



Member's claim form

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 1340.

Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

Office use only

Costs/Cat 2

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 113107 to 2913107

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 650 : 00 p

Food

£ 400 : 00 p

Utilities

£ 180 : 00 p

Council Tax/Rates

£ 170 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 160 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 192 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1842 : 50 p

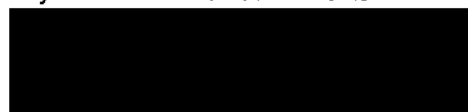
Details of second home

Address
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

29/3/07**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

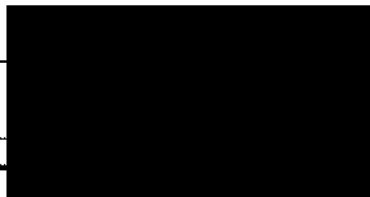


Member's claim form

02 MAR 2007

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Costs/Cat 2



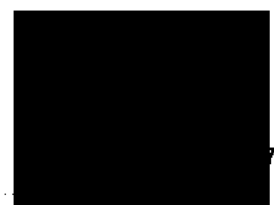
Claim details

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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 1 2 1 0 7 to 2 8 1 2 1 0 7 ✓

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 650 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 180 : 00 p ✓

Council Tax/Rates

£ 170 : 00 p ✓

Telephone and telecommunications

£ 90 : 50 p ✓

Cleaning

£ 160 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 192 : 00 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1842 : 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

Signature

MP

Date

2/3/07

Data protection

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2 FEB 2007

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Costs/Cat 2

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.
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 1/1/07 to 31/1/07

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 650 : 00 p

(interest only) or rent

Food

£ 400 : 00 p

Utilities

£ 180 : 00 p

Council Tax/Rates

£ 170 : 00 p

Telephone and telecommunications

£ 90 : 50 p

Cleaning

£ 160 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 192 : 00 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

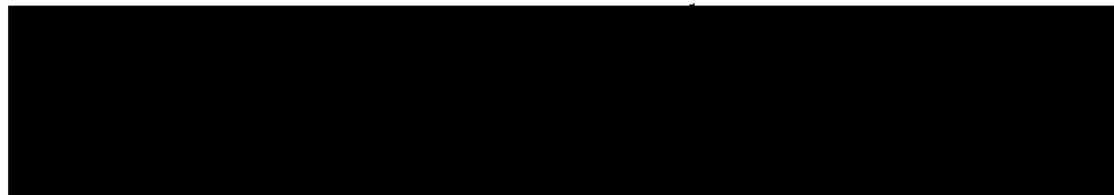
please specify

Total

£ 1842 : 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

31/1/07**Data protection**

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08 JAN 2007

Member's claim form

About filling in this form

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Costs/Cat 2

Claim details

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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, 06 to 31, 12, 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 650 : 00 p

Food

£ 400 : 00 p

Utilities

£ 180 : 00 p

Council Tax/Rates

£ 170 : 00 p

Telephone and telecommunications

£ 90 : 50 p

Cleaning

£ 160 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 192 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1842 : 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

9/1/07

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Your details

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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 / 11 / 06 to 30 / 11 / 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 650 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 180 : 00 p ✓

Council Tax/Rates

£ 170 : 00 p ✓

Telephone and telecommunications

£ 90 : 50 p ✓

Cleaning

£ 160 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 192 : 00 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1842 : 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

5/12/06

✓

Data protection

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About filling in this form

- For details of costs you can claim for, see Green
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Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

Office use only

Cost/Cat 2

Claim details

You can only claim for

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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 1 10 106 to 31 10 106

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 650 : 00 p

Food

£ 400 : 00 p

Utilities

£ 180 : 00 p

Council Tax/Rates

£ 170 : 00 p

Telephone and telecommunications

£ 90 : 50 p

Cleaning

£ 160 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 192 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1842 : 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

6/11/06

Data protection

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25 OCT 2006

Member's claim form

of 2

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Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

Office Costs/Ca

Claim details

You can only claim for

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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 26 / 8 / 06 to 30 / 9 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 650 : 00 p

Food

£ 400 : 00 p

Utilities

£ 180 : 00 p

Council Tax/Rates

£ 170 : 00 p

Telephone and telecommunications

£ 90 : 50 p

Cleaning

£ 160 : 00 p

Service/maintenance

£ £ : p

Repairs/insurance/security

£ 192 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1842 : 50 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

23/10/06

Data protection

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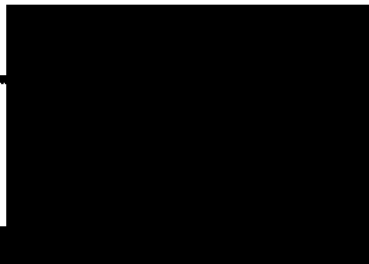
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Constituency

JARROW



Office use only

Costs/Cat 2  Supp/Res II 

Claim details

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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 28, 7, 06 to 25, 8, 06 ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 600 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 180 : 00 p ✓

Council Tax/Rates

£ 170 : 00 p ✓

Telephone and telecommunications

£ 90 : 50 p ✓

Cleaning

£ 160 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 182 : 00 p ✓

Other

£ : p ▶ please specify _____

Other

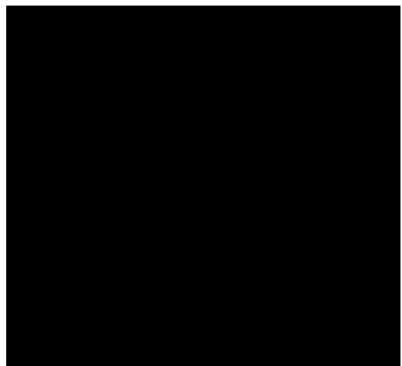
£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Total

£ 1842 : 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

25/8/06

Data protection

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Member's claim form 27 JUL 2006

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Costs/Cat 2

Claim details

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Please list

- all items costing £250 or more and include receipts – except for those 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 30.6.06 to 27.7.06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 600 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 180 : 00 p ✓

Council Tax/Rates

£ 170 : 00 p ✓

Telephone and telecommunications

£ 90 : 50 p ✓

Cleaning

£ 160 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 182 : 00 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1842 : 50 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

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Signature

MP

Date

27/7/06

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Office use only

Costs/Cat 2

Claim details

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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 29, 5, 106 to 29, 6, 106 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 660 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 180 : 00 p

Council Tax/Rates

£ 170 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 160 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 182 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

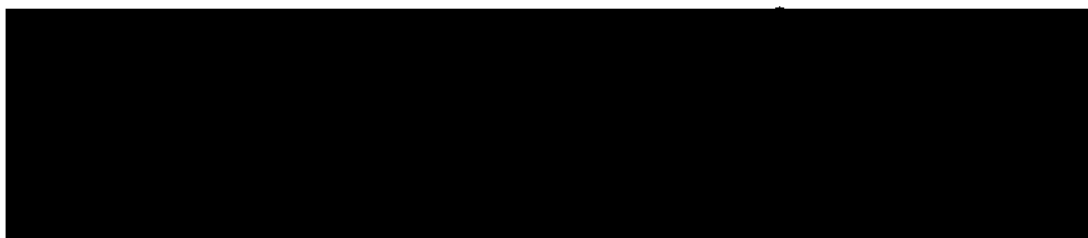
▶ please specify

Total

£ 1842 : 50 p ✓

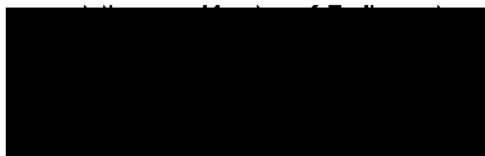
Details of second home *if applicable*

**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

Signature



MP

Date

29/6/06

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Member's claim form

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 1340.

Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

Office Cost



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 1 5 1 0 6 to 2 8 1 5 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

£ 180 : 00 p ✓

Council Tax/Rates

£ 170 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 160 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 182 : 50 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

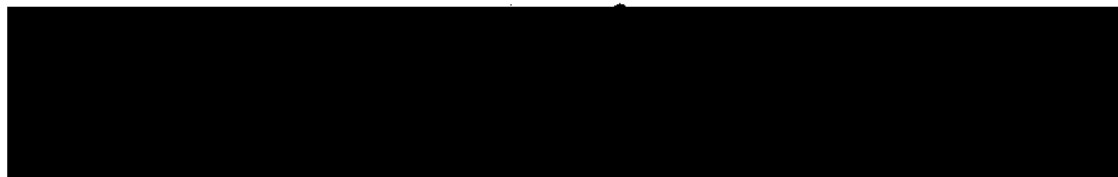
▶ please specify

Total

£ 1842 : 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

6/6/06

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.

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



Additional Costs Allowance

ACA2

Member's claim form

06/07

About filling in this form

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

Your details

Name in CAPITAL LETTERS

STEPHEN HEPBURN

Constituency

JARROW

Office use only

Costs/Cat 2

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 1 4 1 0 6 to 2 8 1 4 1 0 6

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 660 : 00 p ✓

(interest only) or rent

Food

£ 400 : 00 p

Utilities

£ 180 : 00 p

Council Tax/Rates

£ 170 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 160 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 182 : 50 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1842 : 50 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

28/4/06**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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