

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 MAR 05

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :

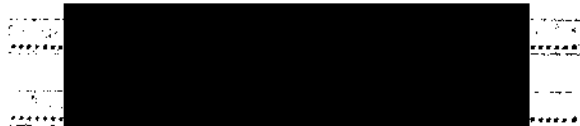
* Validation purposes only (please tick to indicate compliance)

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

Tom Clarke

Constituency

Cambridge & Chryston

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 01 10 05 to 31 10 05

Total cost of hotel stays
attach all receipts

£ 784 : 00 p /

Mortgage payments
(interest only) or rent

£ : p

Food

£ 365 : 00 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

£ 1149 : 00 p

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

[Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable

Signature

[Redacted]

Date

1st April 2005

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

Bill number

EXTRA BILL

Date: 22/03/2005 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Cheque		112.00	0.00
		TOTAL:	112.00	112.00	0.00
		TOTAL SUBJECT TO VAT	: £		95.32
		TOTAL VAT	: £		16.68
		TOTAL ZERO RATE/EXEMPT	: £		0.00
		TOTAL INVOICE	: £		112.00

Signature _____

Bill number

EXTRA BILL

Date: 17/03/2005 Page: 1

Rt Hon Tom Clarke, CBE JP MP

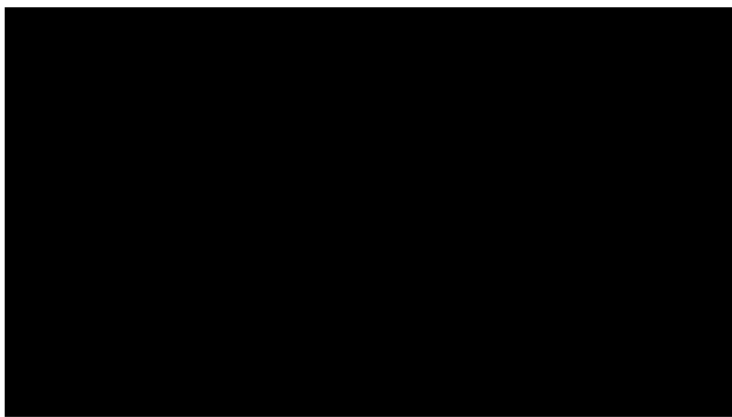
Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
TOTAL:			336.00	336.00	0.00

TOTAL SUBJECT TO VAT : £ 285.96
TOTAL VAT : £ 50.04
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 336.00

Signature _____

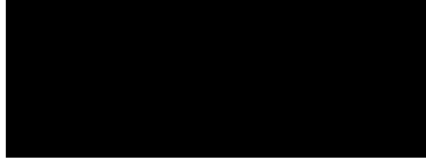


Bill number: [REDACTED]

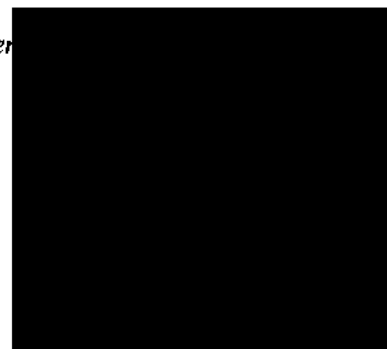
MAIN BILL

Date: 10/03/2005 Page: 1

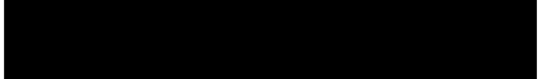
Rt Hon Tom Clarke, CBE JP MP



*Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights*



*Agent
Res/Group*



Date	Transaction	Description	Charge	Credit	Balance
[REDACTED]		Members' Rate	112.00		112.00
[REDACTED]		Members' Rate	112.00		224.00
[REDACTED]		Members' Rate	112.00		336.00
[REDACTED]		Cheque		336.00	0.00

TOTAL: 336.00 336.00 0.00

TOTAL SUBJECT TO VAT : £ 285.96
TOTAL VAT : £ 50.04
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 336.00

Signature _____





Additional Costs Allowance

Form AGA2

Page 1 of 2

Member's claim form

9 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

Tom Clarke

Constituency

Cambridge & Chryson

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 10 2005 to 29 10 2005

Total cost of hotel stays
attach all receipts

£ 896 : 00 p ✓

Mortgage payments
(interest only) or rent

£ : p

Food

£ 215 : 00 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

£ 1111 : 00 p ✓

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

✓

Declaration

Signature

[Redacted]

Date

3rd March 2005 ✓

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

Bill number: [REDACTED]

MAIN BILL

Date: 10/02/2005 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number : [REDACTED]
Room type : [REDACTED]
Board type : [REDACTED]
Adults : [REDACTED]
Children : [REDACTED]
Rate : [REDACTED]
Period : [REDACTED]
No of nights : [REDACTED]

Agent : [REDACTED]
Res/Group : [REDACTED]

Date	Transaction	Description	Charge	Credit	Balance
[REDACTED]	[REDACTED]	Members' Rate	112.00		112.00
[REDACTED]	[REDACTED]	Members' Rate	112.00		224.00
[REDACTED]	[REDACTED]	Members' Rate	112.00		336.00
[REDACTED]	[REDACTED]	Credit Cards (EET)		336.00	0.00
TOTAL:			336.00	336.00	0.00

TOTAL SUBJECT TO VAT : £ 285.96
TOTAL VAT : £ 50.04
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 336.00

Bill number: [REDACTED]

MAIN BILL

Date: 24/02/2005 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number : [REDACTED]
Room type : [REDACTED]
Board type : [REDACTED]
Adults : [REDACTED]
Children : [REDACTED]
Rate : [REDACTED]
Period : [REDACTED]
No of nights : [REDACTED]

Agent : [REDACTED]
Res/Group : [REDACTED]

Date	Transaction	Description	Charge	Credit	Balance
[REDACTED]		Members' Rate	112.00		112.00
[REDACTED]		Members' Rate	112.00		224.00
[REDACTED]		Members' Rate	112.00		336.00
[REDACTED]		Credit Cards (EFT)		336.00	0.00

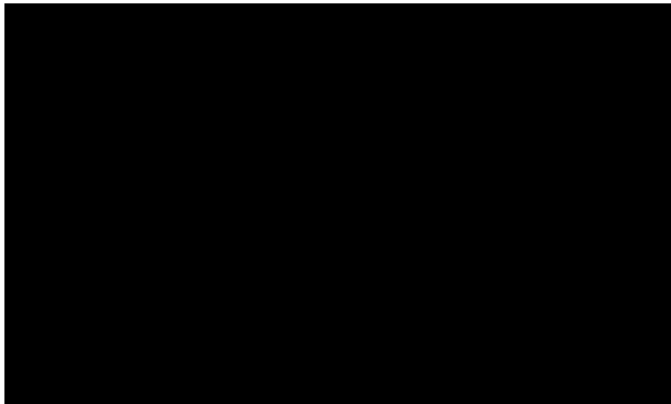
TOTAL: 336.00 336.00 0.00

TOTAL SUBJECT TO VAT : £ 285.96

TOTAL VAT : £ 50.04

TOTAL ZERO RATE/EXEMPT : £ 0.00

TOTAL INVOICE : £ 336.00



Bill number: [redacted]

MAIN BILL

Date: 08/03/2005 Page: 1

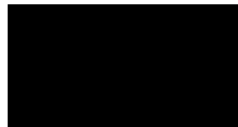
Rt Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent :
Res/Group :

Date	Transaction	Description	Charge	Credit	Balance
[redacted]		Members' Rate	112.00		112.00
[redacted]		Members' Rate	112.00		224.00
[redacted]		Cheque		224.00	0.00
		TOTAL:	224.00	224.00	0.00
		TOTAL SUBJECT TO VAT	: £		190.64
		TOTAL VAT	: £		33.36
		TOTAL ZERO RATE/EXEMPT	: £		0.00
		TOTAL INVOICE	: £		224.00

Signature _____





Additional Costs Allowance

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

Tom Drake

Constituency

Coventry & Chrysalis

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 01 10 10 to 31 10 10

Total cost of hotel stays
attach all receipts

£ 1008 : 00 p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 289 : 00 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

£ 1297 : 00 p

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

[Redacted]

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

[Redacted Signature]

Date

1 Feb February 2005

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

Bill number: [REDACTED]

MAIN BILL

Date: 27/01/2005 Page: 1

Rt Hon Tom Clarke, CBE JP MP

[REDACTED]

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

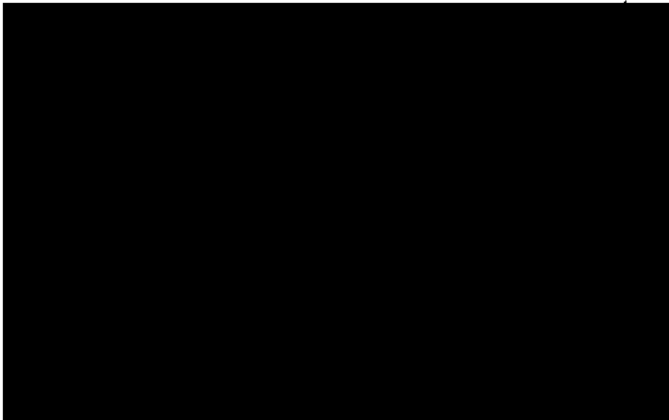
[REDACTED]

Agent : [REDACTED]
Res/Group : [REDACTED]

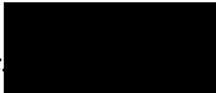
Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
		TOTAL:	336.00	336.00	0.00
		TOTAL SUBJECT TO VAT	: £		285.96
		TOTAL VAT	: £		50.04
		TOTAL ZERO RATE/EXEMPT	: £		0.00
		TOTAL INVOICE	: £		336.00

Signature _____

[REDACTED]



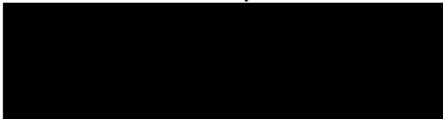
Bill number



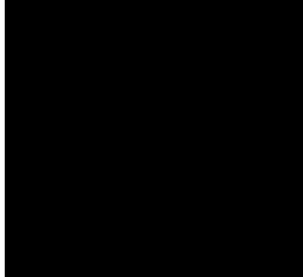
MAIN BILL

Date: 20/01/2005 Page: 1

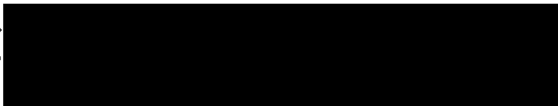
Rt Hon Tom Clarke, CBE JP MP



Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights



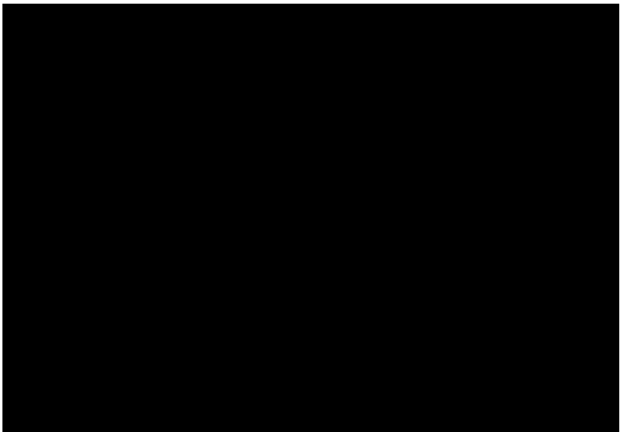
Agent :
Res/Group :



Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
TOTAL:			336.00	336.00	0.00
			TOTAL SUBJECT TO VAT	: £	285.98
			TOTAL VAT	: £	50.04
			TOTAL ZERO RATE/EXEMPT	: £	0.00
			TOTAL INVOICE	: £	336.00

Signature _____



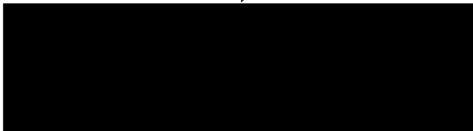


Bill number: [REDACTED]

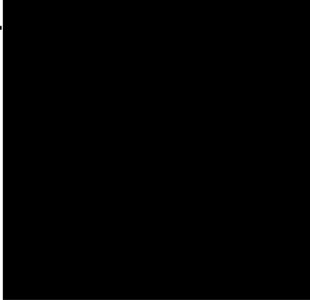
MAIN BILL

Date: 13/01/2005 Page: 1

Rt Hon Tom Clarke, CBE JP MP



Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights



Agent
Res/Group



Date	Transaction	Description	Charge	Credit	Balance
[REDACTED]		Members' Rate	112.00		112.00
[REDACTED]		Members' Rate	112.00		224.00
[REDACTED]		Cheque		224.00	0.00
		TOTAL:	224.00	224.00	0.00

TOTAL SUBJECT TO VAT : £ 190.64
TOTAL VAT : £ 33.36
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 224.00

Signature _____



Bill number

MAIN BILL

Date: 01/02/2005 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number :
Room type :
Board type :
Adults :
Children :
Rate :
Period :
No of nights :

Agent :
Res/Group :

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Cheque		112.00	0.00
TOTAL:			112.00	112.00	0.00
			TOTAL SUBJECT TO VAT	: £	95.32
			TOTAL VAT	: £	16.68
			TOTAL ZERO RATE/EXEMPT	: £	0.00
			TOTAL INVOICE	: £	112.00

Signature _____



Additional Costs Allowance

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

Tom Clarke

Constituency

Cambridge & Chingford

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 12 104 to 31 1 12 104

Total cost of hotel stays
attach all receipts

£ 560 : 00 p ✓

Mortgage payments
(interest only) or rent

£ : p ✓

Food

£ 380 : 00 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

£ 940 : 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

Signature



Date

4th Jan 2005

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.

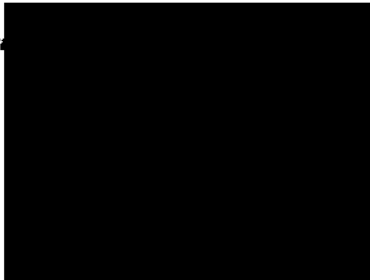
Send your completed
form to

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



Rt Hon Tom Clarke, CBE JP MP

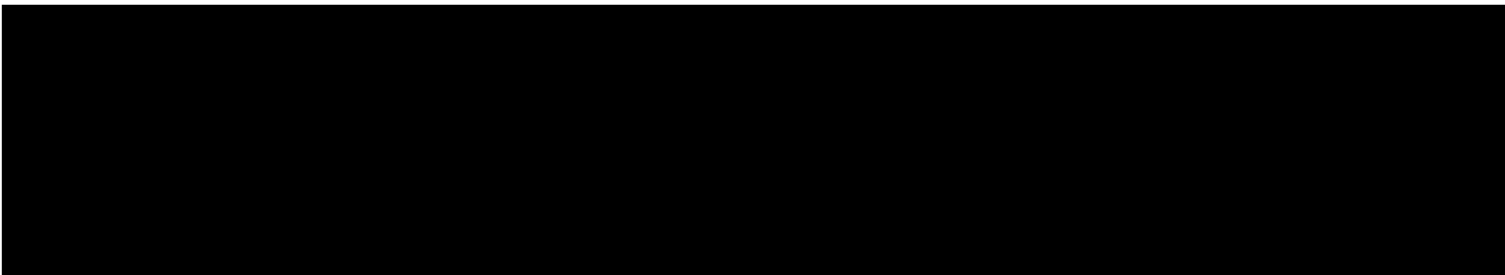
Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights



Agent :
Res/Group :



Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		TOTAL:	112.00	0.00	112.00
		TOTAL SUBJECT TO VAT	: £		95.32
		TOTAL VAT	: £		16.68
		TOTAL ZERO RATE/EXEMPT	: £		0.00
		TOTAL INVOICE	: £		112.00



Bill number:

16/12/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number :
Room type :
Board type :
Adults :
Children :
Rate :
Period :
No of nights :

Agent :
Res/Group :

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
		TOTAL:	336.00	336.00	0.00
		TOTAL SUBJECT TO VAT	: £		285.96
		TOTAL VAT	: £		50.04
		TOTAL ZERO RATE/EXEMPT	: £		0.00
		TOTAL INVOICE	: £		336.00

Bill number:

12/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent :
Res/Group :

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Cheque		112.00	0.00
		TOTAL:	112.00	112.00	0.00
		TOTAL SUBJECT TO VAT	: £		95.32
		TOTAL VAT	: £		16.68
		TOTAL ZERO RATE/EXEMPT	: £		0.00
		TOTAL INVOICE	: £		112.00



Additional Costs Allowance

Form AGA2

Page 1 of 2

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

Tom Chalkie

Constituency

Eastleigh & Chysoe

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 1 11 104 to 30 1 11 104

Total cost of hotel stays
attach all receipts

£ 1344 : 00 . p

Mortgage payments
(interest only) or rent

£ — : — p

Food

£ 400 . : 00 . 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 _____

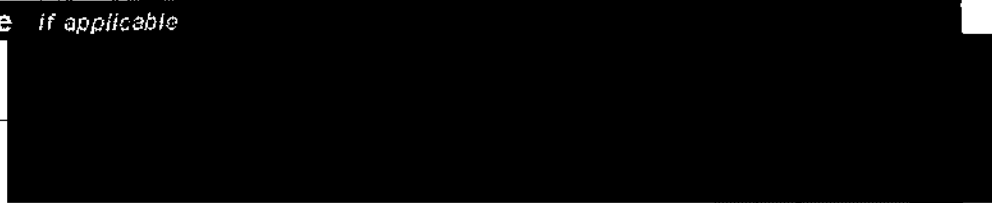
Total

£ 1744 : 00 p

continued on page 2

Details of second home *if applicable*

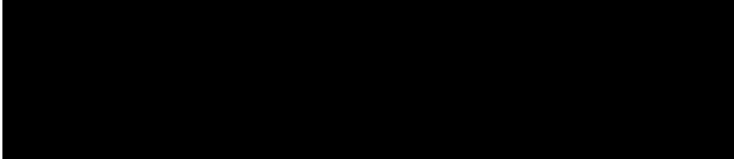
Address of
second home
for Additional
Costs Allowance



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

2nd Dec, 2004

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

Bill number:

Date: 18/11/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
TOTAL:			336.00	336.00	0.00

TOTAL SUBJECT TO VAT : £ 285.96
TOTAL VAT : £ 50.04
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 336.00

Bill number:

4/11/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent :
Res/Group :

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Members' Rate	112.00		448.00
		Cheque		448.00	0.00
TOTAL:			448.00	448.00	0.00
			TOTAL SUBJECT TO VAT	: £	381.28
			TOTAL VAT	: £	66.72
			TOTAL ZERO RATE/EXEMPT	: £	0.00
			TOTAL INVOICE	: £	448.00

Bill number:



24/11/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP



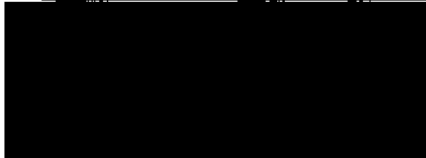
Room number :
Room type :
Board type :
Adults :
Children :
Rate :
Period :
No of nights :



Agent
Res/Group



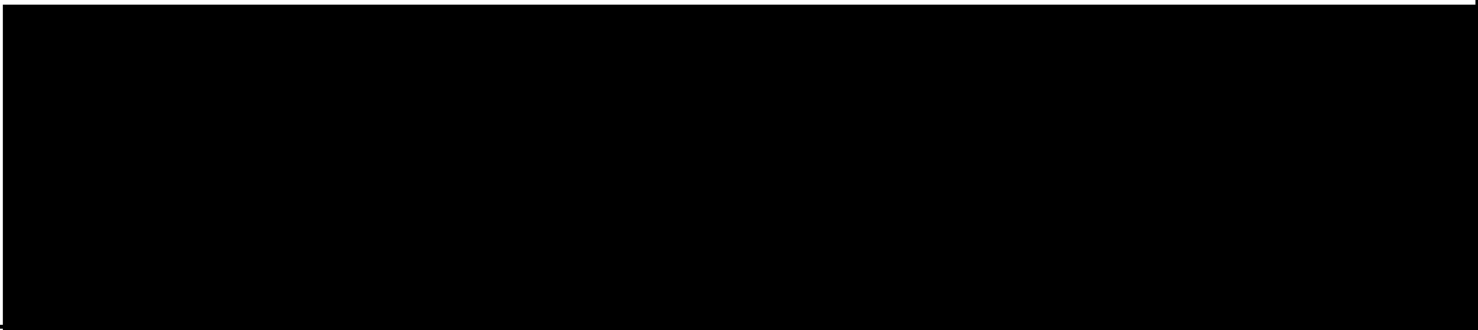
Date	Transaction	Description	Charge	Credit	Balance
------	-------------	-------------	--------	--------	---------



Members' Rate	112.00			112.00
Members' Rate	112.00			224.00
Cheque			224.00	0.00

TOTAL: 224.00 224.00 0.00

TOTAL SUBJECT TO VAT : £ 190.84
TOTAL VAT : £ 33.36
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 224.00

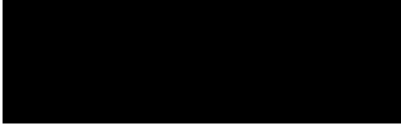




Bill number:

01/12/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP



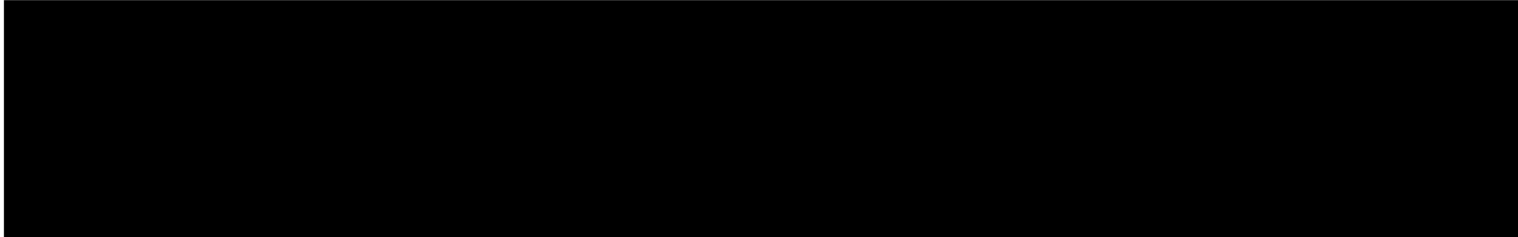
Room number :
Room type :
Board type :
Adults :
Children :
Rate :
Period :
No of nights :



Agent
Res/Group



Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
TOTAL:			336.00	336.00	0.00
			TOTAL SUBJECT TO VAT	: £	285.96
			TOTAL VAT	: £	50.04
			TOTAL ZERO RATE/EXEMPT	: £	0.00
			TOTAL INVOICE	: £	336.00





Additional Costs Allowance

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

Tom Clarke

Constituency

Eastleigh - Chops Team

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 01 10 13⁰⁴ to 31 10 10⁰⁴

Total cost of hotel stays
attach all receipts

£ 1232 : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 400 : 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

£1632 : 00 p



Signature

[Redacted Signature]

Date

1st November 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



Additional Costs Allowance

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

Tom Clark

Constituency

Coatbridge & Chaynton

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 10 9 1 0 4 to 30 10 9 1 0 4

Total cost of hotel stays attach all receipts

£ 560 : 00 p

Mortgage payments (interest only) or rent

£ 198 : 50 p

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

£ 758 : 50 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

_____ Postcode

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

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

Bill number:

6/09/2004 Page: 1

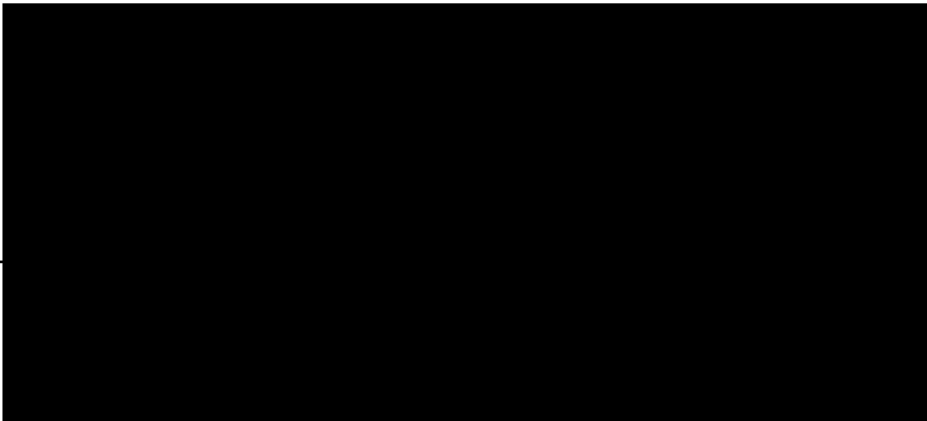
Rt Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent :
Res/Group :

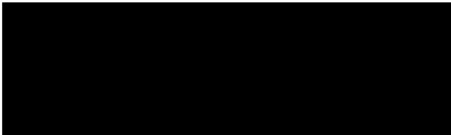
Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
		TOTAL:	336.00	336.00	0.00
		TOTAL SUBJECT TO VAT	: £		285.96
		TOTAL VAT	: £		50.04
		TOTAL ZERO RATE/EXEMPT	: £		0.00
		TOTAL INVOICE	: £		336.00

Bill number:

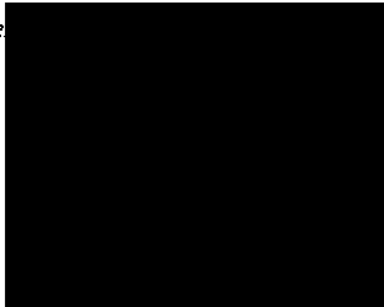


09/09/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP



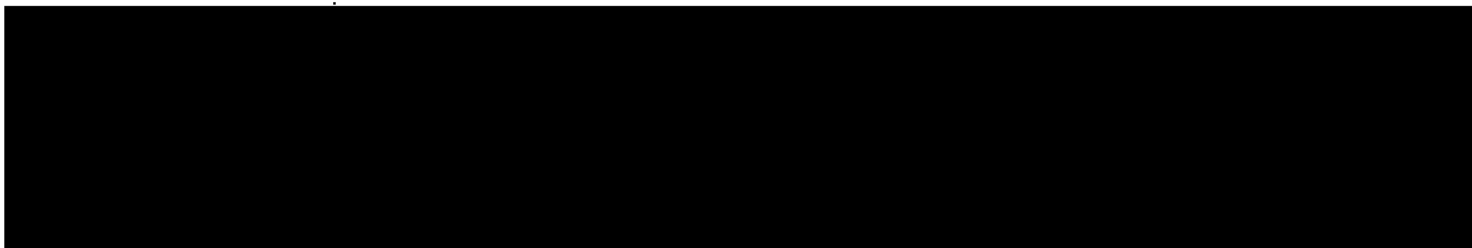
Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights



Agent
Res/Group



Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Cheque		224.00	0.00
TOTAL:			224.00	224.00	0.00
			TOTAL SUBJECT TO VAT	: £	190.64
			TOTAL VAT	: £	33.36
			TOTAL ZERO RATE/EXEMPT	: £	0.00
			TOTAL INVOICE	: £	224.00





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

Tom Christie

Constituency

Coatbridge & Chayston

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 107104 to 31 107104

Total cost of hotel stays
attach all receipts

£ 1,048 : 00 p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 400 : 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

£ 1,448 : 00 p

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Postcode

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

[Redacted Signature]

Date

1st Aug 2004

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.

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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

Bill number:

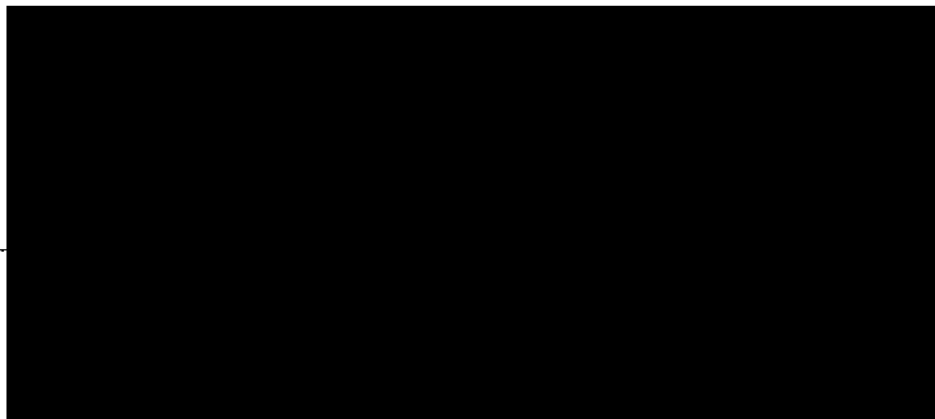
22/07/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

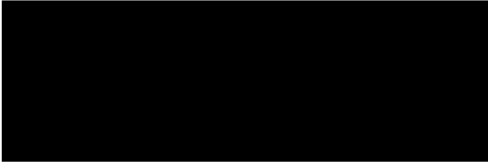
Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
		TOTAL:	336.00	336.00	0.00
		TOTAL SUBJECT TO VAT	: £		285.96
		TOTAL VAT	: £		50.04
		TOTAL ZERO RATE/EXEMPT	: £		0.00
		TOTAL INVOICE	: £		336.00

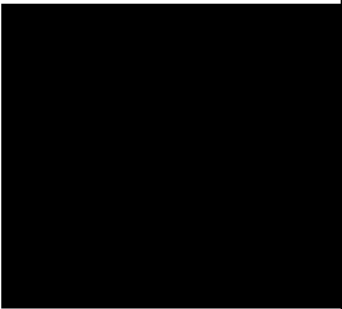


Bill number:

Rt Hon Tom Clarke, CBE JP MP



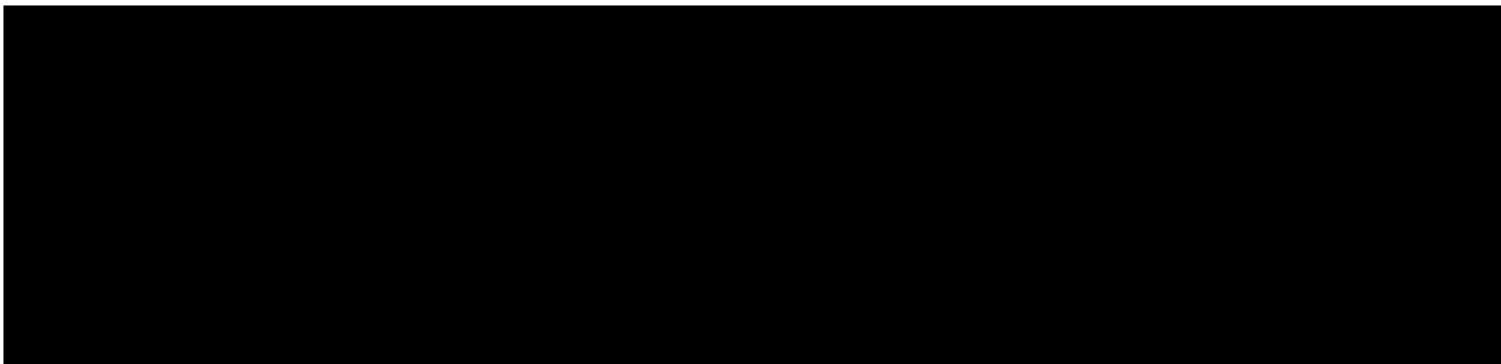
Room number :
Room type :
Board type :
Adults :
Children :
Rate :
Period :
No of nights :



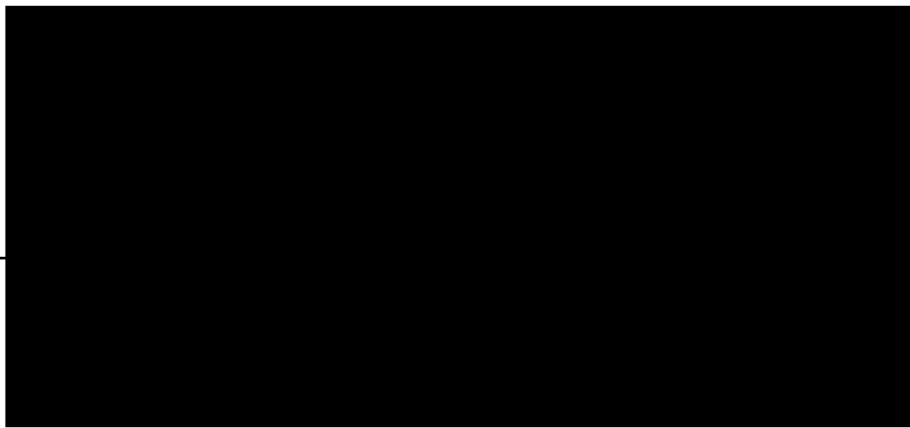
Agent :
Res/Group :



Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
TOTAL:			336.00	336.00	0.00
			TOTAL SUBJECT TO VAT : £		285.96
			TOTAL VAT : £		50.04
			TOTAL ZERO RATE/EXEMPT : £		0.00
			TOTAL INVOICE : £		336.00

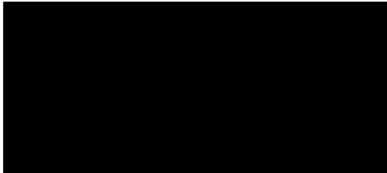


Bill number:

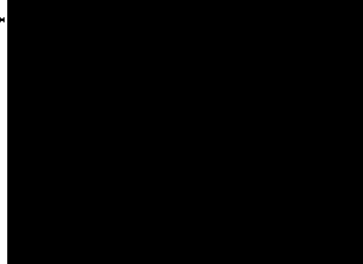


08/07/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP



Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights



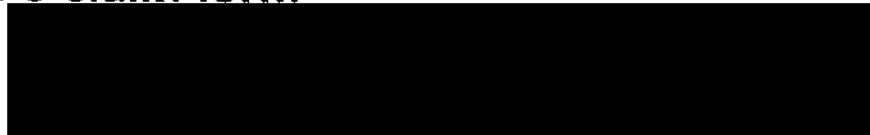
Agent
Res/Group



Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
		TOTAL:	336.00	336.00	0.00
		TOTAL SUBJECT TO VAT	: £		285.96
		TOTAL VAT	: £		50.04
		TOTAL ZERO RATE/EXEMPT	: £		0.00
		TOTAL INVOICE	: £		336.00



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

TOM CLARKE

Constituency

COATBRIDGE + CHRYSLOW

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 6 1 0 4

to 30 1 6 1 0 4

Total cost of hotel stays attach all receipts

£ 1363 : 00 . p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 . 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

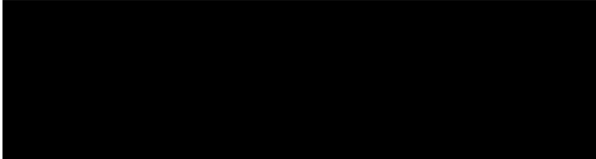
Other

£ : p

▶ please specify

Total

£ 1763 : 00 p



Bill number:

01/07/2004 Page: 1

RT Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00

TOTAL: 336.00 336.00 0.00

TOTAL SUBJECT TO VAT : £ 285.96
TOTAL VAT : £ 50.04
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 336.00

Bill number:

24/06/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
		TOTAL:	336.00	336.00	0.00
		TOTAL SUBJECT TO VAT	: £		285.96
		TOTAL VAT	: £		50.04
		TOTAL ZERO RATE/EXEMPT	: £		0.00
		TOTAL INVOICE	: £		336.00

Bill number:

03/06/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	131.00		131.00
		Cheque		131.00	0.00
		TOTAL:	131.00	131.00	0.00

TOTAL SUBJECT TO VAT : £ 111.49
TOTAL VAT : £ 19.51
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 131.00

Bill number:

09/06/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number :
Room type :
Board type :
Adults :
Children :
Rate :
Period :
No of nights :

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Cheque		224.00	0.00
		TOTAL:	224.00	224.00	0.00

TOTAL SUBJECT TO VAT : £ 190.64
TOTAL VAT : £ 33.36
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 224.00

Bill number:

17/06/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

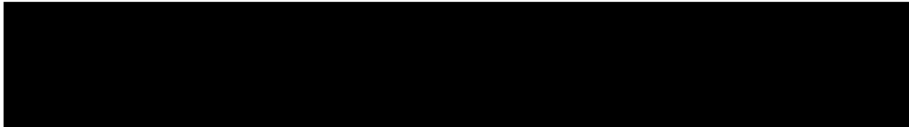
Room number :
Room type :
Board type :
Adults :
Children :
Rate :
Period :
No of nights :

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00
		TOTAL:	336.00	336.00	0.00
		TOTAL SUBJECT TO VAT	: £		285.96
		TOTAL VAT	: £		50.04
		TOTAL ZERO RATE/EXEMPT	: £		0.00
		TOTAL INVOICE	: £		336.00



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

RT. HON. TOM CLARKE

Constituency

COALBRIDGE + CHRYSYTON

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 / 1 to 1 / 1

Total cost of hotel stays
attach all receipts

£ 1105 : 00 p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 400 : 00 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

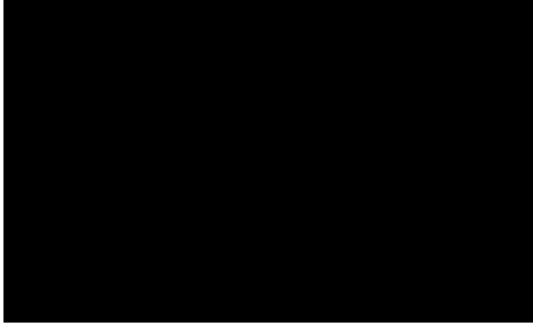
Other

£ : p

▶ please specify

Total

£ 1505 : 00 p



Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable

Signature

Date

1st June 2004.

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

Bill number: [REDACTED]

MAIN BILL

Date: 06/05/2004 Page no.: 1

Rt Hon Tom Clarke, CBE JP MP

Room no.
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
[REDACTED]		Members' Rate	112.00		112.00
[REDACTED]		Members' Rate	112.00		224.00
[REDACTED]		Visa		224.00	0.00
		TOTAL:	224.00	224.00	0.00

TOTAL SUBJECT TO VAT :£ 190.64
TOTAL VAT :£ 33.36
TOTAL ZERO RATE/EXEMPT:£ 0.00
TOTAL INVOICE :£ 224.00

Bill number: [REDACTED]

Date: 26/05/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent :
Res/Group :

Date	Transaction	Description	Charge	Credit	Balance
[REDACTED]		Members' Rate	112.00		112.00
[REDACTED]		Members' Rate	112.00		224.00
[REDACTED]		Cheque		224.00	0.00
TOTAL:			224.00	224.00	0.00
TOTAL SUBJECT TO VAT			: £		190.64
TOTAL VAT			: £		33.36
TOTAL ZERO RATE/EXEMPT			: £		0.00
TOTAL INVOICE			: £		224.00

Bill number:

14/05/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number :
Room type :
Board type :
Adults :
Children :
Rate :
Period :
No of nights :

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	107.00		107.00
		Members' Rate	107.00		214.00
		Members' Rate	107.00		321.00
		Credit Cards (EFT)		321.00	0.00
TOTAL:			321.00	321.00	0.00
			TOTAL SUBJECT TO VAT	: £	273.18
			TOTAL VAT	: £	47.82
			TOTAL ZERO RATE/EXEMPT	: £	0.00
			TOTAL INVOICE	: £	321.00

Bill number:

Date: 20/05/2004 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Cheque		336.00	0.00

TOTAL: 336.00 336.00 0.00

TOTAL SUBJECT TO VAT : £ 285.96
TOTAL VAT : £ 50.04
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 336.00



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

TOM CHARLIE

Constituency

Cambridge & Chelston

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 10 04 to 30 10 04

Total cost of hotel stays attach all receipts

£ 672 : 00 . p

Mortgage payments (interest only) or rent

£ : p

Food

£ 295 : 00 . 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

£ 967 : 00 P

Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*

Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable
me
my
Signature

Signature

Date

1st May 2004

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

Bill number:

22/04/2004 Page no.: 1

Rt Hon Tom Clarke, CBE JP MP

Room no.
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
		Members' Rate	112.00		112.00
		Members' Rate	112.00		224.00
		Members' Rate	112.00		336.00
		Visa		336.00	0.00
TOTAL:			336.00	336.00	0.00
			TOTAL SUBJECT TO VAT	:£	285.96
			TOTAL VAT	:£	50.04
			TOTAL ZERO RATE/EXEMPT:	£	0.00
			TOTAL INVOICE	:£	336.00

Bill number: [REDACTED]

MAIN BILL

Date: 29/04/2004

Page no.: 1

Rt Hon Tom Clarke, CBE JP MP

Room no.
Room type
Board type
Adults
Children
Rate
Period
No of nights

Agent
Res/Group

Date	Transaction	Description	Charge	Credit	Balance
[REDACTED]		Members' Rate	112.00		112.00
[REDACTED]		Members' Rate	112.00		224.00
[REDACTED]		Members' Rate	112.00		336.00
[REDACTED]		Visa		336.00	0.00
		TOTAL:	336.00	336.00	0.00
		TOTAL SUBJECT TO VAT	:£		285.96
		TOTAL VAT	:£		50.04
		TOTAL ZERO RATE/EXEMPT:	:£		0.00
		TOTAL INVOICE	:£		336.00