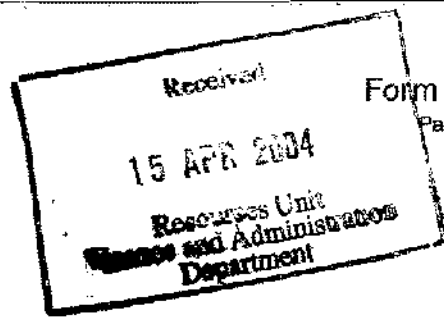




Members' Allowances

Additional Costs Allowance

Member's claim form



Form 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 1592.



Your details

Name in CAPITAL LETTERS TOM HARRIS
Constituency GLASGOW CATHCART

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 4 04 to 30 4 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 25 : 00 p

Council Tax/Rates

£ 30 : 00 p

Telephone and telecommunications

£ 10 : 00 p

Cleaning

£ 20 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 15 : 00 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 500 : 00 p

continued on page 2

**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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

14/4/04

**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



# Member's claim form

10/11/2004

DFA

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 HARRIS

Constituency

Glasgow Cathcart

## 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 5 104 to 31 1 5 104

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 30 : 00 p

Council Tax/Rates

£ 30 : 00 p

Telephone and  
telecommunications

£ 10 : 00 p

Cleaning

£ 10 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 20 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

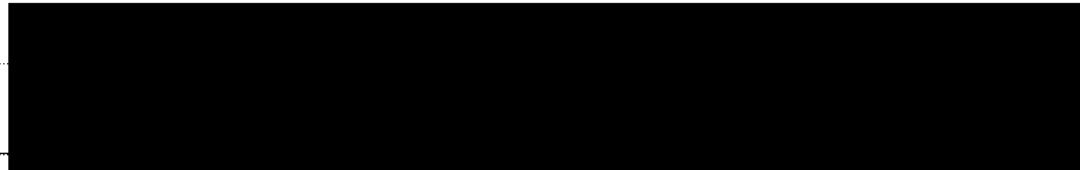
▶ please specify

Total

£ 500 : 00 p

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

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

Signature



MP

Date

18/5/04

**Data protection**

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# Member's claim form

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.
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## Your details

Name  
in CAPITAL LETTERS

TOM HARRIS

Constituency

Glasgow Cathcart

## 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 / 06 / 04 to 30 / 06 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400 : 00 p ✓

Utilities

£ 40 : 00 p ✓

Council Tax/Rates

£ 59 : 00 p ✓

Telephone and  
telecommunications

£ 10 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 30 : 00 p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Total

£ 539 : 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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

24/6/04

**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.

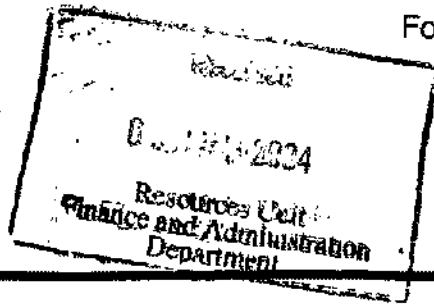
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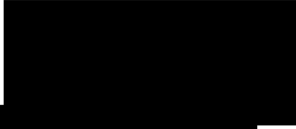
# Member's claim form



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 HARRIS

Constituency

Glasgow Cathcart

## 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 7 1 0 4

to 3 1 1 7 1 0 4

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 156 : 50 p

Food

£ 400 : 00 p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 59 : 00 p

Telephone and telecommunications

£ 10 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 665 : 50 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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

8 / 7 / 04

**Data protection**

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The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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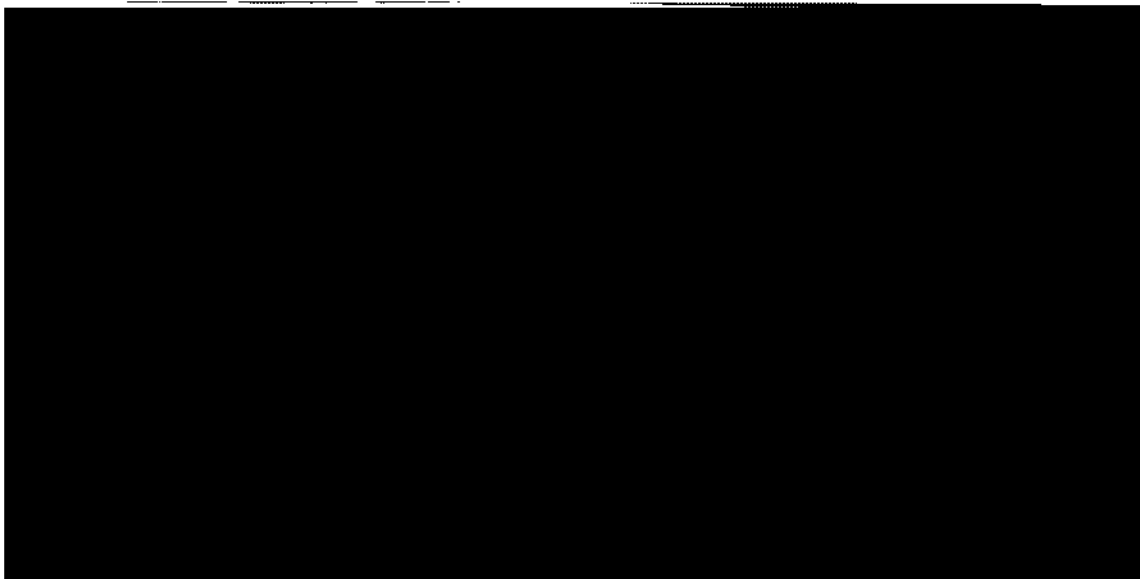
We will normally keep the information you give for three years following the year in which you incurred the expense.

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Send your completed  
form to

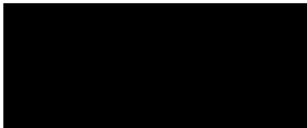
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA







Mr T. Harris MP

25 March 2003



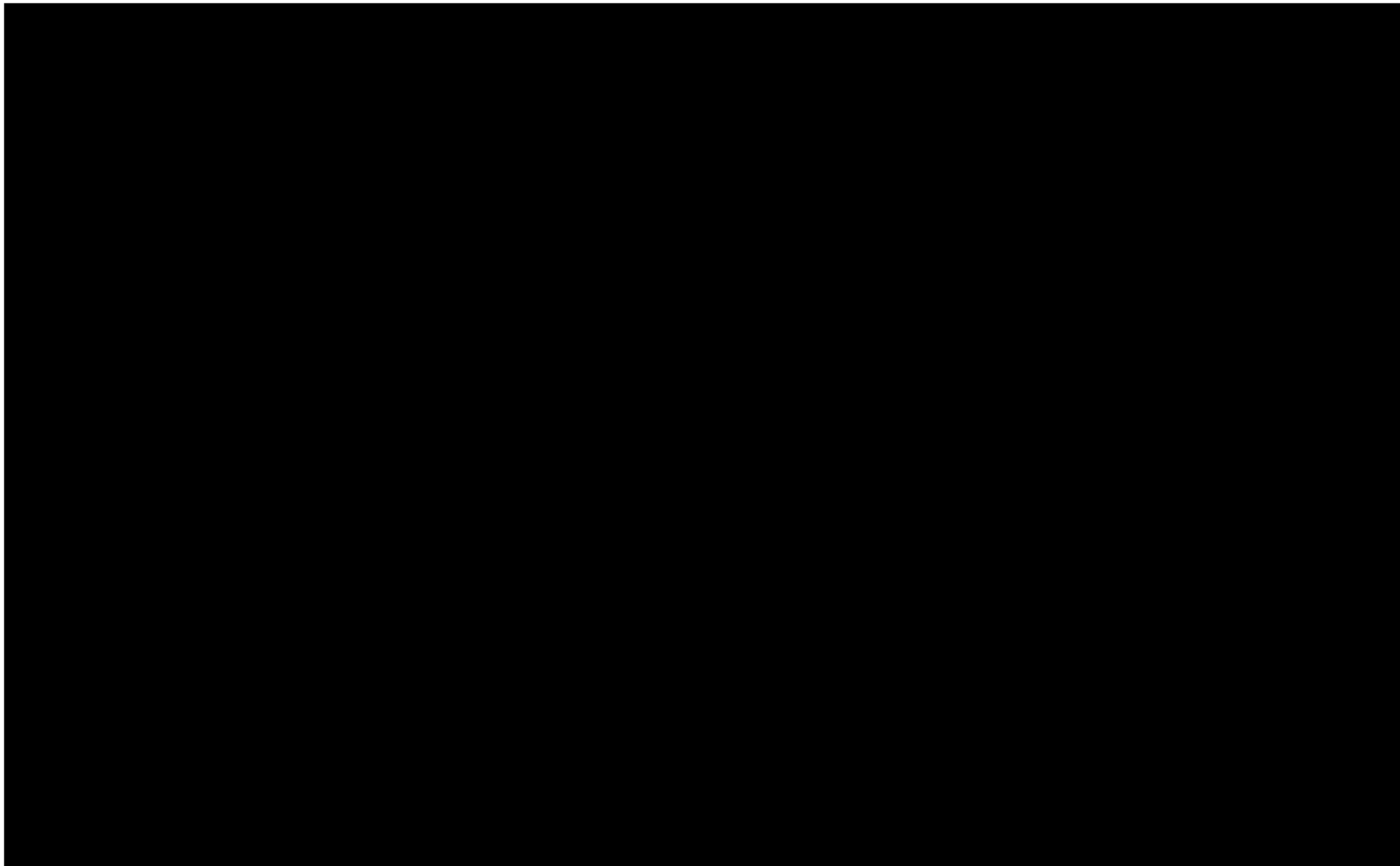
Dear Mr Harris

Re: 

This letter is to advise you formally of the terms on which we are prepared to offer you, the tenancy 

1 The tenancy will run for a period of three years at the following rents :

1st year	£13,771	3442.75 p <sup>a</sup>
2nd year	£14,164	3541.00
3rd year	£14,596	3649



## C2. DIRECT PAYMENT

I enclose 2 certified invoices to allow direct payments to be made from my Incidental Expenses Provision

Invoice	Supplier's name	Amount £	<i>Transaction code</i> <i>For Fees office use only</i>
1	[REDACTED]	419.53	
2	[REDACTED]	35.25	
3			
4			
5			
6			
7			
8			
9			
10			
		£ 454.78	

I certify that the expenses shown above have been wholly, exclusively and necessarily incurred on parliamentary business.

SIGNED..... [REDACTED] .....MP

PRINTED NAME..... TOM HARRIS mp .....

DATE..... 16-8-04 ..... CONSTITUENCY..... GLASGOW CATHKART .....

INVOICE

House of Commons/Members  
Tom Harris MP

TAX POINT  
YOUR ORDER  
COST CENTRE  
OUR REF  
CUSTOMER A/C  
DELIVERED  
WAREHOUSE  
SELLING BRH  
A/C MANAGER

IN THE EVENT OF ANY QUERY PLEASE CONTACT:-  
TEL:-  
FAX:-

DELIVER TO  
House of Commons/Members

NET GOODS	357.04
TOTAL VAT 17.50%	62.49
TOTAL PAYABLE GBP	419.53

VERSION

DATE

DOCUMENT TYPE

REFERENCE No.

PAGE

1

DELIVERY ADDRESS

25/07/04

INVOICE

DELIVERED FROM

TOM HARRIS M P

ACCOUNT No.

COPY FOR CUSTOMER

CUSTOMER

PRODUCT CODE	PRODUCT DESCRIPTION	QUANTITY	PRICE PER CASE	V.A.T. RATE	V.A.T. VALUE	GOODS VALUE
000211	Quarterly Rental Water Cooler	1.00	30.00	17.50	5.25	30.00

V.A.T. ANALYSIS

GOODS VALUE	V.A.T. RATE	V.A.T. VALUE
30.00	17.50	5.25

GOODS VALUE	30.00
V.A.T. VALUE	5.25
TOTAL PAYABLE	35.25



# 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 HARRIS

Constituency

Glasgow Cathcart

## 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 01/08/04 to 31/08/04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400 : - p

Utilities

£ 20 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and  
telecommunications

£ 10 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 20 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 510 : 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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

18/08/04

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



# 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 HARRIS

Constituency

Glasgow Cathcart

## 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 / 09 / 04

to 30 / 09 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 20 : 00 p

Cleaning

£ 50 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 20 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

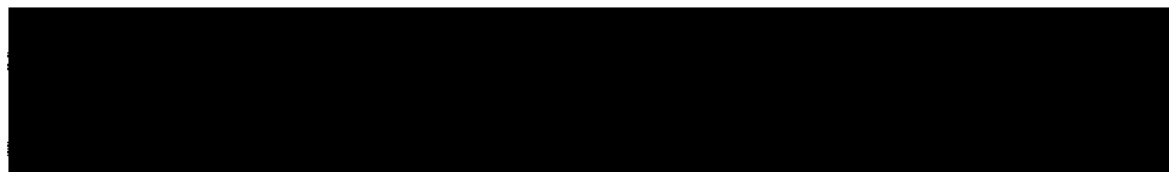
▶ please specify \_\_\_\_\_

Total

£ 590 : 00 p

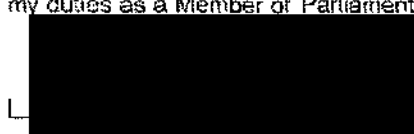
**Details of second home** *If applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature



MP

Date

16/9/04

**Data protection**

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





# Member's claim form

26 OCT 2004

## 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 HARRIS

Constituency

Glasgow Cathcart

## 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 10 104 to 31 1 10 104

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 30 : 00 p

Council Tax/Rates

£ 50 : 00 p

Telephone and  
telecommunications

£ 10 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 30 : 00 p

Other

£ 90 : 00 p

Other

£ 50 : 00 p

Other

£ : p

Total

£ 660 : 00 p

less

140.00

inadmissible items. NOT PAID.

▶ please specify

Baby's cot

▶ please specify

Baby bottle steriliser

▶ please specify

£520 PAID.

**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 my duties as a Member of Parliament.

Signature

[Redacted Signature]

MP

Date

25/10/04

**Data protection**

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- National Audit Office staff.

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# Member's claim form

## Members' Allowances

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

TOM HARRIS

Constituency

Glasgow Cathcart

## 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 11 04

to 30 11 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 30 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and  
telecommunications

£ 20 : 00 p

Cleaning

£ 50 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

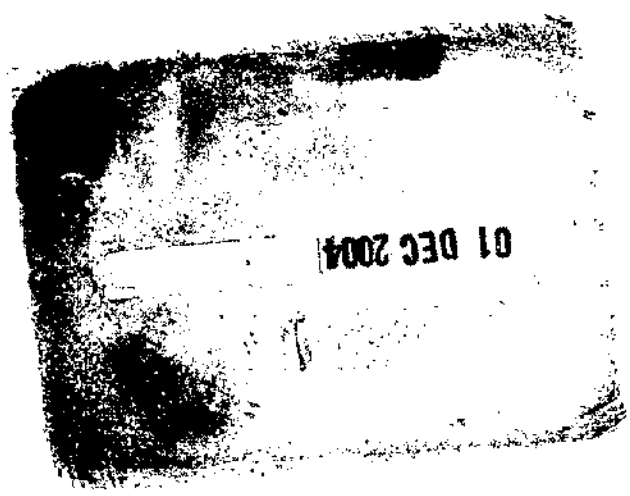
Other

£ : p

▶ please specify

Total

£ 560 : 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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

30/11/04

**Data protection**

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

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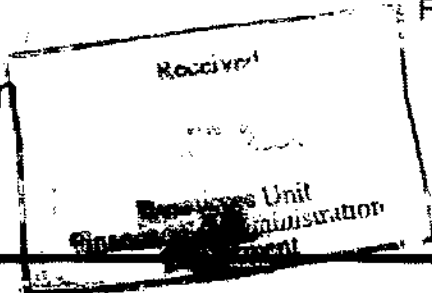
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Member's claim form



Members' Allowances

About filling in this form

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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 HARRIS

Constituency

GLASGOW CATHCART

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 / 12 / 04

to 31 / 12 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ 20 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 20 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 580 : 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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

13/12/04

**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:

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



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 HARRIS

Constituency

Glasgow Cathcart

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 / 05 to 31 / 1 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 p ✓

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 10 : 00 p

Cleaning

£ 70 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 30 : 00 p

Other

£ 199 : 95 p

▶ please specify

Table/chairs

Other

£ 100 : 00 p

▶ please specify

New crockery

Other

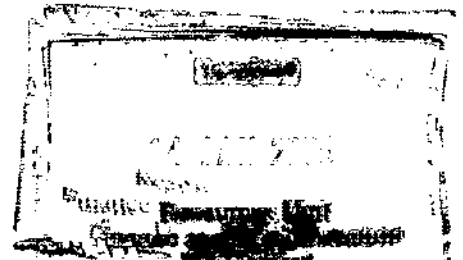
£ : p

▶ please specify

Total

£ 909 : 95 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

13/1/05

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed  
form to

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



Financial Processing }

Transaction No.

Registration No.

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedicated

**Text**

**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)*

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

Constituency

Glasgow Cathcart

### 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 03 105 / to 31 13 105 /

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ 400 : 00 p

Utilities

£ 10 : 00 p

Council Tax/Rates

£ 20 : 00 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

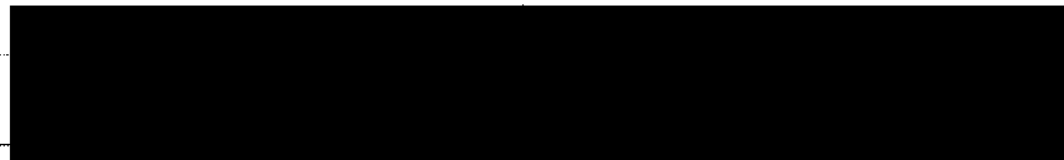
£ 430 : 00 p

420.05 /

24 MAR 2005

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

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

Signature



J

MP

Date

23/3/05

**Data protection**

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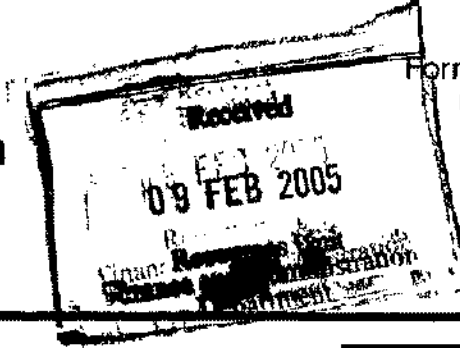
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# Member's claim form



## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

TOM HARRIS

Constituency

Glasgow Cathcart

## Claim details

### Notes

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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.
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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 / 2 / 05

to 28 / 2 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ ~~450~~ : 00 p

Reduced £400

Utilities

£ 30 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and  
telecommunications

£ 10 : 00 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ ~~610~~ : 00 p

560 . 00

**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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

9/2/05

**Data protection**

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