



# Member's claim form

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

ANDREW LOVE MP

Constituency

EDMONTON

### 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 25 / 12 / 04 to 25 / 3 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1500 : 00 p

(APPROX) ?

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 887 : 65 p

▶ please specify

Rest, Service Charge etc.

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,387 : 65 p

### Details of second home

Address of  
second home  
for Additional  
Costs Allowance

### Declaration

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

Signature

MP

Date

21/12/04.

#### 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

[REDACTED]

[REDACTED]

**INVOICE: SERVICE CHARGE, PROPERTY OWNER'S  
INSURANCE & GROUND RENT**

13<sup>th</sup> December 2004

Our Ref. [REDACTED]  
Invoice No. [REDACTED]

Mr Love [REDACTED]

Property [REDACTED]

The quarterly service charge, insurance premium and the ground rent for the above property will fall due on 25<sup>th</sup> December 2004.

|  |              |
|--|--------------|
| Service Charge from 25/12/04 to 25/03/05             | 704.37       |
| Property Owner's Insurance from 25/12/04 to 25/03/05 | 110.78       |
| Ground Rent from 25/12/04 to 25/03/05                | <u>62.50</u> |
| Total due  | 877.65 ✓     |

We would appreciate receiving your remittance by cheque for the sum of £ 877.65 in favour of [REDACTED]

Thank You  
[REDACTED]



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## Your details

Name  
in CAPITAL LETTERS

ANDREW LOVE

Constituency

EDMONTON

## Claim details

Notes

You can only claim for

Please list

Please attach

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- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
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- receipts or invoices for any hotel cost even if it is less than £250.

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

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 750 : 00 p

▶ please specify

DECORATION / HALL / BATHROOM

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 750 : 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 to stay at my second home for the purpose of performing my duties

Signature

MP

Date

15/9/04

**Data protection**

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Send your completed  
form to

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA


27<sup>th</sup> August 2004

Ref: 

**INVOICE:**

TO REDECORATE HALL AND BATHROOM CEILING

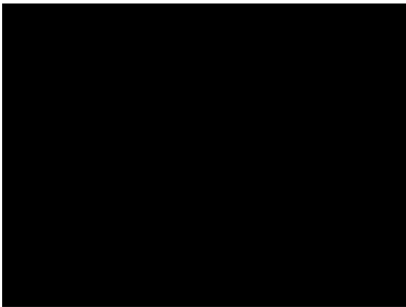
---

Work carried out as per estimate dated 18<sup>th</sup> June 2004 Ref: 6/1404

ESTIMATED LABOUR AND MATERIALS: £ 750:00

LABOUR AND MATERIALS: £ 750:00

TERMS: Cheque with Invoice at completion of work  
Cheque payable to 



*Paid 13/8/04*



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Your details

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Constituency

EDMONTON.

Claim details

Notes

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Please list

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Please attach

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

Period of claim

from 01 / 04 / 04

to 01 / 08 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

GAS  
Utilities

£ 107 : 67 p

ELECTRICITY  
Council Tax/Rates

£ 74 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 111 : 63 p

CHARGE  
Service/maintenance

£ 877 : 65 p

Repairs/insurance/  
security

£ : p

Other

£ 203 : 88 p

▶ please specify

CABLE TV (1 YEAR)

Other

£ 100 : 00 p

▶ please specify

PARKING PERMIT

Other

£ 57 : 00 p

▶ please specify

GAS / HOME CARE AGREEMENT

Total

£ 1531 : 83 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 at my main home for the purpose of performing my duties

Signature

MP

Date

14 / 8 / 04

**Data protection**

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Account number

Page 2 of 2

19 April 2004

## Electricity bill

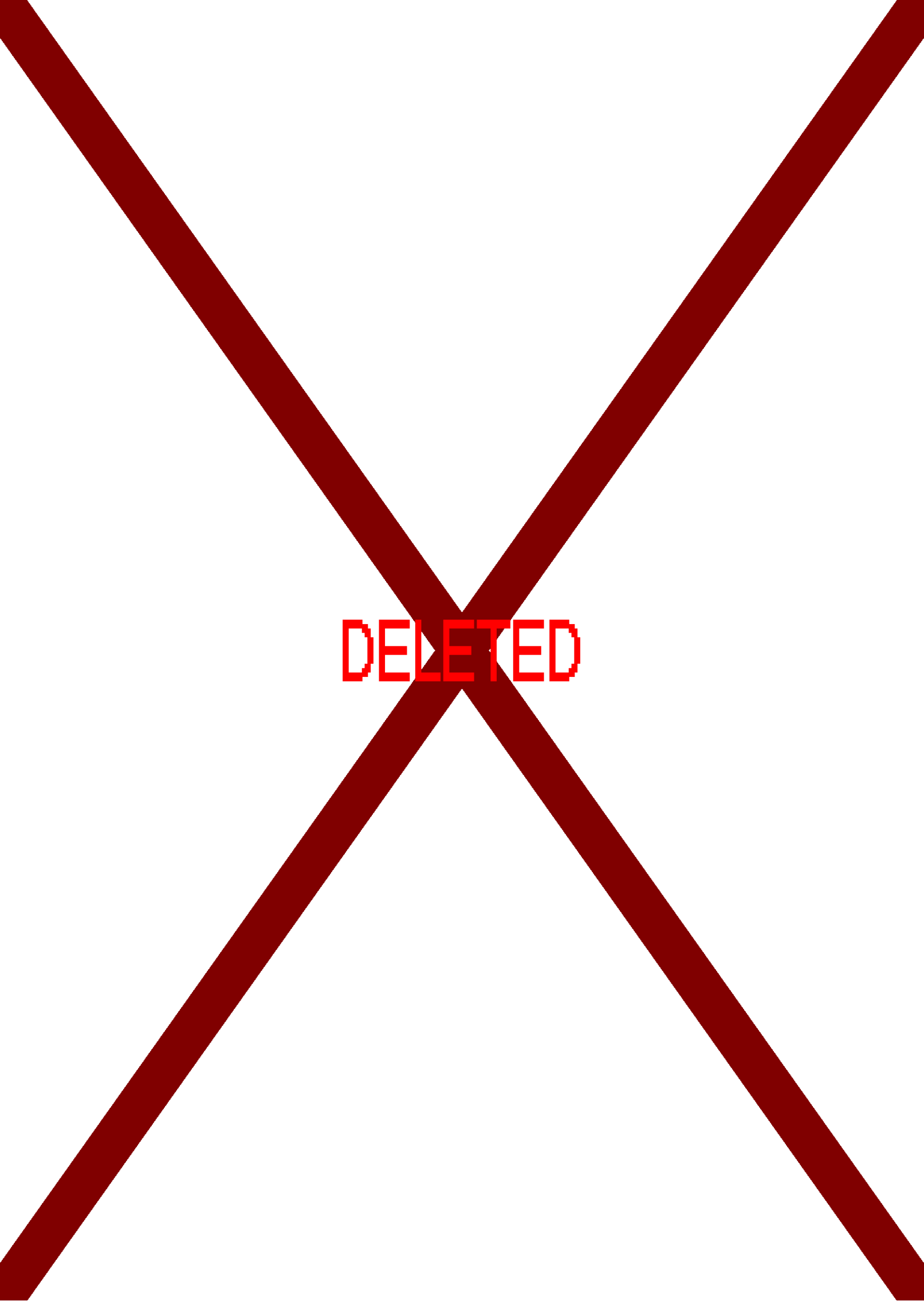
MR A LOVE

### Your account

|                             |           |
|-----------------------------|-----------|
| Last bill                   | £12.34    |
| Direct Debit 27 Jan         | £24.00 cr |
| Direct Debit 26 Feb         | £24.00 cr |
| Direct Debit 26 Mar         | £24.00 cr |
| <i>Received with thanks</i> |           |
| Account balance             | £59.66 cr |

### This bill

|                     |               |
|---------------------|---------------|
| Account balance     | £59.66 cr     |
| Electricity charges | £74.00        |
| VAT @ 5%            | £3.70         |
| <b>Total</b>        | <b>£18.04</b> |



DELETED

**YOUR GAS ACCOUNT**

20 May 2004

MR [REDACTED] LOVE

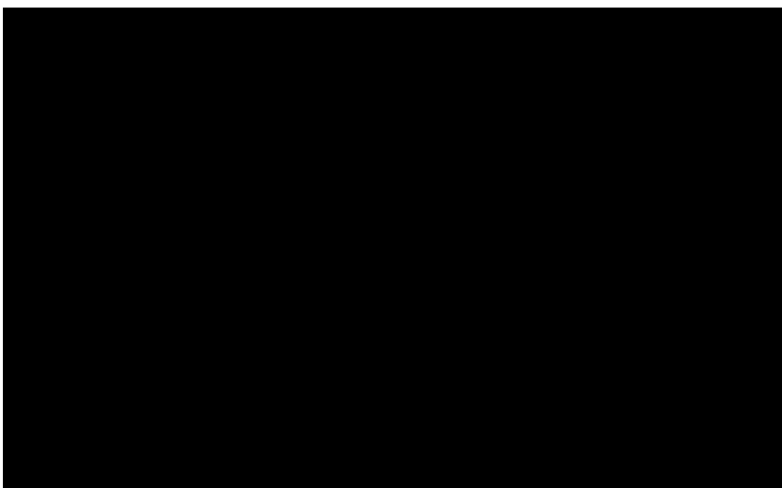
Dear Mr [REDACTED] Love,

Your balance is in debit by

**£107.67**



DELETED



Date

28 June 2004



£  
63.00

**Three Star Central Heating Care -**

Full Annual Charge £189.00

- Boiler - Caradon Ideal
- Guar ends 27 June 2004

**Low Call-Out Discount**

-6.00

**Total**

57.00

**Total Annual Charge**

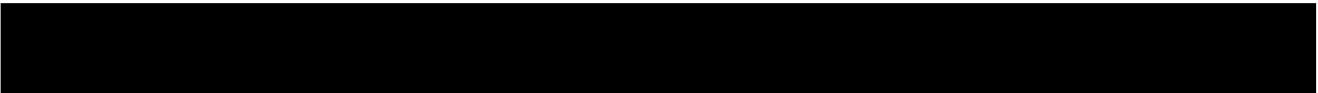
57.00

**Your membership number**



**Agreement period**  
From 21 November 2003  
to 20 November 2004

**Address**



**INVOICE: SERVICE CHARGE, PROPERTY OWNER'S  
INSURANCE & GROUND RENT**

11<sup>th</sup> June 2004

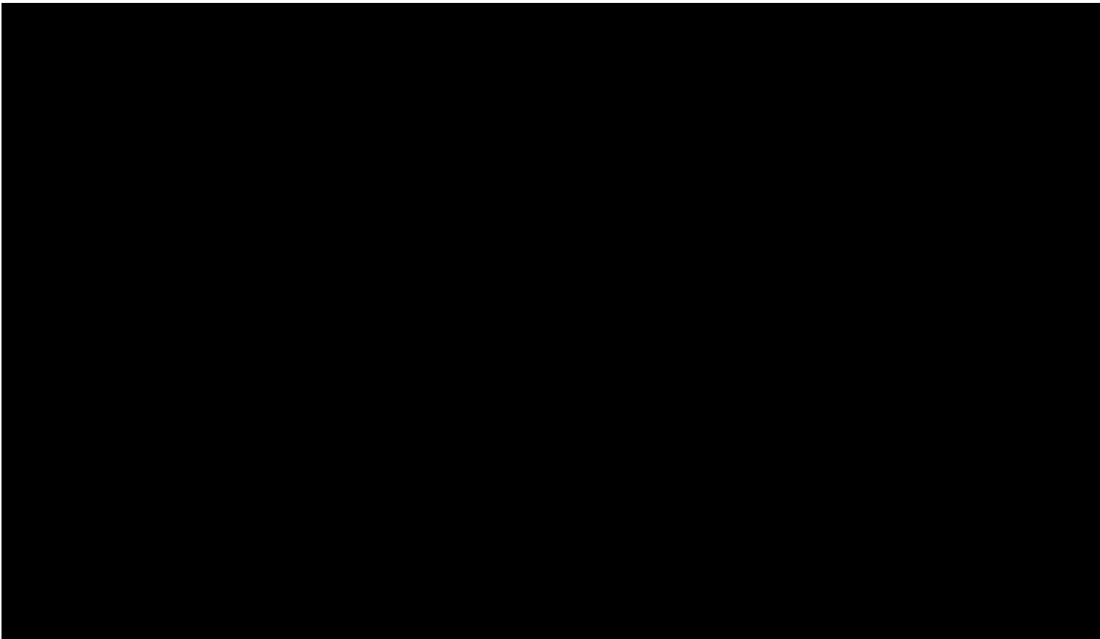
Our Ref. [REDACTED]  
Invoice N [REDACTED]

Mr A Love [REDACTED]  
[REDACTED]

Property: [REDACTED]

The quarterly Service Charge, Insurance Premium and the Ground Rent for the above property are due on 24<sup>th</sup> June 2004.

|  |              |
|--|--------------|
| Service Charge from 24/06/04 to 29/09/04             | 704.37       |
| Property Owner's Insurance from 24/06/04 to 29/09/04 | 110.78       |
| Ground Rent from 24/06/04 to 29/09/04                | <u>62.50</u> |
| Total due  | 877.65       |



Ms Rosenthal

01 July 2004

**INVOICE**

Fee for providing cleaning maintenance service for one year until 13/7/2005

£95

V.A.T. £16.63

TOTAL **£111.63**

**PLEASE PAY WITHIN 7 DAYS**

*paid 9/7/04*



DELETED

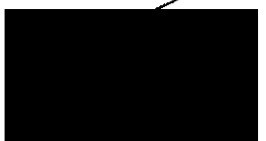


# Member's claim form

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

ANDREW LOVE

Constituency

EDMONTON

## 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.
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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 15 / 9 / 04

to 31 / 12 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 877 : 65 p ✓

▶ please specify

Swire Charge etc

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 877 : 65 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

Signature

MP

Date

16/11/04

**Data protection**

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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

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**

invoice date 04104105

(NB Financial Processing to check whether a dedicated a/c e [REDACTED])

**Text** [REDACTED]

**Invoice No.** [REDACTED]

**Account code / Allowance**

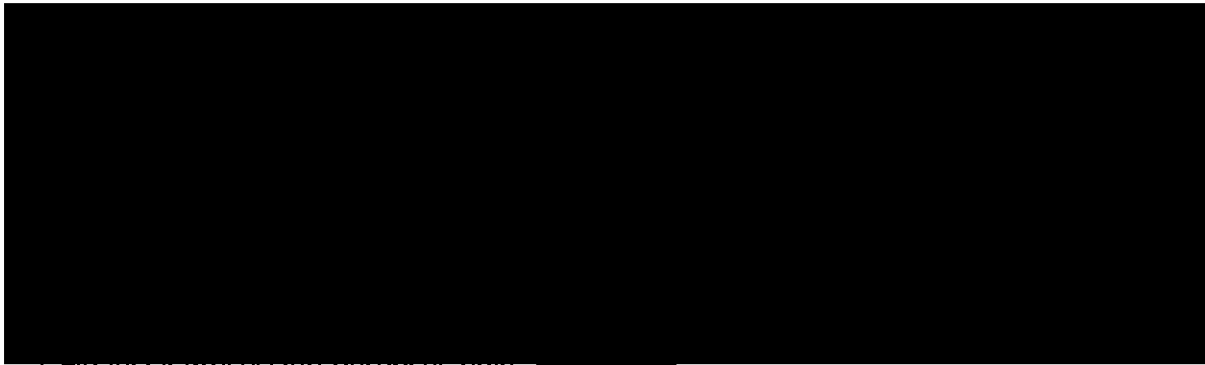
514602

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

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

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



*Financial Processing purposes only*

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

4104

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

APR 2005



# 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

ANDREW LOVE

Constituency

EDMONTON

### Claim details

#### Notes

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

Please list

Please attach

Period of claim

from 01 / 04 / 04

to 31 / 03 / 05 x12

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1500 : 00 p

Food

£ 1725 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 1755 : 30 p

▶ please specify SERVICE CHARGE

Other

£ : p

▶ please specify

Other

£ : p

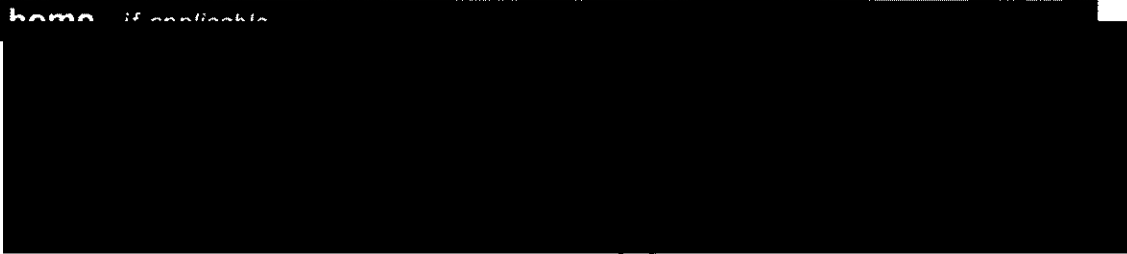
▶ please specify

Total

£ 4980 : 30 p

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

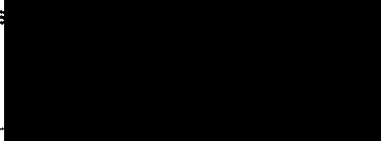
**Address of  
second home**  
*for Additional  
Costs Allowance*



**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

Signature



MP

Date

04/04/05

**Data protection**

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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



Add

04/05

# Member's claim form

# ACA2

### About filling in this form

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

### Your details

Name  
in CAPITAL LETTERS

ANDREW LOVE MP

Constituency

EDMONTON

### Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 01 / 04 / 04

to 31 / 03 / 05

**SERVICE CHARGES**

Total cost of hotel stays

£ (887 : 65) p

attach all receipts

Mortgage payments

£ (765 : 60) p

(interest only) or rent

Food

£ 1050 : 00 p

**GAS/ELECTRIC** Utilities

£ 501 : 93 p

**WATER**

Council Tax/Rates

£ 1436 : 26 p

Telephone and telecommunications

£ 304 : 76 p

Cleaning

£ 1040 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 247 : 92 p

Other

£ 116 : 00 p

▶ please specify

TV LICENSE

Other

£ 390 : 37 p

▶ please specify

HOUSEHOLD GOODS

Other

£ : p

▶ please specify

Total

£ 3433 : 99 p

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

Address of  
second home  
for Additional  
Costs Allowance

L

L

**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

Signature

L

MP

Date

L

31/5/05

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed  
form to

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



DELETED

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/c [REDACTED])

**Text**

(i.e. period of claim)

**Invoice No.**

**Account code / Allowance**

514602 ✓

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

[REDACTED]

*\* Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)

[REDACTED] 28 Mar



# Member's claim form



## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

ANDREW LOVE

Constituency

EDMONTON

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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 30 / 09 / 04

to 30 / 11 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2500 : 00 p

Food

£ 1150 : 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

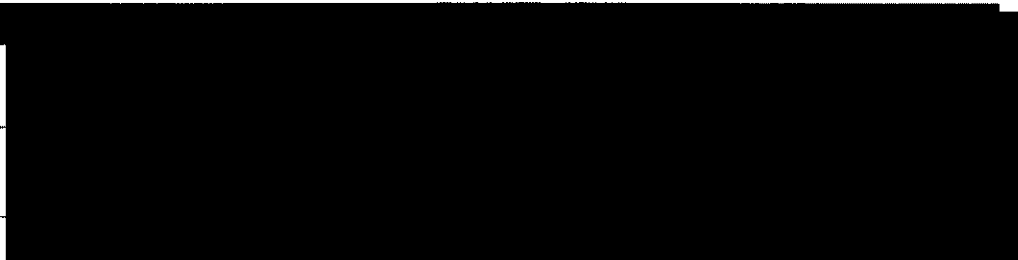
▶ please specify \_\_\_\_\_

Total

£ 3650 : 00 p

**Details of second home**

Address of second home  
for Additional Costs Allowance



**Declaration**

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

Signature



MP

Date

14/3/05

**Data protection**

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA