



Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 13.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

David A LAWS

Constituency

Yeovil

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.
- 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 / 3 / 06 to 31 / 3 / 06

Total cost of hotel stays attach all receipts

£  p

Mortgage payments (interest only) or rent

£ 920 : 00 p ✓

Food

£ 280 : 00 p ✓

Utilities

£ 120 : 00 p ✓

Council Tax/Rates

£ 60 : 00 p ✓

Telephone and telecommunications

£ 125 : 00 p ✓

Cleaning

£ 125 : 00 p ✓

Service/maintenance

£ 150 : 00 p ✓

Repairs/insurance/security

£ ~~150~~ 150 : 00 p ✓

household items ~~other~~

£ 600 : 00 p ✓

Other

£  :    p

Other

£  :    p

Total

£ 2,030 : 00 p

▶ please specify

▶ please specify

▶ please specify

towels, Bath room make, Shower fitting, Bathroom Bin

24 APR 2006

**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 a Member of Parliament.

**Signature**

MP

**Date**

31 8 06.

**Data protection**

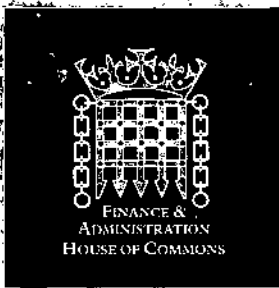
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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



Additional Costs Allowance

ACA2

Member's claim form

28 FEB 2006

About filling in this form

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Your details

Name in CAPITAL LETTERS

David A. LEWIS

Constituency

Yeovil

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 / 2 / 06 to 28 / 2 / 06

Total cost of hotel stays attach all receipts

£ ~~\_\_\_\_\_~~ p

Mortgage payments (interest only) or rent

£ 920 : 00 p ✓

Food

£ 280 : 00 p ✓

Utilities

£ 150 : 00 p ✓

Council Tax/Rates

£ 60 : 00 p ✓

Telephone and telecommunications

£ 125 : 00 p ✓

Cleaning

£ 125 : 00 p ✓

Service/maintenance

£ 150 : 00 p ✓

Repairs/insurance/security

£ 150 : 00 p ✓

household repairs

£ 200 : 00 p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

Total

£ 2,160 : 00 p

03-MAR-2006

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

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

**Declaration**

Signature

Date

28/2/06

essarily to enable  
purpose of performing

**Data protection**

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Member's claim form

31 JAN 2006

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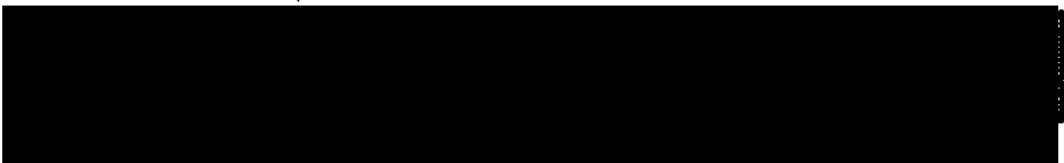
Your details

Name in CAPITAL LETTERS

David A. LAWS

Constituency

Yeovil



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.
- 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 / 06 to 31 / 1 / 06

Total cost of hotel stays attach all receipts

£ 780 : 00 p

Mortgage payments (interest only) or rent

£ ~~780~~ : 00 p

Food

£ 240 : 00 p

Utilities

£ 120 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 120 : 00 p

Cleaning

£ 125 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/security

£ 50 : 00 p

Other

£ : p please specify

Other

£ : p please specify

Other

£ 1,645 : 00 p please specify

Total

£ ~~1,785~~ : 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**

31.1.06.

**Data protection**

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Additional Costs Allowance

ACA2

Member's claim form

21 DEC 2005

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name in CAPITAL LETTERS

David A. Laws

Constituency

Yeovil

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.
- 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 / 05 to 31 / 12 / 05

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 780 : 00 p

Food

£ 250 : 00 p

Utilities

£ 125 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 140 : 00 p

Cleaning

£ 125 : 00 p

Service/maintenance

£ 225 : 00 p

Repairs/insurance/security

£ 125 : 00 p

Other

£ 100 : 00 p

please specify

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Total

£ 1,930 : 00 p

Household items  
800 ✓

**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

**Signature**



MP

**Date**

2 12 05

**Data protection**

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Additional Costs Allowance

ACA2

Member's claim form

30 NOV 2005

About filling in this form

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Your details

Name in CAPITAL LETTERS

JANE A LAWS

Constituency

Yeovil

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 / 11 / 05 to 30 / 11 / 05

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 780 : 00 p

Food

£ 240 : 00 p

Utilities

£ 80 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 125 : 00 p

Cleaning

£ 125 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/security

£ 50 : 00 p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Total

£ 1,610 : 00 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  
[redacted] for the purpose of performing

**Signature**

MP

**Date**

8 4 05.

**Data protection**

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07 NOV 2005

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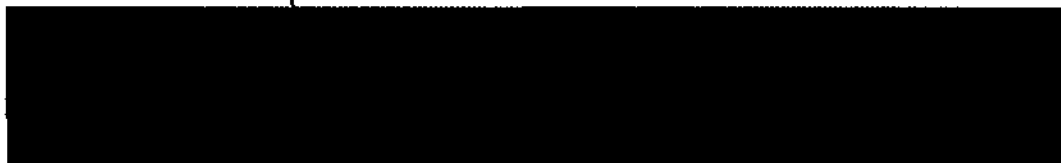
Your details

Name in CAPITAL LETTERS

David A LAWS

Constituency

Yeovil.



Claim details

You can only claim for

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- 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 / 10 / 05 to 31 / 10 / 05

Total cost of hotel stays attach all receipts

£  :  p

Mortgage payments (interest only) or rent

£ 780 : 00 p

Food

£ 220 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 125 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/security

£ 50 : 00 p

Other

£  :  p

▶ please specify \_\_\_\_\_

Other

£  :  p

▶ please specify \_\_\_\_\_

Other

£  :  p

▶ please specify \_\_\_\_\_

Total

£ 1,535 : 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 a Member of Parliament.

Signature

MP

Date

31/10/05

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Additional Costs Allowance

ACA2

Member's claim form

03 OCT 2005

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Your details

Name in CAPITAL LETTERS

David A. LAWS

Constituency

Yeovil.

Claim details

You can only claim for

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- 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 / 9 / 05 to 30 / 9 / 05

Total cost of hotel stays attach all receipts

£ . p

Mortgage payments (interest only) or rent

£ 780 : 00 p

Food

£ 100 : 00 p

Utilities

£ 60 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 65 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/security

£ 50 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ 1,365 : 00 p

▶ please specify

Total

£ 1,365 : 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.

**Signature**

**Date**

**Data protection**

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Member's claim form

02 SEP 2005

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Your details

Name in CAPITAL LETTERS

David A L TWS.

Constituency

Yeovil.

Claim details

You can only claim for

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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 / 8 / 05 to 31 / 8 / 05

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 780 : 00 p

Food

£ 30 : 00 p

Utilities

£ 60 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 65 : 00 p

Cleaning

£ 50 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ 50 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£1,295 : 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 a Member of Parliament

Signature

MP

Date

31 8 05

**Data protection**

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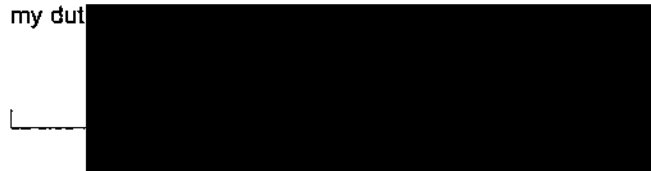
**Details of second home**

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



Date

30/7/05.

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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.



Additional Co

ACA2

# Member's claim form

01 JUL 2005

Page 1 of 2

### About filling in this form

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### Your details

Name in CAPITAL LETTERS

David A LAWS

Constituency

Yeovil.

### Claim details

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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 / 6 / 05 to 30 / 6 / 05

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 780 : 00 p

Food

£ 280 : 00 p

Utilities

£ 150 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 130 : 00 p

Cleaning

£ 125 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ 80 : 00 p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£1,705:00 p

continued on page 2

**Details of second**

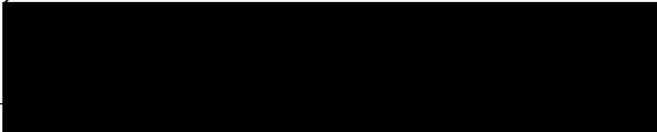
Address of  
second home  
for Additional  
Costs Allowance

**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

L



Date

L



30/6/05

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Member's claim form

01 JUN 2005

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Your details

Name in CAPITAL LETTERS

David A. LAWS.

Constituency

Yeovil.

Claim details

You can only claim for

- costs you have actually paid
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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 6 May 05 to 31 May 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 780 : 00 p

Food

£ 210 : 00 p

Utilities

£ 135 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 135 : 00 p

Cleaning

£ 125 : 00 p

Service/maintenance

£ 55 : 00 p

Repairs/insurance/security

£ 100 : 00 p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1,600 : 00 p

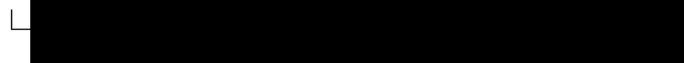
**Details of second home** *if applicable*

**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**



**Date**

7/5/05

**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

Financial Processing }

Transaction No.

Registration No.



**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 de

**Text**

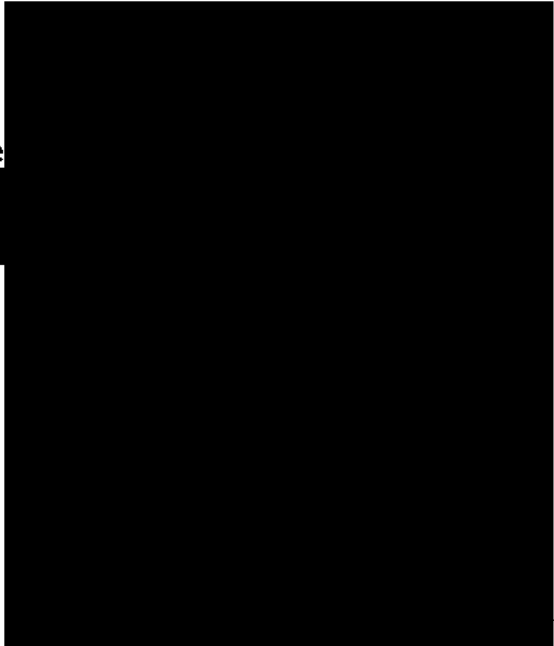
**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

**Expenditure type (Cat5) :**



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

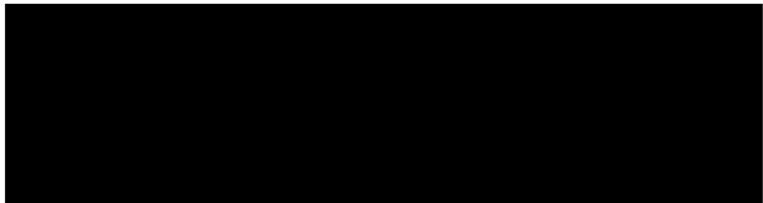
<i>Mortgage documentation held</i>
<i>Addresses comply with central records</i>
<i>Invoices relate to 2<sup>nd</sup> home address</i>
<i>Budget checked</i>
<i>Claim signed</i>
<i>Claim correctly dated</i>

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

*\* Financial Processing purposes only*

*Registered by (initials & date)*

*Posted by (initials & date)*





# Member's claim form

06 APR 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

Michael A. Lewis

Constituency

Yeovil

### 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 1.4.05 to



Total cost of hotel stays attach all receipts

£  :  p

Mortgage payments (interest only) or rent

£ 780 : 00 p

Food

£ 50 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 25 : 00 p

Cleaning

£ 20 : 00 p

Service/maintenance

£  :  p

Repairs/insurance/security

£  :  p

Other

£  :  p ▶ please specify

Other

£  :  p ▶ please specify

Other

£  :  p ▶ please specify

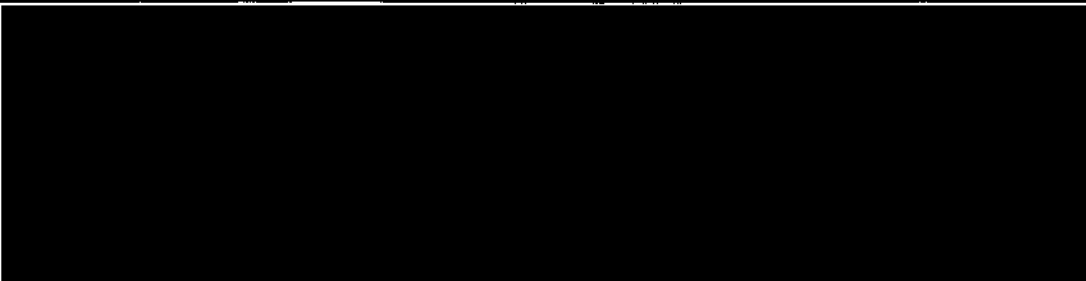
Total

£ 985 : 00 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



Date



**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