



Additional Costs Allowance

06/07

ACA2

# Member's claim form

About filling in this form

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

## Your details

Name in CAPITAL LETTERS

FRANCIS MAJONE

Constituency

HORSHAM

## 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 1/4/2006 to 30/3/2007

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 18,112 : 50 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 1790 : 38 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 820 : 00 p (41 weeks)

Service/maintenance

£ 2237 : 80 p ✓

Repairs/insurance/security

£ : p

Other

£ 387 : 75 p ▶ please specify Reverals

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

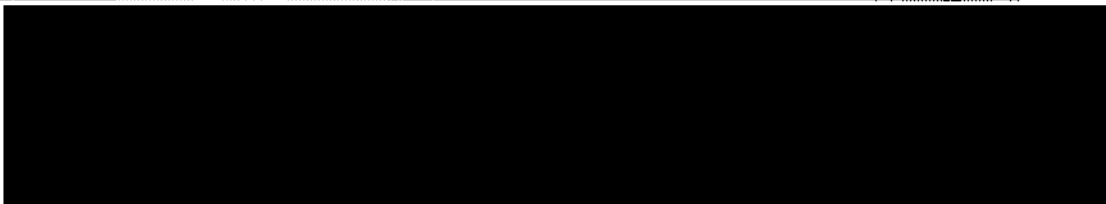
Total

£ 23,348 : 43 p  
PAY  
£22,110-00

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

Signature



MP

Date

30 April 2007

**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

# Job Sheet

Client

Maude

Instruction

Vehicle

Crew

Load and deliver

Materials / equipment

Purchased

Supplied

Take on day

Returned

Main collection address

Main delivery address

Invoice address

Company

Contact

Address

Telephone

Mobile

Fax

Building

Access

Parking

Client Liable for Parking fines received

Client Liable for Parking fines received

Payment details

collect on completion

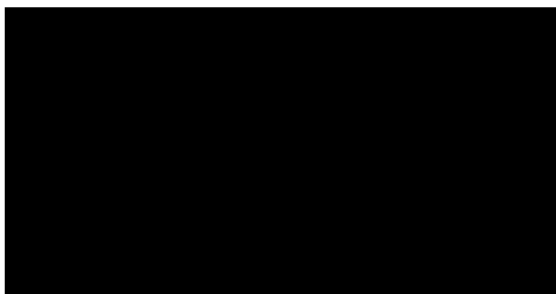
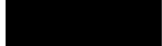
Directions

Total due:

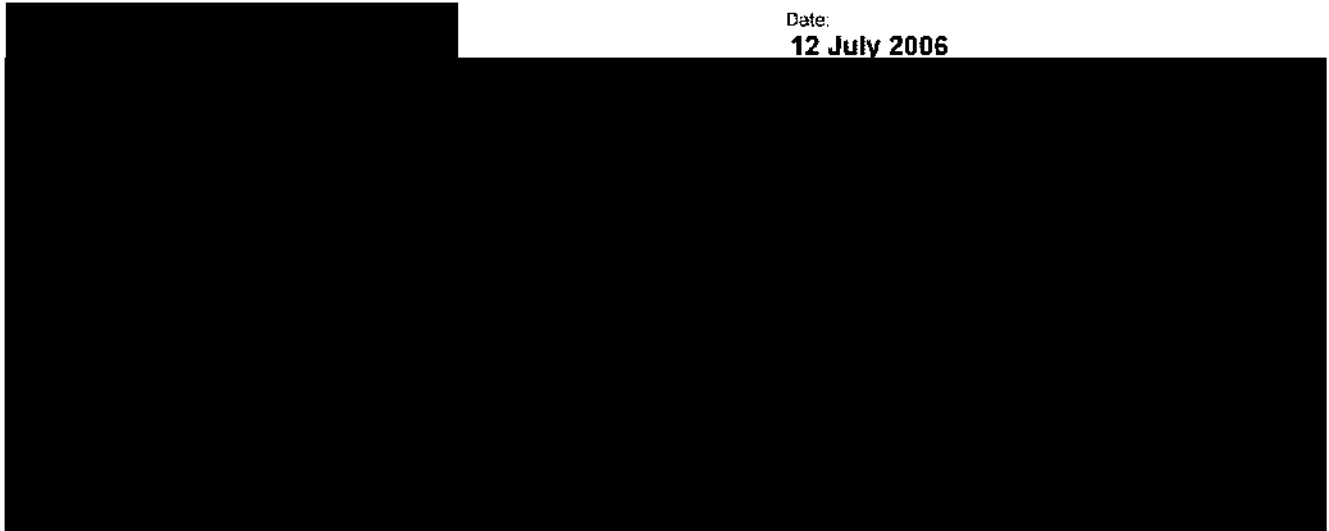
7387-75

# Bill for 2006/07

Your Account number



Date:  
**12 July 2006**



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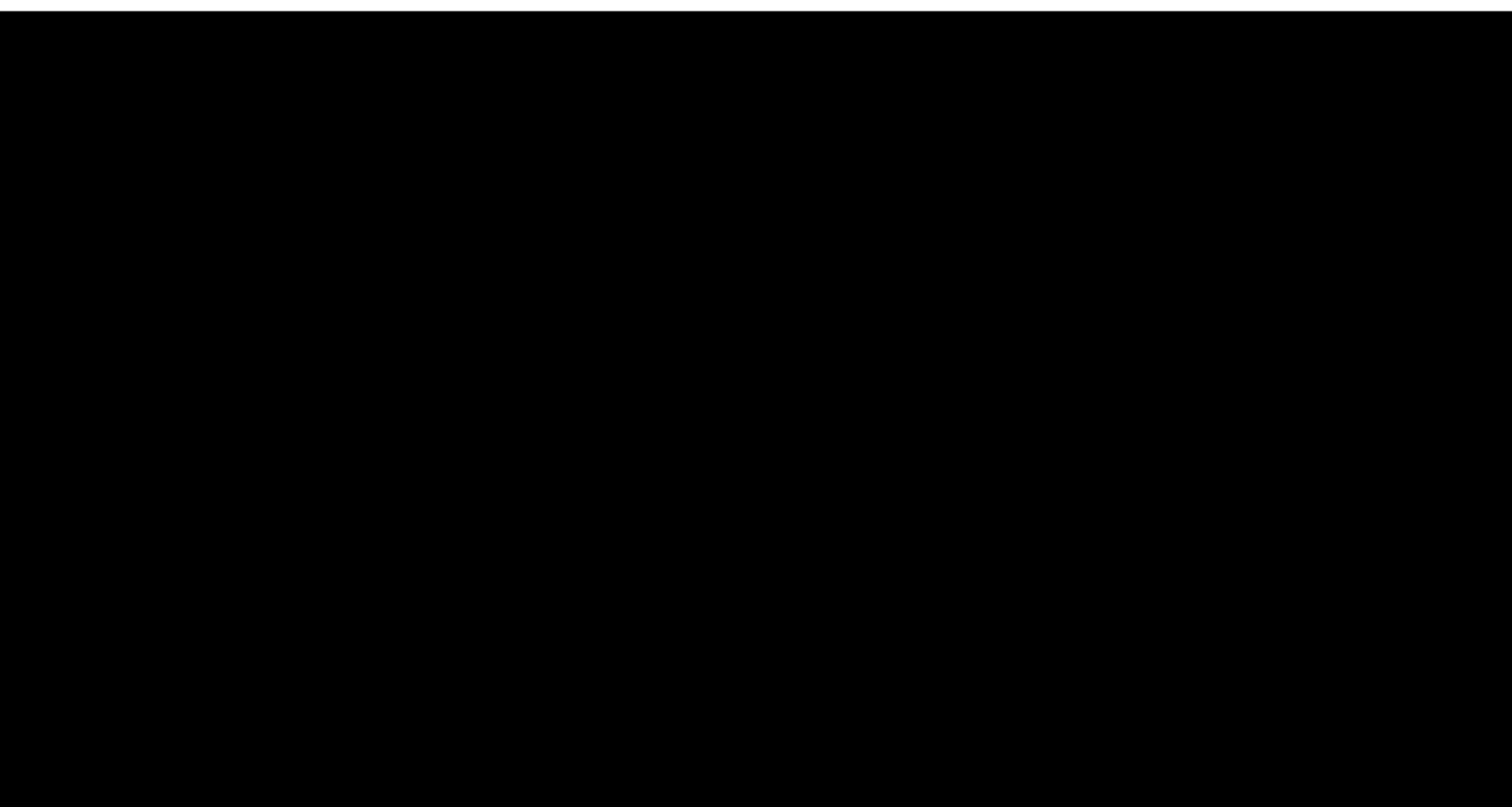
Council tax for period 19.04.2006 to 31.03.2007

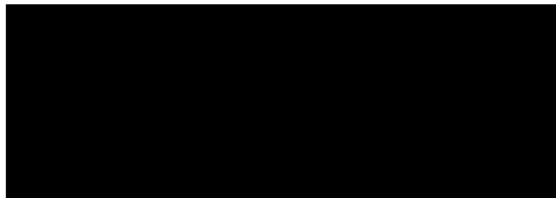
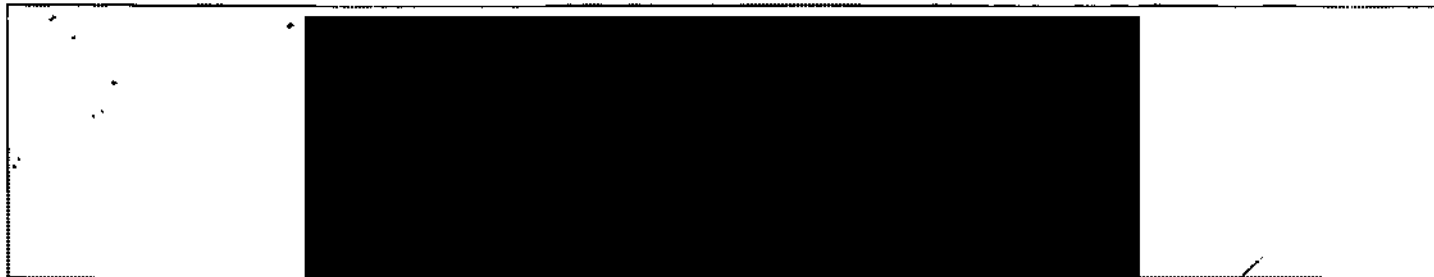
£1790.38

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**Amount payable for 2006/2007**

**£1790.38**

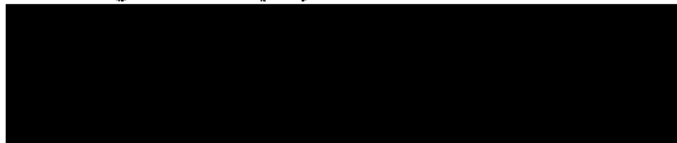




Date: 12/06/06

Ref No. [Redacted]

Management Company:



Dear Sir/Madam,

RE: [Redacted]

We shall be pleased to receive a remittance in settlement of the following. If payment is by cheque no receipt will be issued unless requested and providing a stamped addressed envelope is enclosed. Payments made within the last 10 days may not have been taken into account. This demand does not imply that nothing further could become owing for the period(s) shown or earlier.

Service Charge Due In Advance 24/06/06 To 24/12/06

£  
2237.80

TOTAL DUE 2237.80

