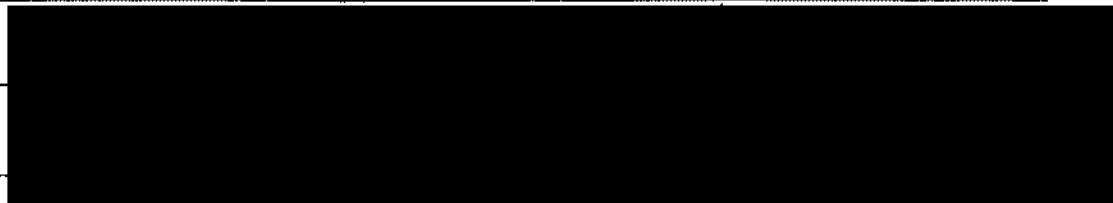
▶ please specify \_\_\_\_\_

Total

£ 594 : 68 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

1 FEBRUARY 2005

**Data protection**

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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.

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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



Members' Allowances

Additional Costs

Received

Form ACA2  
Page 1 of 2

# Member's claim form

12 JAN 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 1592.

## Your details

Name  
in CAPITAL LETTERS

RUSSELL BROWN

Constituency

DUMFRIES

## 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 DEC 2004

to 31 DEC 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 350 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 32 : 78 p

Cleaning

£ 90 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 100 : 00 p

please specify

laundry & Dry Cleaning.

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 572 : 78 p

continued on page 2

**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]

MP

Date

11 January 2005

**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.

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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



Additional [redacted]

# Member's claim form

02 DEC 2004

[redacted]

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section [redacted]
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name RUSSELL BROWN  
 in CAPITAL LETTERS  
 Constituency DUMFRIES

## 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 NOV. 2004 to 30 NOV 2004

Total cost of hotel stays £ : p  
attach all receipts

Mortgage payments £ 2932 : 00 p (3 months rent) See Feb Movel.  
(interest only) or rent

Food £ 400 : 00 p

Utilities £ : p

Council Tax/Rates £ : p

Telephone and telecommunications £ : p

Cleaning £ 72 : 00 p

Service/maintenance £ : p

Repairs/insurance/security £ 100 : 00 p

Other £ : p please specify laundry & Dry Cleaning

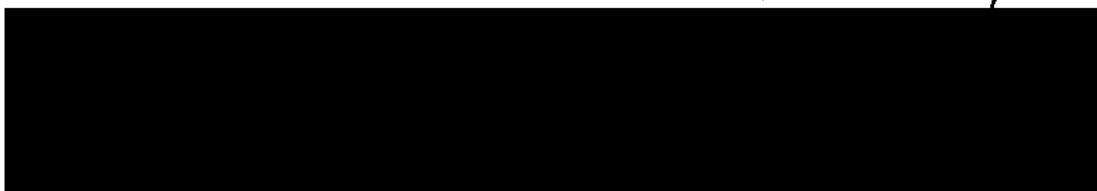
Other £ : p please specify

Other £ : p please specify

Total £ 3504 : 00 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 November 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.

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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

RUSSELL BROWN

Constituency

DUMFRIES

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 Oct. 2004 to 31 Oct. 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 22 : 82 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 31 : 93 p

Cleaning

£ 90 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 75 : 00 p

▶ please specify laundry & Dry Cleaning

Other

£ : p

▶ please specify \_\_\_\_\_

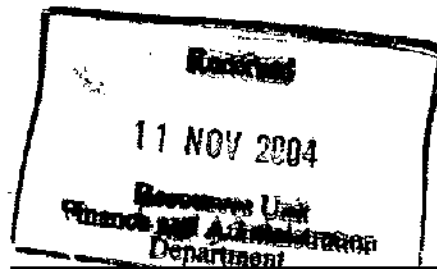
Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 619 : 75 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

9 NOVEMBER 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.

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

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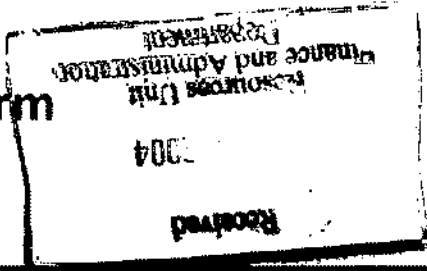
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Send your completed  
form to

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



# 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

RUSSELL BROWN

Constituency

DUMFRIES

## 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 SEPT 2004 to 30 SEPT 2004

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ : p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 72 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 50 : 00 p

▶ please specify Laundry & Dry Cleaning

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 322 : 00 p

**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]

MP

Date

4 OCTOBER 2004

**Data protection**

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

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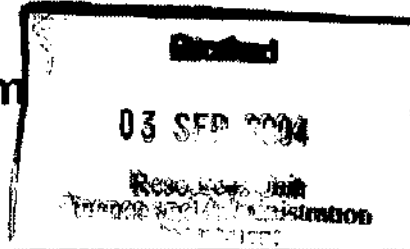
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

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



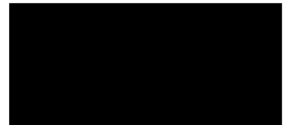
Member's claim form



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.



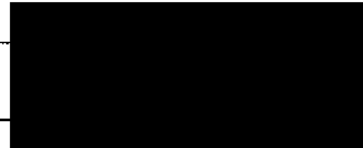
Your details

Name  
in CAPITAL LETTERS

RUSSELL BROWN

Constituency

DUMFRIES



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 AUG. 2004 to 31 AUG. 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2833 : 75 p (3 mths) Oct/Nov/Dec.

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 72 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

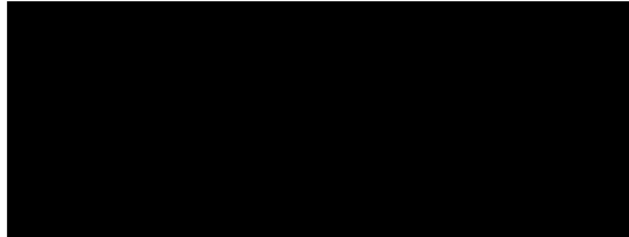
Other

£ : p

▶ please specify

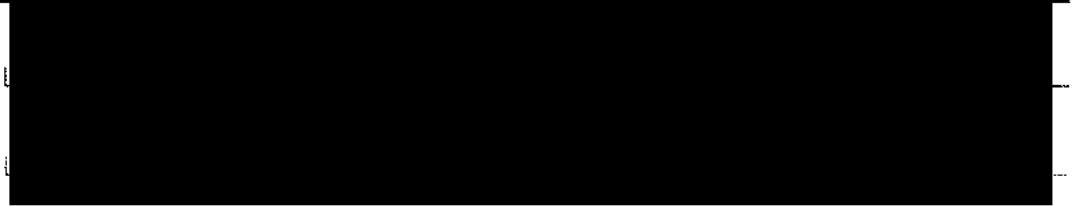
Total

£ 2905 : 75 p



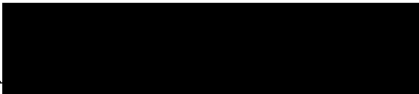
**Details of second home** *if applicable*

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

1 SEPTEMBER 2004

**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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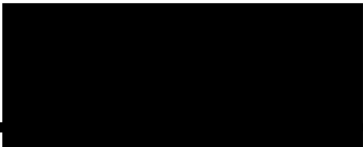
Send your completed  
form to

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



# Member's claim form

Members' Allowances



020 7219 1592

RECEIVED

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

RUSSELL BROWN

Constituency

DUMFRIES

## 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 JULY 2004

to 31 JULY 2004

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 21 : 86 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 90 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 75 : 00 p

▶ please specify Laundry & Dry Cleaning

Other

£ 648 : 80 p

▶ please specify Fulton

Other

£ 69 : 95 p

▶ please specify Vacuum Cleaner

Total

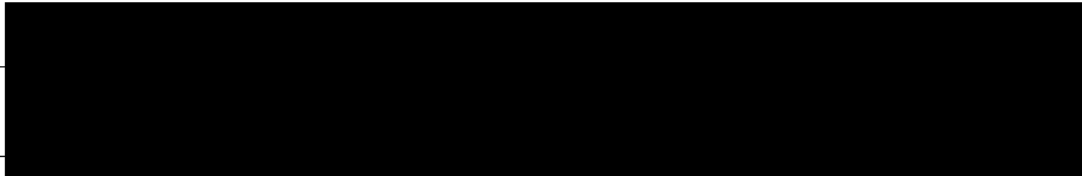
£ 1305 : 61 p

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 AUGUST 2004

**Data protection**

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

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Send your completed  
form to

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

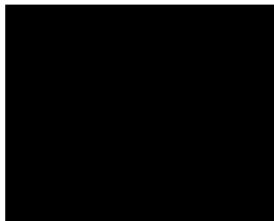


# Your Invoice

Order Date: 14-Jul-2004

Salesperson: A [REDACTED]

Customer: Mr R Brown



Tel: [REDACTED]  
Fax: [REDACTED]

## Order

	Ordered / Taken	VAT	Price inc. VAT
- 00102926 - .Sofa Bed - Oke Bifold As Per Product 14/07/04 15:07:02 - 1. SALE - Supplied from Shop Stock	1 / 1	£49.15	£330.00
- 00114707 - .Futon - Double Bifold DEEP FOAM STANDARD FABRIC Forest Green Indian Rib 14/07/04 15:07:45 - 1. SALE - Supplied from Shop Stock	1 / 1	£40.06	£269.00
- 00066754 - .Cushion - 45 x 45 Fibre Filled Cotton Covered Cushion As Per Product 14/07/04 15:10:17 - 1. SALE - Supplied from Shop Stock	2 / 2	£1.19	£8.00
- 00066761 - .Cushion - 60 x 60 Fibre Filled Cotton Covered Cushion As Per Product 14/07/04 15:10:30 - 1. SALE - Supplied from Shop Stock	2 / 2	£1.49	£10.00
- 00108621 - .Cover Cushion - 45 X 45 STD<> Copper Indian Rib 14/07/04 15:10:56 - 1. SALE - Supplied from Shop Stock	2 / 2	£1.77	£11.90
- 00022941 - .Cover Cushion - 60 X 60 STD<> Natural Indian Rib 14/07/04 15:11:17 - 1. SALE - Supplied from Shop Stock	2 / 2	£2.96	£19.90
	Net VAT	£96.53	
	Total Value Products		£648.80

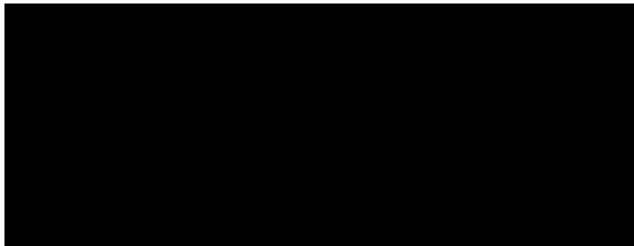
## Delivery

Despatch: 14-Jul-2004

## Payment

Total	Total Invoice Value	£648.80
14/07/04 - Payment Received - Thank You [REDACTED]		£648.80
	Total Amount Paid	£648.80
	Balance	£0.00





69.95

DUPLICATE

-----

TOTAL 1 Items 69.95

MASTER GBP 69.95

Card 2261

CUSTOMER'S COPY





# Member's claim form

01 JUL 2004

Members' Allowances

DEA

About filing 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

RUSSELL BROWN

Constituency

JUMFRIES

## 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 JUNE 2004 to 30 JUNE 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2833 : 75 p (3 mths) Sun Aug Sep

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 324 : 00 p (6 mths) check file for Doc.

Telephone and  
telecommunications

£ 47 : 50 p

Cleaning

£ 92 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 75 : 00 p

▶ please specify Laundry & Dry Cleaning

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3752 : 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 JUNE 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 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

04 JUN 2004

Members' Allowances

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 1592.

Your details

Name  
in CAPITAL LETTERS

RUSSELL BROWN

Constituency

DUMFRIES

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 MAY 2004 to 31 MAY 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 72 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 100 : 00 p

▶ please specify Laundry & Dry Cleaning

Other

£ 121 : 00 p

▶ please specify T.V. Licence

Other

£ : p

▶ please specify

Total

£ 693 : 00 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 JUNE 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 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
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

Constituency

DUMFRIES

## Claim details

### Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1 1 APRIL 2004 to 30 1 APRIL 2004

Total cost of hotel stays  
attach all receipts

£ : P *Apr - June*

Mortgage payments  
(interest only) or rent

£ 2833 : 75 p (3 mths)

Food

£ 300 : 00 p ✓

Utilities

£ 19 : 48 p ✓

Council Tax/Rates

£ 220 : 50 p (4 mths) ✓

Telephone and telecommunications

£ : P

Cleaning

£ 90 : 00 p ✓

Service/maintenance

£ : P

Repairs/insurance/  
security

£ : P

Other

£ 75 : 00 p ✓

▶ please specify Laundry & Dry Cleaning.

Other

£ : P

▶ please specify \_\_\_\_\_

Other

£ : P

▶ please specify \_\_\_\_\_

Total

£ 3,538 : 73 P

continued on page 2

RECEIVED

06 MAY 2004

DFA

**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]

MP

Date

4 MAY 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 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



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

**Text**

31/3

MAY 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)

[Redacted]

.....

Posted by (initials & date)

[Redacted]

13 APR 2005

.....



# Member's claim form

0000 0000 0000

## 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

Constituency

[Redacted Name] \_\_\_\_\_  
 DUMFRIES \_\_\_\_\_

## Claim details

### Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1 MAR 2005 to 31 MAR 2005

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 90 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 100 : 00 p

▶ please specify laundry & Dry Cleaning.

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

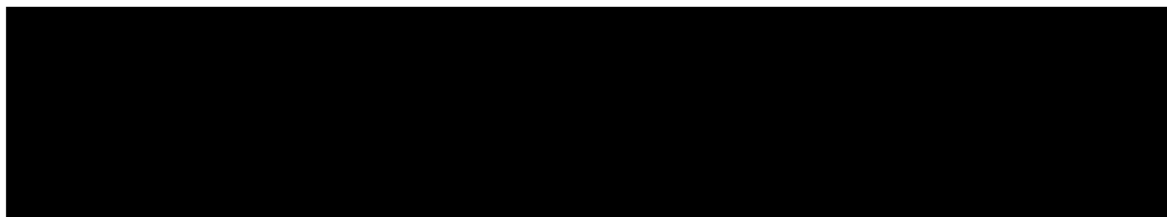
▶ please specify \_\_\_\_\_

Total

£ 590 : 00 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

31 March 2005

**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

Financial Processing }

Transaction No.

Registration No.

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient** *invoice date 24105*  
(NB Financial Processing to check whether a dedicated

**Text** *Masch 05*

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

*04\_05 / 05\_06*

**Expenditure type (Cat5) :**

*Total / 1368.88*

\* Financial Processing purposes on

Registered by (initials & date)

*01/06*

Posted by (initials & date)



Member's claim form

25 MAY 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

Constituency

DUMFRIES

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 MAR 2005

to: 31 MAR 2005

(2004/05)

Total cost of hotel stays  
attach all receipts

£ : p

(PREVIOUS CLAIM FOR £590 HAS ALREADY BEEN PAID)

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 1368 : 88 p

▶ please specify CARPETS & FLOOR COVERING

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1368 : 88 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

24 May 2004

**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.

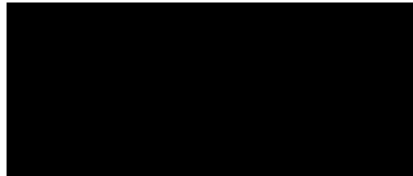
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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

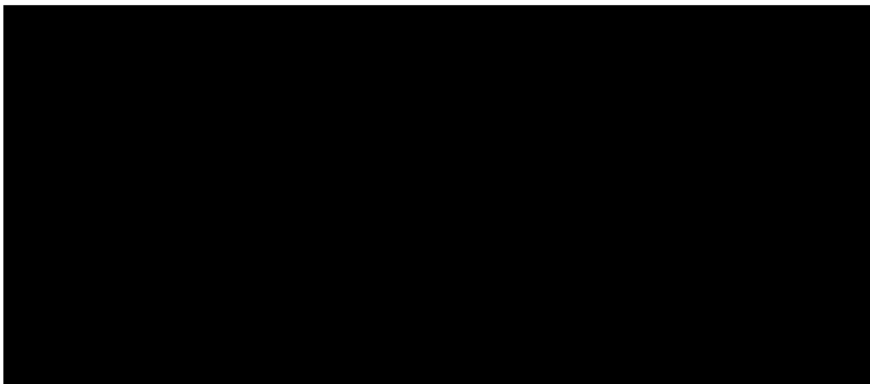
MR RUSSELL BROWN MP



VAT Reg No:

Invoice No	[REDACTED]
Invoice/Tax Date	21/03/2005
Order No	[REDACTED]
Account No	[REDACTED]

Details	Unit Price	Net Amount	VAT Rate	VAT
OUR VERBAL ESTIMATE				
ENTRANCE HALL, LIVING ROOM AND SIDE HALL				
SUPPLY AND INSTALL STOCK SHERWOOD CARPET TO THE ABOVE AREAS ON BEST QUALITY UNDERLAY FIXTURE AND FITTINGS				
SUPPLY AND INSTALL STOCK HEAVENLY VELVET TO BEDROOM USING THE SAME INSTALLATION METHOD AS ABOVE				
SUPPLY AND INSTALL STOCK SPARKLING BIRCH TO BATHROOM WITH FULL SUB-FLOOR PREPARATION				
	1,165.00	1,165.00	17.50	203.88



<b>Total Net Amount</b>	1,165.00
<b>Carriage Net</b>	0.00
<b>Total Tax Amount</b>	203.88
<b>Invoice Total</b>	1,368.88