



# 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

SANDRA OSBORNE

Constituency

AYR

## 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 / 04 / 04 to 30 / 04 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 3 400 : 00 p ✓

Food

£ : p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 544 : 50 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 749 : 00 p

▶ please specify

Furnishings

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 4 743 : 50 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

20/04/04

**Data protection**

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

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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

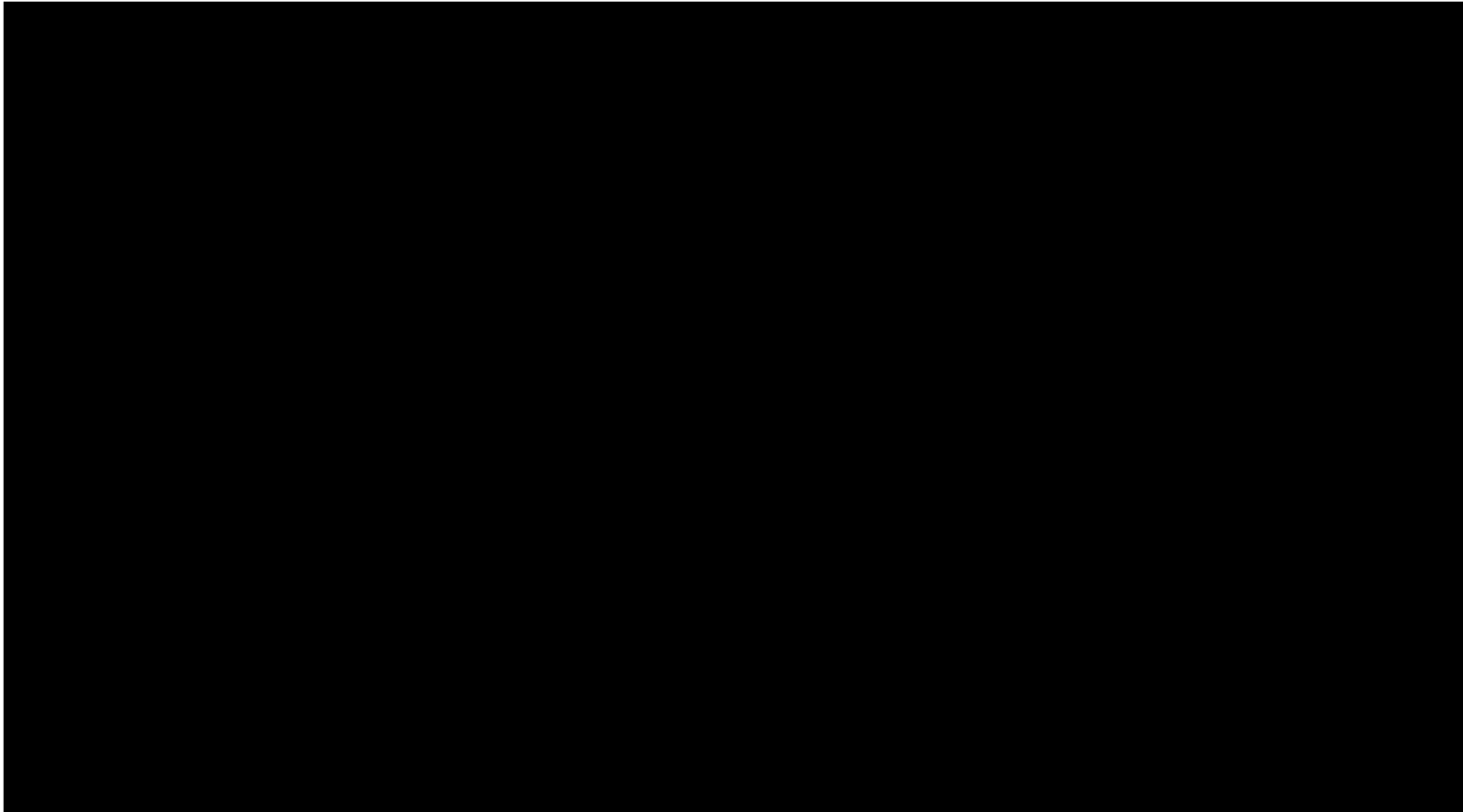
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Date of Issue: 15-MAR-2004

MRS S OSBOURNE	
[REDACTED]	
[REDACTED]	
Account reference	[REDACTED]

Address of property (if different)	
[REDACTED]	
[REDACTED]	
Property reference	[REDACTED]

**Council Tax demand notice  
2004 to 2005**



**Total**

544.50

Date 130304

Received of O'Sullivan

£ 749.00

the sum

For

INVOICE No.

INVOICE/TAX DATE

ORDER No.

1 x KJ MOBILE Boston mobile store

749.00

Taken by customer.

TOTAL

749.00

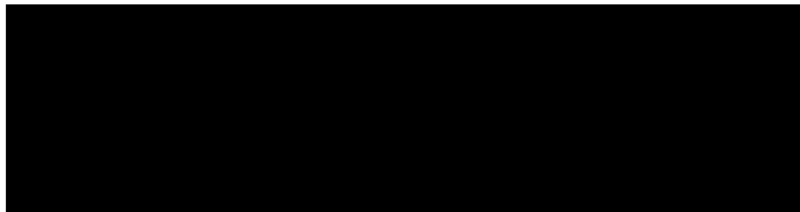
VWA

DEPOSIT

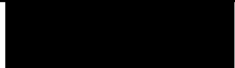
749.00

BALANCE

—

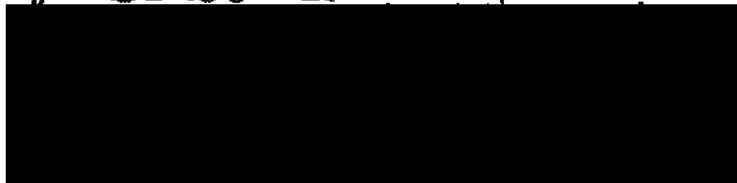


Date 13.03.04



Received of  
Osborne

£ 749.00





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SANDRA OSBORNE

Constituency

AMR

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### Notes

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

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 / /

to May / 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 300 : 00 p ✓

Utilities

£ 50 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 20 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 80 : 00 p ✓

▶ please specify

furnishings

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 450 : 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

2/06/04

**Data protection**

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## Your details

Name in CAPITAL LETTERS

JANDRA OSBORNE

Constituency

AYR

## Claim details

Notes

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Please list

Please attach



Period of claim

from 1 1

to June 1 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 3400 : 00 p

Food

£ 380 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 25 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 75 : 00 p

▶ please specify

Household goods

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3900 : 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

28/06/04

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## Your details

Name  
in CAPITAL LETTERS

SANDRA OSBORNE

Constituency

AVR

## Claim details

### Notes

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Please list

Please attach

Period of claim

from / / to 30, 07, 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ 300 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 50 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 55 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

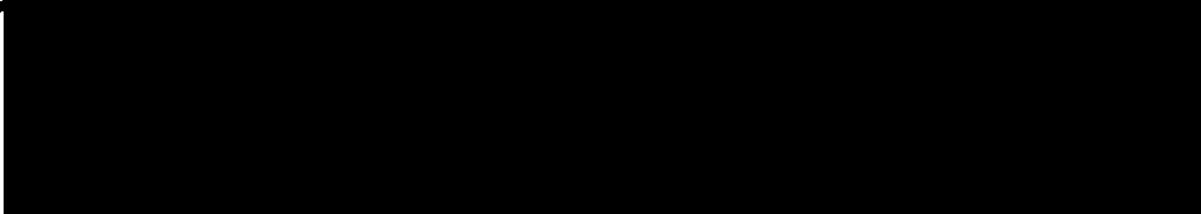
▶ please specify

Total

£ 455 : 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

29/07/04

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Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

OSBORNE (SANDRA)

Constituency

AYR

## Claim details

### Notes

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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 / / to / /

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 3500 : 00 p

Food

£ 50 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 10 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 210 : 00 p

Other

£ : p

Other

£ : p

Total

£ 3820 : 00 p

▶ please specify

HOUSEHOLD ITEMS  
(electrical goods)

▶ please specify

▶ please specify

**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

Signature

MP

Date

1/09/04

**Data protection**

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## Your details

Name  
in CAPITAL LETTERS

SANDRA OSBORNE

Constituency

AYR

## Claim details

### Notes

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

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 / 09 / 04 to 20 / 09 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ 250 : 00 p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 10 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 200 : 00 p

▶ please specify

Household goods

Other

£ : p

▶ please specify

Other

£ : p

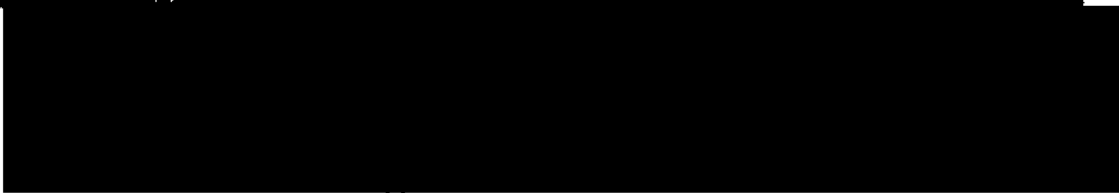
▶ please specify

Total

£ 500 : 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

25/09/04

**Data protection**

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## Your details

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Constituency

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## Claim details

### Notes

You can only claim for

Please list

Please attach

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Period of claim

from 1 / 1

to 1st Oct. 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 250 : 00 p

Utilities

£ 25 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 25 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 50 : 00 p

▶ please specify

Household goods

Other

£ 350 : 00 p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 350 : 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

27/10/04

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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 1 / 1

to NOVEMBER, 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 375 : 00 p

Utilities

£ 64 : 00 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 55 : 00 p

Cleaning

£ 50 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 85 : 00 p

Other

£ 220 : 00 p

▶ please specify

Household Goods

Other

£ 83 : 00 p

▶ please specify

Redecoration

Other

£ : p

▶ please specify

Total

£ 932 : 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

27/11/04

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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 1 / 1

to 25 / 12 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ 350 : 00 p

Utilities

£ 25 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 25 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 180 : 00 p

▶ please specify

Household goods

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 580 : 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

21/12/04

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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 1 / 1 20 28 Feb 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 300 : 00 p

Utilities

£ 10 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 20 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 70 : 00 p

▶ please specify

Household Goods

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 400 : 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.

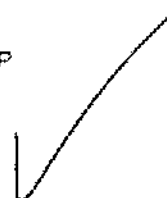
Signature



MP

Date

28 / 02 / 05


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