



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

STEPHEN HEPBURN

Constituency

JARROW

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 28 / 7 / 04 to 31 / 8 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 178 : 00 p

Council Tax/Rates

£ 110 : 00 p

Telephone and
telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Service/maintenance

£ 184 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1742 : 00 p

Details of second home

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

31/8/04

Data protection

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

The information you give will be seen by:

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

We will normally keep the information you give for three years following the year in which you incurred the expense.

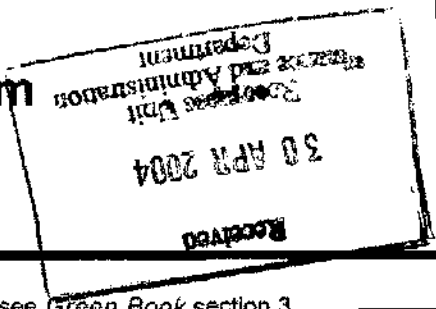
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

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



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Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN ✓

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Please list

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

Please attach

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

Period of claim

from 27.3.04 to 29.4.04 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 00 p ✓

Food

£ 450 : 00 p = £400-00 ✓

Utilities

£ 128 : 00 p

Council Tax/Rates

£ 110 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Service/maintenance

£ 184 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Total

£ 1742 : 00 p

£ 1692-00

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

29/4/04

Data protection

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The information you give will be seen by:

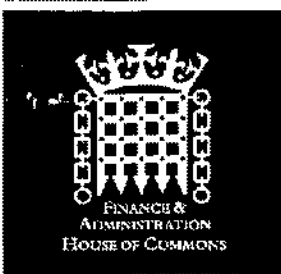
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Please list

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

Please attach

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

Period of claim

from 30 1 104 to 31 5 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 00 p

Food

£ 450 : 00 p → £400

Utilities

£ 128 : 00 p

Council Tax/Rates

£ 110 : 00 p

Telephone and
telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Service/maintenance

£ 184 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1742 : 00 p £1692.00

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

2/6/04

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Your details

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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 5 1 0 4 to 3 0 1 6 1 0 4

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 00 p

Food

£ 400 : 00 p

Utilities

£ 178 : 00 p

Council Tax/Rates

£ 110 : 00 p

Telephone and
telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Service/maintenance

£ 184 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1742 : 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

30/6/04

Data protection

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Your details

Name
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Constituency

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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 1 1 7 1 0 4 to 2 7 1 7 1 0 4

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 00 p

Food

£ 400 : 00 p

Utilities

£ 178 : 00 p

Council Tax/Rates

£ 110 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Service/maintenance

£ 184 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

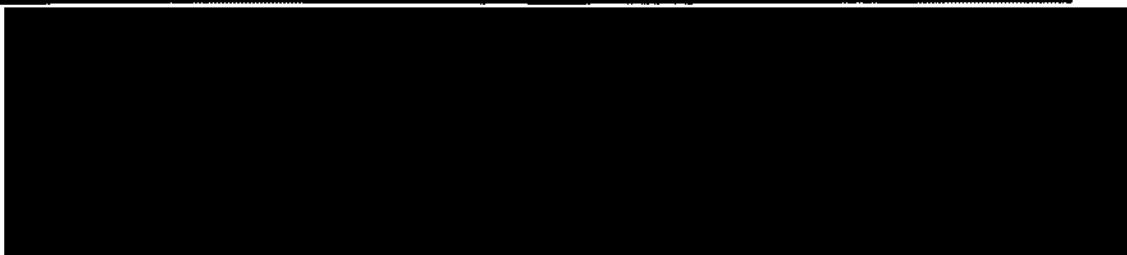
▶ please specify

Total

£ 1742 : 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

27/7/04**Data protection**

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Member's claim form

RECEIVED

04 OCT 2004

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

DFA

Your details

Name in CAPITAL LETTERS

STEPHEN HERBURN

Constituency

JARROW

Claim details

Notes

You can only claim for

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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
- 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 9 1 0 4 to 30 1 9 1 0 4

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 00 p

Food

£ 400 : 00 p

Utilities

£ 178 : 00 p

Council Tax/Rates

£ 110 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Service/maintenance

£ 184 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1742 : 00 p

continued on page 2

Details of second home

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

30/9/04

Data protection

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Your details

Name
in CAPITAL LETTERS

S. HEPBURN

Constituency

JARROW

Claim details

Notes

You can only claim for

Please list

Please attach

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

Period of claim

from 1 110 104 to 31 110 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 178 : 00 p

Council Tax/Rates

£ 110 : 00 p

Telephone and
telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Service/maintenance

£ 184 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1742 : 00 p

Details of second home

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

4/11/04

Data protection

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Your details

Name
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STEPHEN HEPBURN

Constituency

JARROW

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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 11 104 to 30 11 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 178 : 00 p

Council Tax/Rates

£ 110 : 00 p

Telephone and
telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Service/maintenance

£ 184 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1742 : 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

1/12/04

Data protection

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Member's claim form



22 DEC 20

Members' Allowances

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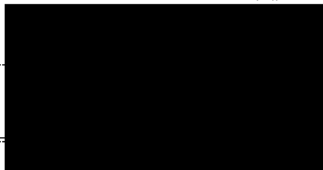
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Please list

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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 12 104 to 22 1 12 104

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 550 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 178 : 00 p

Council Tax/Rates

£ 110 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Repairs/maintenance

£ 184 : 00 p

Repairs/insurance/security

£ 120 : 00 p

Other

£ : p ▶ please specify

Other

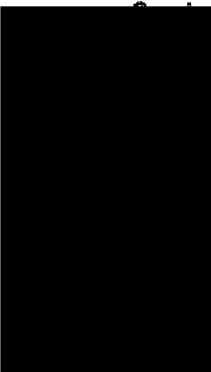
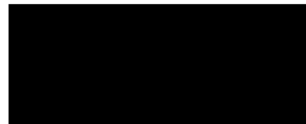
£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1742 : 00 p



Details of second home

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

22/12/04

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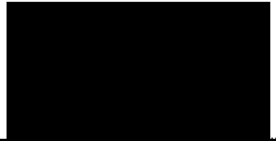


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Please attach

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

Period of claim

from 23 12 04 to 31 1 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 60 p ✓

Food

£ 400 : 00 p

Utilities

£ 178 : 60 p

Council Tax/Rates

£ 110 : 00 p

Telephone and
telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Service/maintenance

£ 184 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

£ : p

▶ please specify

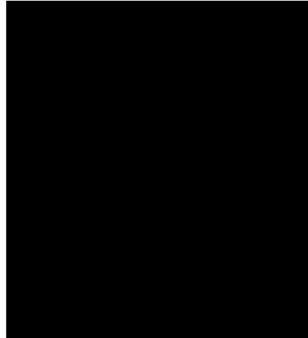
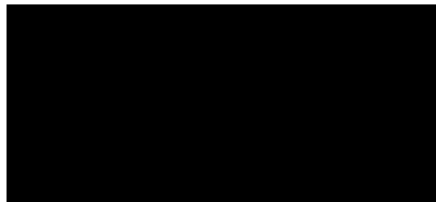
£ : p

▶ please specify

£ : p

▶ please specify

£ 1742 : 00 p



Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

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Signature

MP

Date

31/1/05

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Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID [REDACTED]

Pay recipient

(NB Financial Processing to check whether a dedicated a/c e [REDACTED])

Text

(i.e. period of claim)

Invoice No. [REDACTED]

Account code / Allowance [REDACTED]

Members cost centre (Cat1) [REDACTED]

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) : [REDACTED]

** Financial Processing purposes only*

Registered by (initials & date)

[REDACTED] 30/3/05

Posted by (initials & date)

[REDACTED]



Member's claim form

24 MAR 2005

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

S. HEPBURN /

Constituency

JARROW

Claim details

Notes

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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 3 1 0 5 to 2 3 1 3 1 0 5

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 178 : 00 p

Council Tax/Rates

£ 110 : 00 p

Telephone and
telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Service/maintenance

£ 184 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1742 : 00 p ✓

Details of second home

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

23/3/05

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



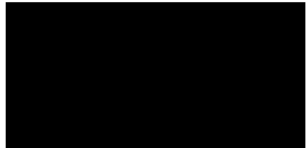
Member's claim form

01 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

STEPHEN HEPBURN

Constituency

JARROW

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 1 2 1 0 5 to 2 8 1 2 1 0 5

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 178 : 00 p

Council Tax/Rates

£ 110 : 00 p

Telephone and
telecommunications

£ 90 : 00 p

Cleaning

£ 110 : 00 p

Service/maintenance

£ 184 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1742 : 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

28/2/05

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