



Member's claim form

05/06

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

STEPHEN HEPBURN

Constituency

JARROW

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.

Please list

Please attach

than £250.

Period of claim

from 1 1 3 1 0 6 to 3 0 1 3 1 0 6 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 170 : 00 p

Council Tax/Rates

£ 160 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 210 : 00 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

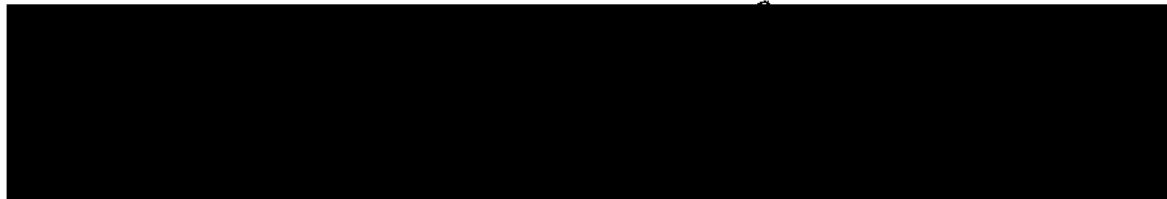
Total

£ 1840 : 00 p

Pay £ 1356.27

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance



Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature



MP

Date

24/4/06

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.

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Send your completed form to

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



Additional Costs Allowance

ACA2

Member's 

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 1 2 1 0 6 to 2 8 1 2 1 0 6

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 660 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 170 : 00 p ✓

Council Tax/Rates

£ 160 : 00 p ✓

Telephone and telecommunications

£ 90 : 00 p ✓

Cleaning

£ 150 : 00 p ✓

Service/maintenance

£ : p ✓

Repairs/insurance/security

£ 210 : 00 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1840 : 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

Signature

Date

28/2/06

Data protection

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Additional Costs Allowance

ACA2

03 Feb 2006

Member's cl

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Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

Claim details

You can only claim for

- costs you have actually paid
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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 30/12/05 to 31/1/06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 170 : 00 p

Council Tax/Rates

£ 160 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 210 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1840 : 00 p

09 FEB 2006

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable
[redacted] in home for the purpose of performing

Signature

MP

Date

31/1/06**Data protection**

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Member's 

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Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

Claim details

You can only claim for

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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 1/12/05 to 29/12/05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 660 : 00 p ✓

(interest only) or rent

Food

£ 400 : 00 p ✓

Utilities

£ 170 : 00 p ✓

Council Tax/Rates

£ 160 : 00 p ✓

Telephone and telecommunications

£ 90 : 00 p ✓

Cleaning

£ 150 : 00 p ✓

Service/maintenance

£ : p ✓

Repairs/insurance/security

£ 210 : 00 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1840 : 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

Signature

MP

Date

29/12/05

Data protection

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



Member of Parliament

About filling in this form

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Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

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 11 05 to 30 11 05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 170 : 00 p

Council Tax/Rates

£ 160 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 210 : 00 p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1840 : 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

Signature

MP

Date

30/11/05

Data protection

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Member's claim form

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Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN MP

Constituency

JARROW

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 1 10 105 to 31 11 105 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 660 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 170 : 00 p

Council Tax/Rates

£ 160 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 210 : 00 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1840 : 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

Signature

MP

Date

5/11/05

Data protection

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Member's claim form

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Your details

Name in CAPITAL LETTERS

STEPHEN HERBURN

Constituency

JARROW

Claim details

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- 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 27/8/05 to 30/9/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 170 : 00 p

Council Tax/Rates

£ 160 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 210 : 00 p

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Total

£ 1840 : 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

Signature

MP

Date

1/10/05

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



30 Aug 2005

Member's claim

About filling in this form

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Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

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 29, 7, 05 to 26, 8, 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 170 : 00 p

Council Tax/Rates

£ 160 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 210 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1840 : 00 p

Details of second home *if applicable*

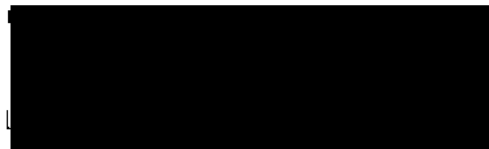
- Address of second home
- for Additional Costs Allowance



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

Signature



MP

Date

20/9/05

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

29 July 2005

1 of 5

5 Hepburn Mp

Invoice

Telephony charges	£122.07
Total new charges	£122.07
VAT	£21.37
Total new charges including VAT	£143.44
Balance brought forward	£0.00
Amount due	£143.44



Additional Cost

Member's claim form

About filling in this form

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Your details

Name
in CAPITAL LETTERS

S. HEPBURN

Constituency

JARROW

Claim details

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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.
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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 11 7 05 to 28 7 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p ✓

Utilities

£ 170 : 00 p

Council Tax/Rates

£ 160 : 00 p

Telephone and
telecommunications

£ 90 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 210 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1840 : 00 p

continued on page 2

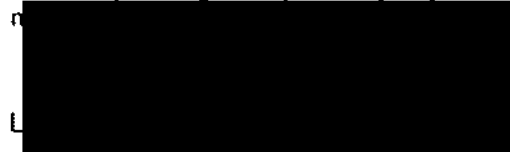
Details of second home *if applicable*

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

Signature



MP

Date

28/7/05

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Your details

Name in CAPITAL LETTERS

S. HEPBURN

Constituency

JARROW



Claim details

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- 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 28/5/05 to 30/6/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 660 : 00 p

Food

£ 400 : 00 p

Utilities

£ 170 : 00 p

Council Tax/Rates

£ 160 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 210 : 00 p

Other

£ : p please specify

Other

£ : p please specify

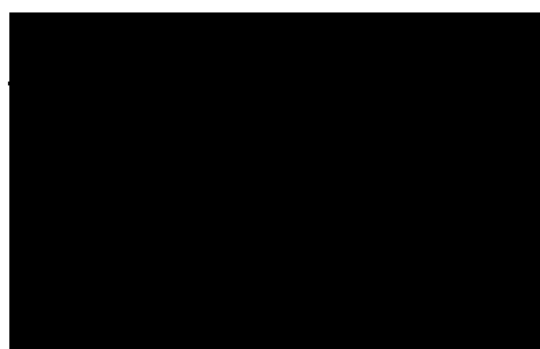
Other

£ : p please specify

Total

£ 1840 : 00 p

- Please Pay



Details of second

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

30/6/05

Data protection

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Your details

Name in CAPITAL LETTERS

S. HEPBURN

Constituency

JARROW

Claim details

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- 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 for which receipts are not required.

Please list

even if it is less than £250.

Period of claim from / / to / /

Total cost of hotel stays £ : p attach all receipts

Mortgage payments (interest only) or rent £ : p

Food £ : p

Utilities £ : p

Council Tax/Rates £ : p

Telephone and telecommunications £ : p

Cleaning £ : p

Service/maintenance £ 1270 : 40 p ✓

Repairs/insurance/security £ : p

Other £ : p please specify

Other £ : p please specify

Other £ : p please specify

Total £ 1270 : 40 p ✓ please p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature

MP

Date

30/6/05

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.

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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 S Hepburn

Date: 14/06/05

Ref No.

Dear Sir/Madam,

RE:

We shall be pleased to receive a remittance in settlement of the following. If payment is by cheque no receipt will be issued unless requested and providing a stamped addressed envelope is enclosed. Payments made within the last 10 days may not have been taken into account. This demand does not imply that nothing further could become owing for the period(s) shown or earlier.

	£
Increase Service Charge Due On 01/01/05	52.45
Service Charge Due In Advance 01/07/05 To 31/12/05	1217.95

TOTAL DUE

1270.40



Member's claim form

27 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

STEPHEN HEPBURN

Constituency

JARROW

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.

Please list

Please attach

Receipts for hotel cost even if it is less than £250.

Period of claim

from 6/5/05 to 27/5/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 650 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 160 : 00 p

Council Tax/Rates

£ 150 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 127 : 00 p

Service/maintenance

£ 180 : 00 p

Repairs/insurance/security

£ 210 : 00 p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1967 : 00 p ← please pay

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature



MP

Date

27/5/05**Data protection**

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



Additional

Membe

ACA2

Page 1 of 2

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

STEPHEN HEPBURN

Constituency

JARROW

Office use
Cost/Cat

Supp/Res ID 7 1 093511

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

Please list

Please attach

Period of claim

from 24, 3, 05 to 30, 4, 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 550 : 00 p

Food

£ : p

Utilities

£ 210 : 00 p

Council Tax/Rates

£ 120 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ 190 : 00 p

Service/maintenance

£ 120 : 00 p

Repairs/insurance/
security

£ 120 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1310 : 00 p

$\times \frac{11}{30} = £ 480.33$

continued on page 2

PA4

480.33

Details of second

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

16/5/05

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S HEBBURN

STATEMENT DATE 24 Apr 05
ACCOUNT
PAGE 1 of 1

For Customer Service

Date	Transactions Ref	Type	Mobile numbers - User details	Credits (£)	Debits (£)	Balance (£)
30 Mar 05		INV			87.17	0.00
14 Apr 05		DD		87.17		0.00
28 Apr 05		INV			149.57	149.57

TOTAL AMOUNT NOW DUE £ 149.57

7

-

S Hepburn Mp

Invoice

Telephony charges	£109.14
Total new charges	£109.14
VAT	£19.10
Total new charges including VAT	£128.24
Balance brought forward	£0.00
Amount due	£128.24