



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

TON LEVITT

Constituency

HIGH PEAK.

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

£ 604 : 44 p ✓

Food

£ 160 : - p

Utilities

£ 48 : - p

Council Tax/Rates

£ 78 : 99 p

Telephone and telecommunications

£ 30 : - p

Cleaning

£ 20 : - p

Service/maintenance

£ 56 : 78 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 998 : 21 p ✓

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

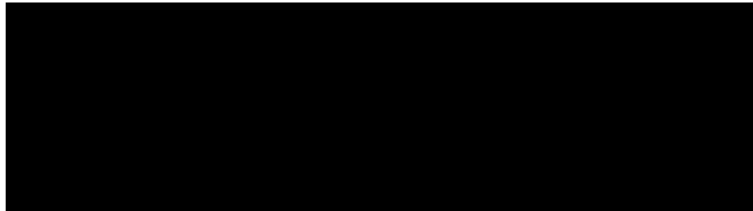
Address of  
second home  
for Additional  
Costs Allowance



Postcode


**Declaration**

Signature



ily to enable  
se of performing

Date

29. 4. 07

**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 for

4/02/15

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 LEVITT

Constituency

High Peak

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1/5/04 to 31/5/04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 624 : 44 p

Food

£ 250 : - p

Utilities

£ 48 : - p

Council Tax/Rates

£ 82 : - p

Telephone and telecommunications

£ 30 : - p

Cleaning

£ 40 : - p

Service/maintenance

£ 60 : - p

Repairs/insurance/security

£ : p

Other

£ 30 : 25 p

▶ please specify

TV licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1170 : 69 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

Signature

Date

9.6.04

**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.

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



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 LEVITT

Constituency

High Peak

## 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 / 6 / 04 to 30 / 6 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 624 : 44 p

Food

£ 256 : - p

Utilities

£ 48 : - p

Council Tax/Rates

£ 82 : - p

Telephone and telecommunications

£ 30 : - p

Cleaning

£ 40 : - p

Service/maintenance

£ 60 : - p

Repairs/insurance/security

£ - : - p

Other

£ 533 : 00 p ✓

▶ please specify

sofa bed - deposit

Other

£ 176 : 25 p

▶ please specify

gas/electric safety check etc.

Other

£ : - p

▶ please specify

Total

£ 1849 : 69 p

Receipt enclosed will also cover balance of 1066.00 at a future date.

**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

Date

13.7.04

**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

14/06/2004

Customer Invoice

e-mail

	Price	FabricType	Price	SubTotal	Stock	Lead
Seat	£1,247.00		£232.00	£1,479.00		8-9
wood colour 1 legs.						

**Other Charges**

Total Subtotal £1,479.00  
Guardisman £85.00  
LeatherGuardisman £0.00  
Delivery Charge £35.00  
Extras £0.00

Total Amount £1,599.00

Deposit £533.00

Balance £1,066.00



# 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 LEVITT

Constituency

HIGH PEAK

## 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 7 101 to 31 1 7 101

Total cost of hotel stays  
attach all receipts

£ 6 : p

Mortgage payments  
(interest only) or rent

£ 624 : 44 p

Food

£ 256 : 00 p

Utilities

£ 48 : 00 p

Council Tax/Rates

£ 82 : 00 p

Telephone and  
telecommunications

£ 30 : 00 p

Cleaning

£ 40 : 00 p

Service/maintenance

£ 60 : 00 p

Repairs/insurance/  
security

£ 109 : 33 p

Other

£ ~~30~~ : ~~00~~ p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1249 : 77 p



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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted address]

Postcode

[Redacted postcode]

**Declaration**

Signature

[Redacted signature]

essarily to enable  
purpose of performing

Date

18 7 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



RECEIVED

Member's claim form

08 SEP 2004

Members' Allowances

DPA

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 LEVITT

Constituency

HIGH PEAK

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 8 1 0 4 to 3 1 1 8 1 0 4

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 624 : 48 p

Food

£ 32 : p

Utilities

£ 48 : p

Council Tax/Rates

£ 82 : p

Telephone and telecommunications

£ 30 : p

Cleaning

£ 10 : p

Service/maintenance

£ 60 : p

Repairs/Insurance/security

£ 239 : 96 p

Other

£ 15 : p

▶ please specify Keys

Other

£ 80 : p

▶ please specify DIY repair (cupboard)

Other

£ 30 : 25 p

▶ please specify TV licence by

Total

£ 1251 : 65 p

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

Postcode

[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

Signature

[Redacted]

Date

7. 9. 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.

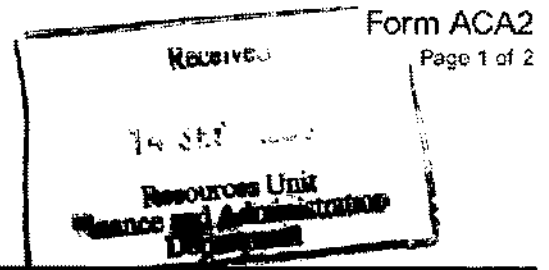
Send your completed  
form to

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 LEVITT

Constituency

HEATH LEAK.

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1 1 9 104 to 30 1 9 104

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1073 : 85 p

Food

£ 160 : . p

Utilities

£ 48 : - p

Council Tax/Rates

£ 103 : 80 p

Telephone and telecommunications

£ 30 : p

Cleaning

£ 20 : p

Service/maintenance

£ 60 : p

Repairs/insurance/security

£ ~~90~~ : ~~20~~ p

Other

£ 434 : 14 p

Other

£ : p

Other

£ : p

Total

£ 2020 : 06 p

1929. 80.

**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

Date

14. 9. 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.

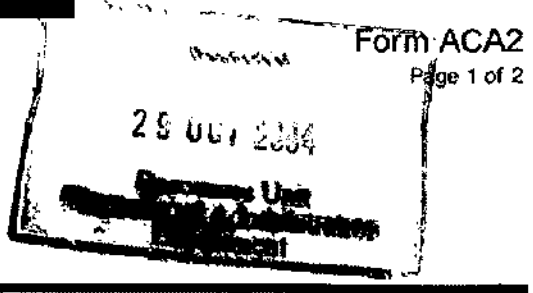
Send your completed  
form to

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
- 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 LEWITT

Constituency

HICUT DEAN.

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 / 04 to 31 / 10 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1185 : ~~22~~ p

Food

£ 256 : - p

Utilities

£ 48 : p

Council Tax/Rates

£ 101 : p

Telephone and telecommunications

£ 30 : p

Cleaning

£ 40 : p

Service/maintenance

£ 60 : p

Repairs/insurance/security

£ : p

Other

£ 11 : 60 p

▶ please specify Hot water/hair drying.

Other

£ 1066 : 00 p

▶ please specify balance on petrol

Other

£ 164 : 19 p

▶ please specify Oven shelving etc

Total

£ ~~2962~~ : ~~01~~ p

2962 01

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

Address of  
second home  
for Additional  
Costs Allowance

Postcode

**Declaration**

I confirm that I have provided the information on this form to enable  
me to claim for my Additional Costs Allowance for performing  
my duties as a Member of the House of Commons.

Signature

Date

28-10-04

**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

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 LEVITT

Constituency

HIGH PEAK

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

£ 1185 : 22 p

Food

£ 256 : p

Utilities

£ 48 : p

Council Tax/Rates

£ 101 : p

Telephone and telecommunications

£ 30 : p

Cleaning

£ 40 : p

Service/maintenance

£ 60 : p

Repairs/insurance/security

£ : p

Other

£ 199 : p

▶ please specify Kitchen table

Other

£ 99 : p

▶ please specify Telephone system

Other

£ 30 : 25 p

▶ please specify TV licence q'ly

Total

£ 2048 : 47 p



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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]  
Postcode: [Redacted]

**Declaration**

I certify that the information provided is true and correct and necessary to enable  
me to claim the Additional Costs Allowance for the purpose of performing  
my duties as a Member of Parliament.

Signature: [Redacted] MP

Date: 1 - 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:

- 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

23 DEC 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 LEVITT

Constituency

HIGH PEAK

## 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 11 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1185 : 22 p ✓

Food

£ 256 : - p

Utilities

£ 48 : - p

Council Tax/Rates

£ 101 : - p

Telephone and  
telecommunications

£ 20 : - p

Cleaning

£ 20 : - p

Service/maintenance

£ 60 : - p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1604 : 22 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  
for the purpose of performing

Signature

MP

Date

22 - 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:

- 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



## 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 LEVITT

Constituency

## 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 11/1/05 to 31/1/05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1185 : 22 p ✓

Food

£ 256 : - p

Utilities

£ 48 : - p

Council Tax/Rates

£ 101 : - p

Telephone and telecommunications

£ 30 : - p ✓

Cleaning

£ 40 : - p

Service/maintenance

£ 60 : - p

Repairs/insurance/security

£ : p

Other

£ 89 : 99 p ✓ ▶ please specify Hoover

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1810 : 21 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

Signature

Date

27-1-05

**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



# Member's claim form

25 Feb 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

TON LEVITT

Constituency

High Peak

## Claim details

### Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties

Please list

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

Please attach

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

Period of claim

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

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1185 : 22 p

Food

£ ~~250~~ 192 : — p

Utilities

£ 48 : — p

Council Tax/Rates

£ 101 : — p

Telephone and  
telecommunications

£ 30 : — p

Cleaning

£ 40 : — p

Service/maintenance

£ 60 : — p

Repairs/insurance/  
security

£ : p

Other

£ 37 : 75 p

▶ please specify

shelving

Other

£ 30 : 25 p

▶ please specify

TV Licence Quaker

Other

£ : p

▶ please specify

Total

£ 1784 : 22 p

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted Address] Postcode [Redacted Postcode]

**Declaration**

I declare that the information provided is true and correct and necessarily to enable  
for the purpose of performing

Signature [Redacted Signature] MP

Date 24-2-05

**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. ... [Redacted] .....

Registration No. ... [Redacted] .....

**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 a/

**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)*

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

✓
✓
✓
✓
✓
✓

*\* Financial Processing purposes only*

Registered by (initials & date) ... [Redacted] .....

Posted by (initials & date) ... [Redacted] .....





Member's claim form

28 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 LEVITT

Constituency

HIGH PEAK.

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1, 3, 05 to 31, 3, 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1185 : 22 p

Food

£ 256 : - p

Utilities

£ 48 : p

Council Tax/Rates

£ 0 : p

Telephone and telecommunications

£ 30 : p

Cleaning

£ 40 : p

Service/maintenance

£ 60 : p

Repairs/insurance/security

£ 146 : 97 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1760 : 19 p

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted address] ✓  
Postcode [Redacted]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to state [Redacted] purpose of performing my duties [Redacted]

Signature

[Redacted signature]

Date

24.3.05

**Data protection**

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

The information you give will be seen by:

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

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

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

Send your completed form to

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

Financial Processing }

Transaction No. [redacted]

Registration No. [redacted]

**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

**Member Supplier ID** [redacted]

**Pay recipient**

(NB Financial Processing to check whether a dedicated a/c exists)

**Text** SUPPLIERS PART - 04/05

**Invoice No.** [redacted]

**Account code / Allowance** [redacted]

**Members cost centre (Cat1)** [redacted]

**Financial Year/PIRO (Cat2)** ~~05/05~~ 04/05

**Expenditure type (Cat5) :** [redacted]

£ 415.00

\* Validation purposes only (please tick to indicate compliance)

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

\* Financial Processing purposes only

Registered by (Initials & date) [redacted]

Posted by (initials & date) [redacted]



# Member's claim form

24 MAY 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 Levitt

Constituency

High Peak

## 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 11/3/05

to 31/3/05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£

Food

£

Utilities

£

Council Tax/Rates

£

Telephone and  
telecommunications

£

Cleaning

£

Service/maintenance

£

Repairs/insurance/  
security

£

Other

£ 200 : - p

▶ please specify Double bed (second hand)

Other

£ 150 : - p

▶ please specify Bedroom furniture (second hand)

Other

£ 65 : - p

▶ please specify Emergency planter.

Total

£ 415 : - p

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

Postcode

[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

23.5.05

**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