



# Member's claim form

### About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

### Your details

Name  
in CAPITAL LETTERS

SANDRA OSBORNE

Constituency

AYR CARRICK & CUMNOCK

### 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, 02, 06 to 28, 02, 06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 300 : 00 p

Utilities

£ 45 : 00 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 15 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 85 : 00 p

▶ please specify

Bed linen & rug

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 445 : 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

4/03/06

**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



Member's claim form

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Your details

Name in CAPITAL LETTERS

SANDRA OSBORNE

Constituency

AYR CARRICK & CUMNOCK

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 10 06 to 31 10 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 365 : 00 p ✓

Utilities

£ 60 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 15 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

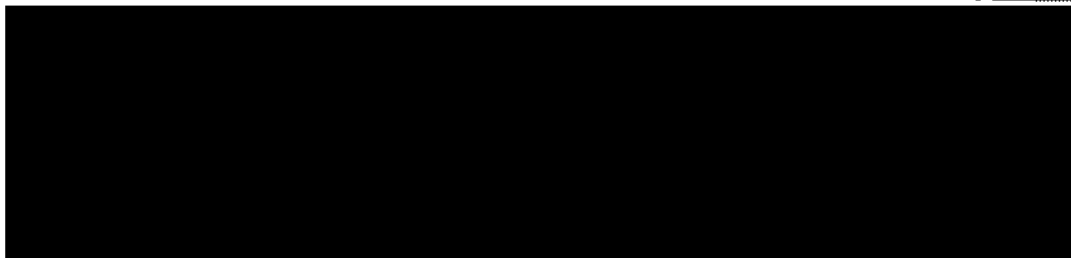
£ : p ▶ please specify

Total

£ 440 : 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

3/02/06

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Additional Costs Allowance

Member's claim form

ACA2

18 JAN 2006

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

SANDRA OSBORNE

Constituency

AYR CARRICK & CUMNOCK

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 / / to 31, 12, 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 150 : 00 p ✓

Utilities

£ 45 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 15 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 45 : 00 p

▶ please specify

Towels

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 255 : 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

13/01/06

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Member's claim form

NOV 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

JANDRA OSBORNE

Constituency

AYR CARRICK & CUMNOCK

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 / 11 / 05 to 30 / 11 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 3670 : 00 p ✓

Food

£ 360 : 00 p ✓

Utilities

£ 65 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 52 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 180 : 00 p ✓

▶ please specify

Carpet/rug

Other

£ 48 : 00 p ✓

▶ please specify

Sheets/towels

Other

£ : p

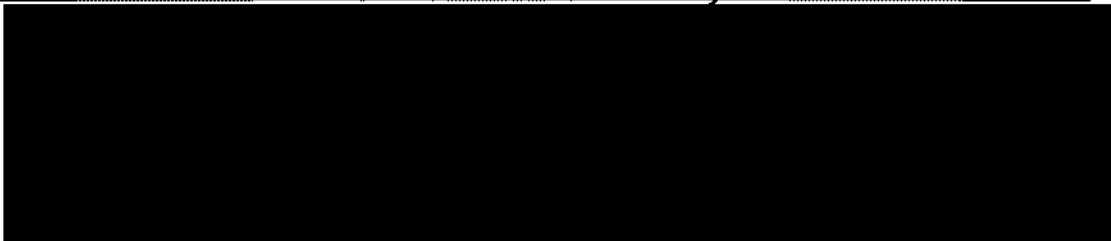
▶ please specify

Total

£4375 : 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

26/11/05

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Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

OSBORNE (SANDRA)

Constituency

AYR CARRICK & CUMNOCK

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, 10, 05 to 31, 10, 05 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1200 : 00 p

Food

£ 210 : 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

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

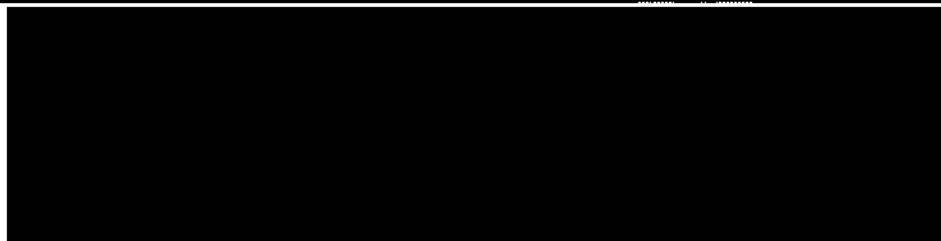
▶ please specify

Total

£ 1470 : 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

31/10/05

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Additional Costs Allowance

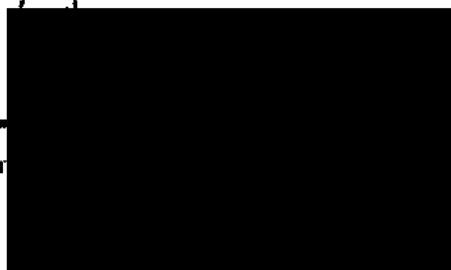
ACA2

Member's claim

9 SEP 2005

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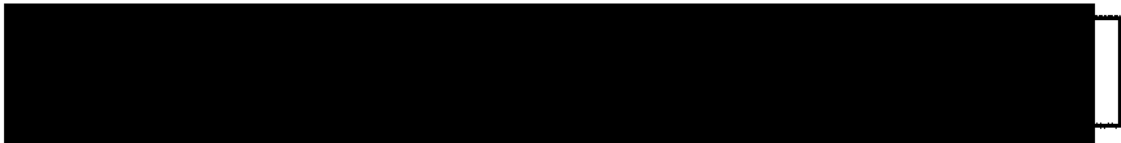
Your details

Name in CAPITAL LETTERS

SANDRA OSBORNE

Constituency

AMR CARRICK & CUMWOCK



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

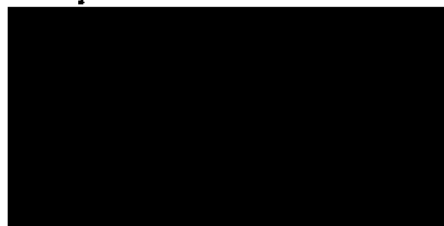
Please attach

Period of claim

from 1 09 05 to 30 1 05

Total cost of hotel stays attach all receipts

£ : p



Mortgage payments (interest only) or rent

£ 1320 : 00 p ✓

Food

£ : p

Utilities

£ 65 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 10 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ 245 : 00 p

Other

£ : p

- ▶ please specify furniture / curtains
- ▶ please specify kitchen utensils
- ▶ please specify

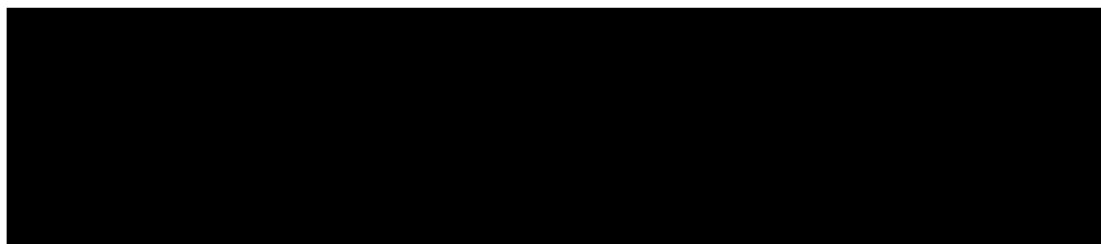
Total

£ 1640 : 00 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

\_\_\_\_\_ 28/09/05 \_\_\_\_\_

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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** 1-31/8/05

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

~~04\_05~~ / 05\_06

**Expenditure type (Cat5) :**

*Please Pay £1355-00*

\* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 <sup>nd</sup> home address
Budget checked
Claim signed
Claim correctly dated

/
/
/
/
/
/

\* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)





Member's claim form

01 SEP 2005

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Your details

Name in CAPITAL LETTERS

SANDRA OSBORNE

Constituency

AMR CARRICK & CUMNOCK

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 1/08/05 to 31/08/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1320:00 p

Food

£ : p

Utilities

£ 65:00 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

£ 1385:00 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

31/08/05

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Member's claim form

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Your details

Name in CAPITAL LETTERS

SANDRA OSBORNE

Constituency

AYR CARRICK & CUMNOCK



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 07 05 to 30 07 05 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1320 : 00 p ✓

Food

£ 340 : 00 p ✓

Utilities

£ 65 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 62 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 963 : 50 p ✓

Other

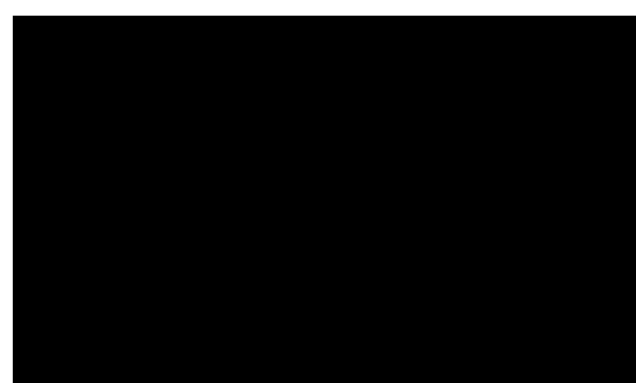
£ 65 : 00 p ▶ please specify

Other

£ 48 : 00 p ▶ please specify

Total

£ 2863 : 50 p ✓



HOUSEHOLD AS BELOW  
 CARPETS (RECEIPT ENCLOSED)  
 HOOVER  
 BLIND/BATTERIES/PICTURE FRAMES  
 & SHEET



**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 / Only / 05

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OSBOURNE

Invoice No.	[REDACTED]
Invoice/Tax Date	25/07/2005
Order No.	
Account No.	[REDACTED]

Detail	Total Price	Net	VAT Rate	VAT
[REDACTED]				
SUPPLY AND INSTALL STOCK DISCOUNTED CHELSEA BLUE TWIST TO AREAS SPECIFIED				
[REDACTED]	820.00	820.00	17.50	143.50

Site Address

Total Net Amount	820.00
Carriage Net	0.00
Total Tax Amount	143.50
Invoice Total	963.50



Additional Costs Allowance

ACA2

05/06

Member's claim form

Page 1 of 2

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Your details

Name in CAPITAL LETTERS  
Constituency

SANDRA OSBORNE  
AYR CARRICK & CUMNOCK

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, 06, 05 to 30, 06, 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,320 : 00 p

Food

£ 350 : 00 p

Utilities

£ 65 : 00 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 45 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 240 : 00 p

▶ please specify

Household goods

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

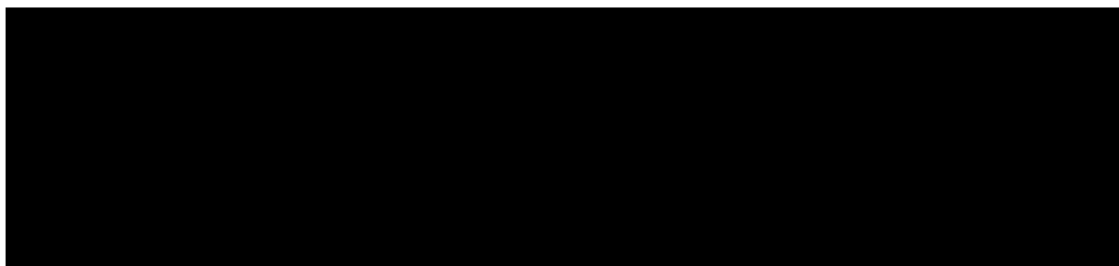
Total

£2020: 00p

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

30 June 05

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Department of Finance & Administration, House of Commons, London SW1A 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 24/05*  
(NB Financial Processing to check whether a dedicate

**Text**

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

~~04\_05~~ / 05\_06

**Expenditure type (Cat5) :**

*Total £ 4,030.86*

*\* Validation purposes only (please tick to indicate compliance)*

<i>Mortgage documentation held</i>
<i>Addresses comply with central records</i>
<i>Invoices relate to 2<sup>nd</sup> home address</i>
<i>Budget checked</i>
<i>Claim signed</i>
<i>Claim correctly dated</i>

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

*\* Financial Processing purposes only*

*Registered by (initials & date)*

*Posted by (initials & date)*



# 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 CARRICK & CUMNOCK

## 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 6, 05, 05 to 1, 06, 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ ~~3670.00~~ p

2698.71

Food

£ 350 : 00 p

Utilities

£ 65 : 00 p

Council Tax/Rates

£ ~~536~~ : 20 p

(£618 - £61.80 Discount)\*

Telephone and  
telecommunications

£ 45 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 240 : 00 p

▶ please specify

HOUSEHOLD GOODS/

Other

£ : p

▶ please specify

FURNISHINGS

Other

£ 131 : 50 p

▶ please specify

TV Licence

Total

£ ~~5037.70~~ p

£ 1,030.86

**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

[Redacted Signature]

MP

Date

24 / 05 / 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.

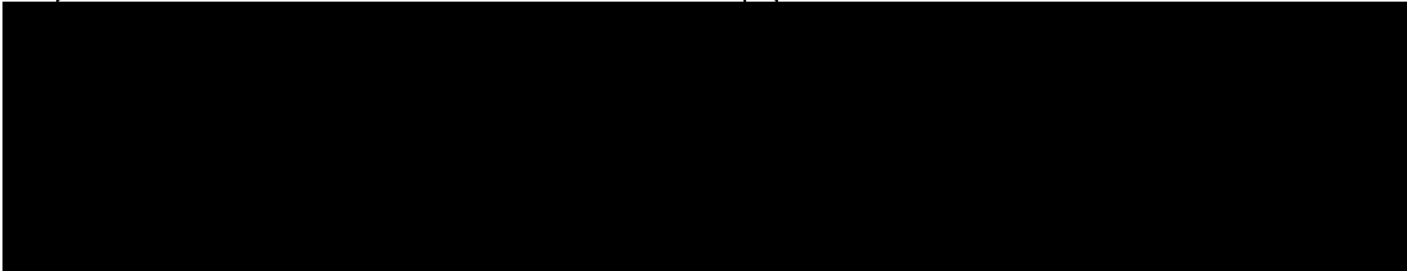
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

**Send your completed form to**

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

MRS S OSBOURNE

Address of property (if different)



**Council Tax demand notice  
2005 to 2006**

The property above has been placed in [redacted] For properties in this band within the [redacted] including [redacted] the amounts set for the financial year 2005 to 2006 are as follows.

	Percentage (%) Change From Last Year	
[redacted]	0.0 % Increase	363.38
[redacted]	5.5 % Increase	254.62
Council Tax for your property 2005 to 2006	2.1 % Increase	618.00



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**

21/3

**Invoice No.**

**Account code / Allowance**

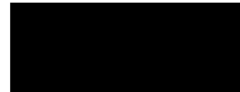
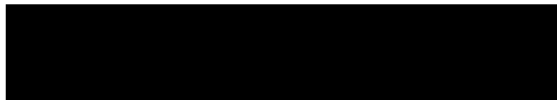
**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

£2702-08



\* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 <sup>nd</sup> home address
Budget checked
Claim signed
Claim correctly dated

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

\* Financial Processing purposes only

Registered by (initials & date)



11/14

Posted by (initials & date)

13 APR 2005



23 MAR 2005

Member's claim form

2005-06

Members' Allowances

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Constituency

AYR

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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, 4, 05 to 1 (1 quarter)

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 3670 : 00 p

Rent ÷ 91 days = £40.32 x 67 = £2702.08

Food

£ : 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

£ 3670 : 00 p

2702.08 Part of

24 MAR 2005

**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

21/03/05

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