



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.



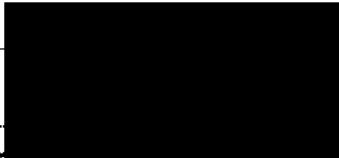
Your details

Name in CAPITAL LETTERS

DAN NORRIS

Constituency

WANSDYKE



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.

07/08 ✓

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 / DEC / 07 to 31 MARCH / 08 X 4 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 3242 : 44 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 3242 : 44 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

[Redacted Signature]

MP

Date

*27 April 2008*

**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.

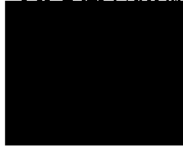
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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



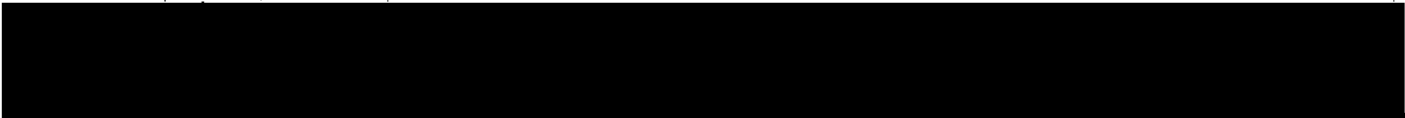
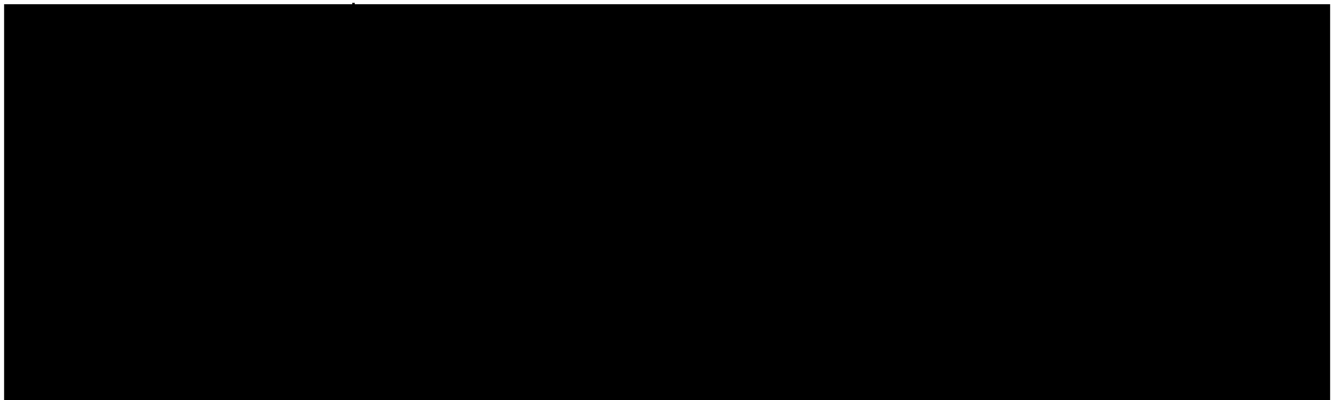
Mr Dan Norris



13 December 2007

Dear Mr Norris

Thank you for your recent call. Further to the conversation with my colleague, I can confirm that from 03/12/07 to 03/04/08 the total amount of interest paid was £3242.44.





# Additional Costs Allowance

ACA2

## Member's claim form

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### Your details

Name in CAPITAL LETTERS

DAN NORRIS

Constituency

WANSIDYKE

### 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 1 MARCH 08 to 31 MARCH 08 ✓

Total cost of hotel stays  
attach all receipts

£ / p

Mortgage payments  
(interest only) or rent

£ / p

Food

£ 400 : 00 p ✓

Utilities

£ 223 : 23 p ✓

Council Tax/Rates

£ / p

Telephone and telecommunications

£ 11 : 10 p ✓

Cleaning

£ / p

Service/maintenance

£ / p

Repairs/insurance/  
security

£ / p

Other

£ / p

▶ please specify

Other

£ / p

▶ please specify

Other

£ / p

▶ please specify

Total

£ 634 : 33 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

31 MARCH 2008

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Send your completed  
form to

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



Additional Costs Allowance

ACA2

Member's claim form

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- 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  
Constituency

DAN NORRIS  
WANSDYKE

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.

9 FEB 2008

Period of claim

from 1 JAN 08 to 31 JAN 08

Total cost of hotel stays  
attach all receipts

£ / : p

Mortgage payments  
(interest only) or rent

£ / : p

Food

£ 210 : 00 p

Utilities

£ 210 : 00 p

Council Tax/Rates

£ / : p

Telephone and telecommunications

£ 13 : 90 p

Cleaning

£ / : p

Service/maintenance

£ / : p

Repairs/insurance/  
security

£ / : p

Other

£ / : p

please specify

Other

£ / : p

please specify

Other

£ / : p

please specify

Total

£ 433 : 90 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

✓ 31 March 08 ✓

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Additional Costs Allowance

AGA2

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Your details

Name in CAPITAL LETTERS

DAN NORRIS

Constituency

WANSDYKE

Office use
Costs/Cat

Claim details

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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 1 DEC 2007

to 31 DEC 2007

Total cost of hotel stays attach all receipts

£ / : p

Mortgage payments (interest only) or rent

£ / : p

Food

£ 190 : 00 p

Utilities

£ 98 : 00 p

Council Tax/Rates

£ / : p

Telephone and telecommunications

£ 14 : 10 p

Cleaning

£ 168 : 00 p

Service/maintenance

£ / : p

Repairs/insurance/security

£ / : p

Other

£ / : p

please specify

Other

£ / : p

please specify

Other

£ / : p

please specify

Total

£ 470 : 00 p

£470-10

**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

6 Jan 08

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