



Additional Costs Allowance

ACA2

Member's claim form

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 1340.

Your details

Name in CAPITAL LETTERS

MEG MUNN

Constituency

SHEFFIELD HEBBLY

Office use only

Costs

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 6, 01, 08 to 5, 10, 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1539 : 35 p ✓

Food

£ 150 : 00 p ✓

Utilities

£ 40 : 23 p ✓

Council Tax/Rates

£ 102 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 562 : 06 p ✓

Repairs/insurance/security

£ 16 : 60 p ✓

Other

£ 85 : 60 p ✓ ▶ please specify PLUMBING

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 2495 : 84 p ✓ pay £ 684.73

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

5.2.08

**Data protection**

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

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Send your completed  
form to

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





Member's claim form

of 2

About filling in this form

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Your details

Name in CAPITAL LETTERS

MEG MUNN

Constituency

SHEFFIELD HEBBLEY

Office use only

Costs



Claim details

You can only claim for

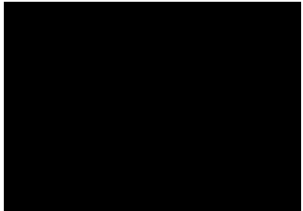
- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

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 6, 12, 07 to 5, 01, 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1539 : 35 p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 102 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 562 : 06 p

Repairs/insurance/security

£ 16 : 60 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

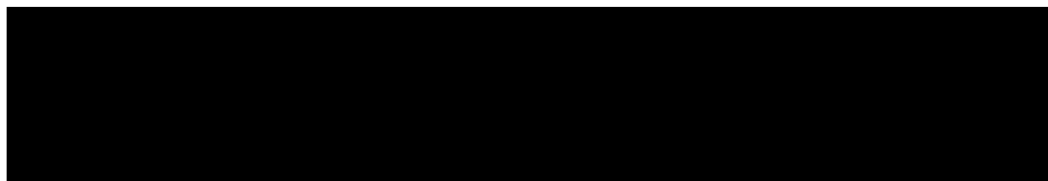
Total

£ 2420 : 01 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**

2-01-2008

**Data protection**

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**Send your completed  
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Validation Team, Operations Directorate,  
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Member's claim form

of 2

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 1340.

Your details

Name in CAPITAL LETTERS

MEG MUNN ✓

Constituency

SHEFFIELD HEeley

Office use only

Costs/Cat 2

Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 6 1 11 107 to 5 1 12 107

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1600 : 94 p ✓

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 102 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 562 : 06 p

Repairs/insurance/security

£ 16 : 60 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2481 : 60 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

Signature

[Redacted Signature]

Date

7-12-2007

**Data protection**

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Member's claim form

- 6 NOV 2007

About filling in this form

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Your details

Name in CAPITAL LETTERS

MEG MANN

Constituency

SHEFFIELD HIBBLEY

Office use only

Costs/Cat

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 6 10 07

to 5 11 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1600 : 94 p ✓

Food

£ 150 : 00 p ✓

Utilities

£ 55 : 00 p ✓

Council Tax/Rates

£ 102 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 562 : 06 p ✓

Repairs/insurance/security

£ 16 : 60 p ✓

Other

£ 135 : 50 p ✓

▶ please specify

TV LICENCE RENEWAL

Other

£ 80 : 05 p ✓

▶ please specify

INSURANCE

Other

£ : p

▶ please specify

Total

£2702 : 15 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**

**Date**

5-11-2007

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Your details

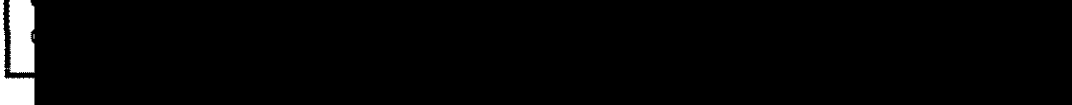
Name in CAPITAL LETTERS

MBG MUNN

Constituency

SALFORD HEBBY

Office use only



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 6 1 9 107 to 5 1 10 1 07 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1600 : 94 p ✓

Food

£ 100 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 102 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 562 : 06 p ✓

Repairs/insurance/security

£ 16 : 60 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 2381 : 60 p ✓

continued on page 2

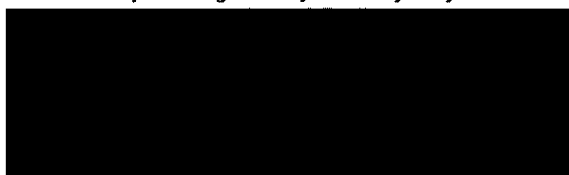
**Details of second home** *if applicable*

**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**



MP

**Date**

8-10-2007 ✓

**Data protection**

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Your details

Name in CAPITAL LETTERS

MEG MONN

Constituency

SHEFFIELD HALLELBY

Claim details

You can only claim for

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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.

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 6 1 8 107 to 5 1 9 107 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1600 : 94 p ✓

Food

£ 100 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 102 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 562 : 06 p

Service/maintenance

£ 562 : 10 p

Repairs/insurance/security

£ 16 : 60 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

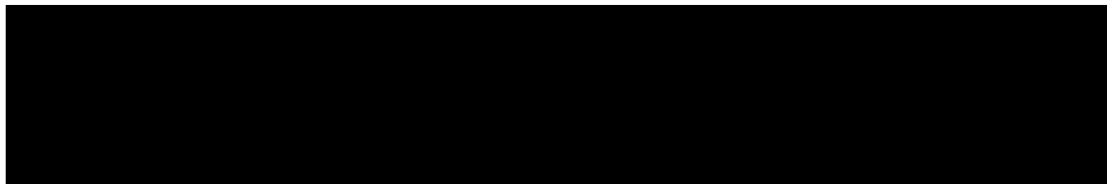
£ : p ▶ please specify

Total

£ 2943: 70 p ✓

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

Address of  
second home  
for Additional  
Costs Allowance



✓

**Declaration**

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

Signature



MP

Date

5-9-2007

✓

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Send your completed  
form to

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

[REDACTED]

Our ref:

Your Ref:

Date: 28th June 2007

Ms M P Munn

[REDACTED]

Dear Ms Munn

---

**DIRECT DEBIT PAYMENTS**

Please find details of your payment instalments below.

**Service Charge**

For the period of 1 Aug 2007 to 30 Apr 2008 we shall collect one instalment of £562.10 on 1 Aug 2007 and thereafter £562.06 collected Monthly on or shortly after the 1st of the month for the remainder of that period. ✓



Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

MIEG MUAON

Constituency

SHEFFIELD HARBURY

Office use only

Costic/Cat

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 6, 7, 107 to 5, 8, 107

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1600 : 94 p

Food

£ 200 : 00 p

Utilities

£ 23 : 65 p

Council Tax/Rates

£ 102 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 16 : 60 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

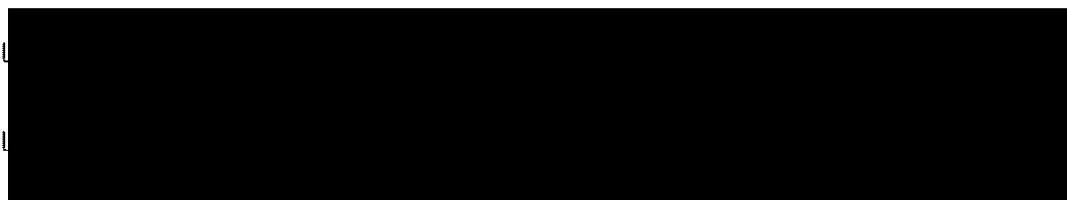
Total

£ 1943 : 19 p

continued on page

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

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

**Declaration**

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

**Signature**



MP

**Date**

5-8-2007

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

July 2007

*The COOPERATIVE BANK*

Ms Munn

Dear Ms Munn

Mortgage Account

**Notification of Interest Rate Change**

As you may be aware, the Bank of England Base Rate has changed to 5.75%.

Following a change to our standard variable rate, with effect from 1 August 2007, our new standard variable rate will be 7.74%.

Your new regular payment will be £1,600.94 with effect from 1 August 2007. This payment takes account of your particular mortgage product and includes any regular overpayments being made.



Additional Costs Allowance

ACA2

Member's claim form

Page 1 of 2

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 1340.



Your details

Name in CAPITAL LETTERS

MEG MUNN

Constituency

SHEFFIELD HEBBLEY



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 6 1 6 107 to 5 1 7 107

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1539 : 06 p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 102 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 16 : 60 p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1857 : 66 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 Signature]

MP

Date

8-7-2007

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Department of Finance & Administration, House of Commons, London SW1A 0AA



Member's claim form

07/08

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Your details

Name MEG MUNN  
 in CAPITAL LETTERS  
 Constituency SHEFFIELD HALLAM

Office use only  
 Cost/Cat

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 6 1 5 107 to 5 1 6 107 ✓

Total cost of hotel stays <i>attach all receipts</i>	£	:	p	
Mortgage payments <i>(interest only) or rent</i>	£		p	<u>1539 : 06</u>
Food	£		p	<u>200 : 00</u>
Utilities	£	:	p	
Council Tax/Rates	£		p	<u>104 : 52</u>
Telephone and telecommunications	£	:	p	
Cleaning	£	:	p	
Service/maintenance	£	:	p	
Repairs/insurance/security	£		p	<u>16 : 60</u> ✓
Other	£	:	p	▶ please specify _____
Other	£	:	p	▶ please specify _____
Other	£	:	p	▶ please specify _____
<b>Total</b>	<b>£</b>		<b>p</b>	<b><u>1860 : 18</u></b>

continued on page 2

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

Address  
second ho  
for Additio  
Costs Allowa

**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

7-6-2007

**Data protection**

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form to

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May 2007

**The COOPERATIVE BANK**

Ms Munn

Dear Ms Munn

Mortgage Account No [REDACTED]

**Notification of Interest Rate Change**

As you may be aware, the Bank of England Base Rate has changed to 5.50%.

Following a change to our standard variable rate, with effect from 1 June 2007, our new standard variable rate will be 7.49%.

Your new regular payment will be £1,539.06 with effect from 1 June 2007. This payment takes account of your particular mortgage product and includes any regular overpayments being made.



07/08

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Your details

Name in CAPITAL LETTERS

MEG MUNN

Constituency

SHARFIELD HEBBLEY

Office use only

Cost/Cat 2

Claim details

You can only claim for

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

Please list

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

Please attach

- receipts or invoices for any ho

Period of claim

from 1 1 4 1 0 7 to 5 1 5 1 0 7

MORTGAGE  
Total cost of hotel stays  
attach all receipts

£ 1473 : 29 p

Mortgage payments  
(interest only) or rent

£ 1473 : 29 p

Food

£ 200 : 00 p

Utilities

£ 65 : 62 p

Council Tax/Rates

£ 104 : 52 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 474 : 86 p

Repairs/insurance/  
security

£ 16 : 60 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3808 : 18 p

Pay £ 474.86

continued on page 2



07/08

Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

MEG MUNN

Constituency

SHEFFIELD HEBBLEY

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

Period of claim

from 1 1 4 1 0 7 to 5 1 5 1 0 7

MORTGAGE  
Total cost of hotel stays  
attach all receipts

£ 1473 : 29 p

Mortgage payments  
(interest only) or rent

£ 1473 : 29 p

Food

£ 200 : 00 p

Utilities

£ 65 : 62 p

Council Tax/Rates

£ 104 : 52 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 474 : 86 p

Repairs/insurance/security

£ 16 : 60 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 3808 : 18 p ~~£ 3808 : 18 p~~ Pay £3,333.32

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]

Date

4.5.07

**Data protection**

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

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

Date of Issue: 17-MAR-2007

MS M MUNN	
[Redacted]	
[Redacted]	
Account reference	[Redacted]

Address of property	
[Redacted]	
Property reference	[Redacted]

### Council Tax demand notice 2007/2008

	Percentage (%) Change From Last Year	
	2.0 % Increase	629.66
	5.3 % Increase	506.47
<b>Council Tax for your property 2007 to 2008</b>		<b>1136.13</b>
Charge for Period 01-APR-2007 - 31-MAR-2008		1136.13
<b>Adjustments</b>		
Discount 10% : 2nd Home/Company Property	Period 01-APR-2007 31-MAR-2008	-113.61

1022.52