



Additional Costs Allowance

ACA2

13 APR 2007

Member's claim form

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

Mrs Jacqui Lait MP

Constituency

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 13 107 to 31 13 107

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 213 : 18 p

Food

£ 319 : 76 p

Utilities

£ 140 : - p

Council Tax/Rates

£ 101 : 47 p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : - p

Service/maintenance

£ 186 : 70 p

Repairs/insurance/security

£ 72 : 89 p

Other

£ : p please specify

Other

£ : p please specify

Other

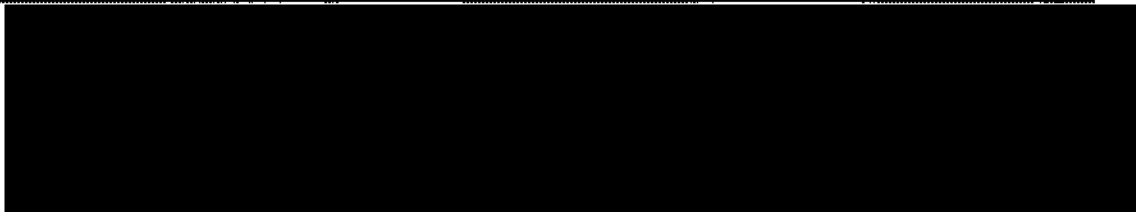
£ : p please specify

Total

£ 1234 : - 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

11/9/07

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



Member's claim form

07 MAR 2007

About filling in this form

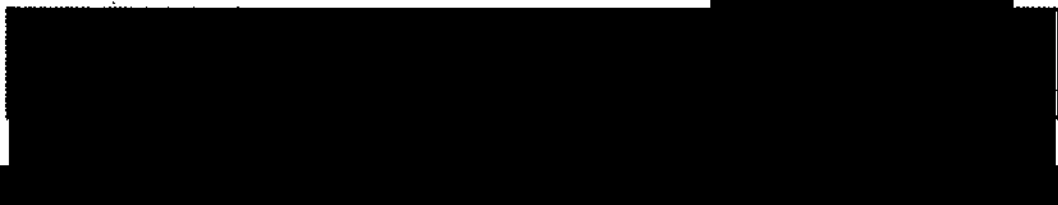
- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.



Your details

Name in CAPITAL LETTERS
Constituency

LAIT
Beddenham



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 2 1 0 7 to 2 8 1 2 1 0 7

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 457 : 20 p /

Food

£ 189 : 55 p /

Utilities

£ 190 : - p /

Council Tax/Rates

£ 96 : 69 p /

Telephone and telecommunications

£ : p

Cleaning

£ 200 : - p /

Service/maintenance

£ 186 : 70 p /

Repairs/insurance/
security

£ 72 : 89 p /

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

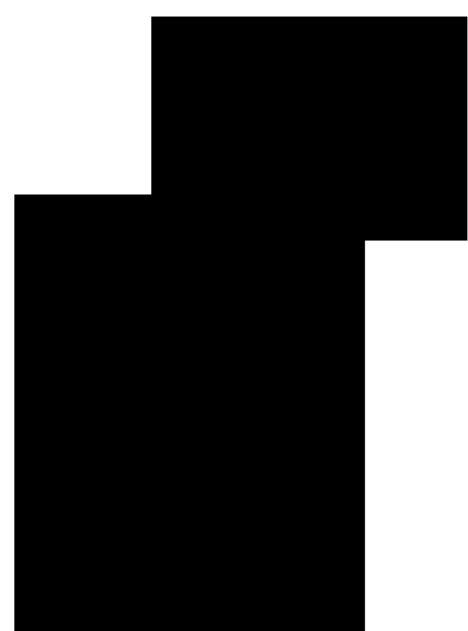
Other

£ : p ▶ please specify

Total

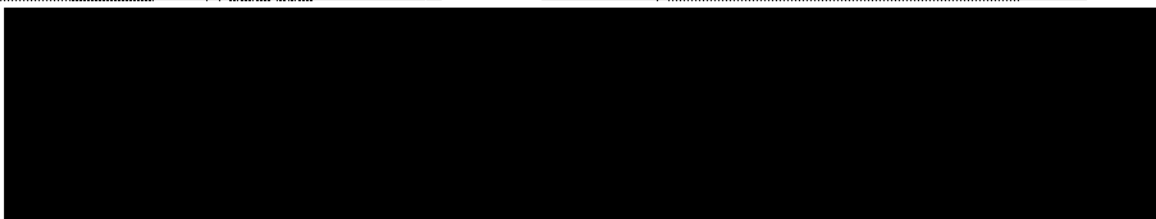
£ 1343 : 03 p

£ 1343.03



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

9/3/07

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



Additional Costs Allowance

ACA2

Member's claim form

08 FEB 2007

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

LAIT

Constituency

Beckenham

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 1 1 1 0 7 to 3 1 1 1 0 7 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 957 : 20 p ✓

Food

£ 172 : 29 p ✓

Utilities

£ 140 : - p ✓

Council Tax/Rates

£ 96 : 69 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 200 : - p ✓

Service/maintenance

£ 186 : 70 p ✓

Repairs/insurance/security

£ 72 : 89 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

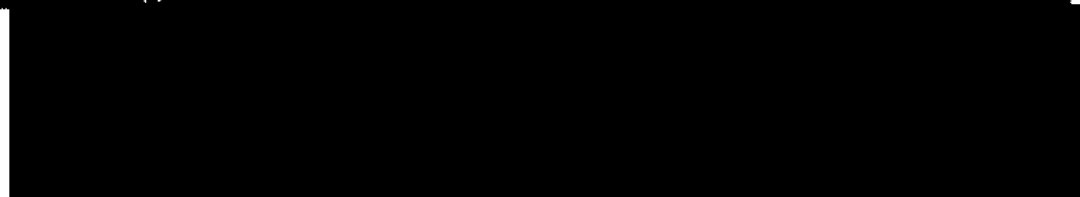
Total

£ 1325 : 69 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

7/2/07

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



03 JAN 2007

Member's claim form



About filling in this form

- For details of costs you can claim for, see *Green Book* section 4
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

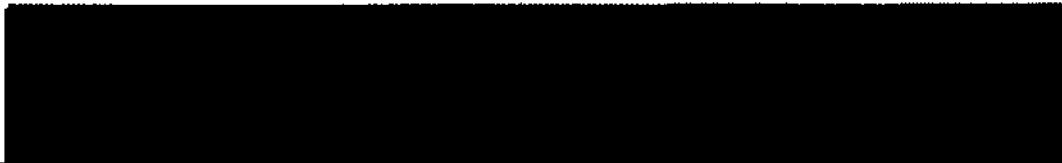
Your details

Name in CAPITAL LETTERS

LA IT

Constituency

Beckenham



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 2006 to 31 12 2006

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 457 : 20 p ✓

(interest only) or rent

Food

£ 291 : 46 p

Utilities

£ 140 : — p

Council Tax/Rates

£ 96 : 64 p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : — p

Service/maintenance

£ 186 : 70 p

Repairs/insurance/security

£ 72 : 84 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

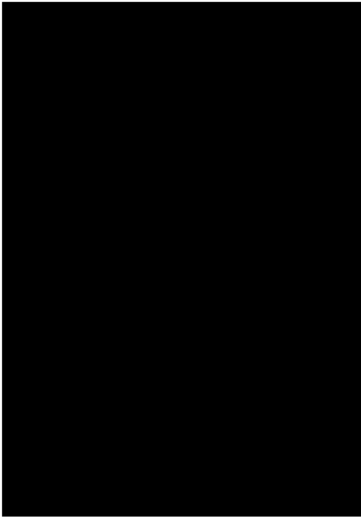
Other

£ : p

▶ please specify

Total

£ 1444 : 94 p



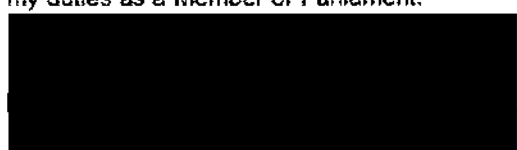
Details of second home *if applicable*

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

2/1/07**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' Estimates, 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



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

J. Lait MP

Constituency

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 06 to 30 11 06

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments

(interest only) or rent

£ 457 : 20 p ✓

Food

£ 332 : 47 p ✓

Utilities

£ 140 : p ✓

Council Tax/Rates

£ 96 : 69 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 200 : — p ✓

Service/maintenance

£ 186 : 70 p ✓

Repairs/insurance/ security

£ 72 : 89 p ✓

Other

[Redacted]

▶ please

Other

£ : p

▶ please

Other

£ : p

▶ please specify

Total

£ 2365 : 95 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

Signature



MP

Date

5/12/06**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.

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



Member's claim form

08 NOV 2006

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

LAIT ✓

Constituency

Berkenham

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 10 06 to 31 10 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 457:20 p

Food

£ 237:89 p ✓

Utilities

£ 190:— p

Council Tax/Rates

£ 96:69 p

Telephone and telecommunications

£ : p

Cleaning

£ 200:— p

Service/maintenance

£ 186:70 p

Repairs/insurance/security

£ 72:89 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : / p

▶ please specify

Total

£ 1391:37 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

7/11/06

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.

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



Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

LAIT

Constituency

Beckenham

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 9 06 to 30 4 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 457 : 20 p

Food

£ 53 : 67 p

Utilities

£ 140 : — p

Council Tax/Rates

£ 96 : 69 p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : p

Service/maintenance

£ 186 : 70 p

Repairs/insurance/security

£ 72 : 89 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1207 : 15 p

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

MP

Date

11/10/06

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.

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



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 LAIT

Constituency Beckenham

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 8 106 to 31 12 106 ✓

Total cost of hotel stays £ : p
attach all receipts

Mortgage payments £ 457:20 p ✓
(interest only) or rent

Food £ 267:21 p ✓

Utilities £ 140 : — p ✓

Council Tax/Rates £ 96 : 69 p ✓

Telephone and telecommunications £ : p

Cleaning £ 200 : — p ✓

Service/maintenance £ 186 : 70 p ✓

Repairs/insurance/security £ 72 : 89 p ✓

Other £ 179 : — p ✓ ▶ please specify new kitchen & flooring

Other £ : p ▶ please specify

Other £ : p ▶ please specify

Total £ 1599:69 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

13/9/06

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.

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



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

LAIT

Constituency

Beckenham

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 17 106 to 31 17 106 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 457 : 20 p ✓

Food

£ : p

Utilities

£ 140 : - p ✓

Council Tax/Rates

£ 96 : 69 p ✓

Telephone and telecommunications

£ 200 : p ✓

Cleaning

£ : p

Service/maintenance

£ 186 : 70 p ✓

Repairs/insurance/security

£ 72 : 89 p ✓

Other

£ 99 : 99 p ✓ please specify New iron

Other

£ : p please specify

Other

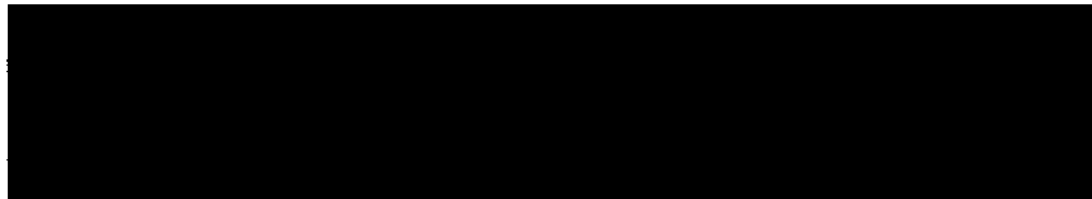
£ : p please specify

Total

£ 1253 : 47 p

Details of second home *if applicable*

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

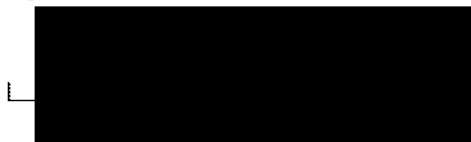


✓

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

3/8/06 ✓

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.

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



Member's claim form

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

LAIT

Constituency

Beckenham

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 16 106 to 30 16 106

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 457 : 20 p ✓

Food

£ 326 : 93 p ✓

Utilities

£ 140 : — p ✓

Council Tax/Rates

£ 96 : 69 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 200 : — p ✓

Service/maintenance

£ 186 : 70 p ✓

Repairs/insurance/security

£ 72 : 89 p ✓

Other

£ 189 : — p / ▶ please specify Towels

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1669 : 41 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

6/7/06**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.

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



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

L A I T

Constituency

Beckenham

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 1 5 1 0 6 to 3 1 1 5 1 0 6

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 457 : 20 p

Food

£ 278 : 23 p

Utilities

£ 140 : - p

Council Tax/Rates

£ 96 : 64 p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : - p

Service/maintenance

£ 186 : 70 p

Repairs/insurance/security

£ 72 : 89 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

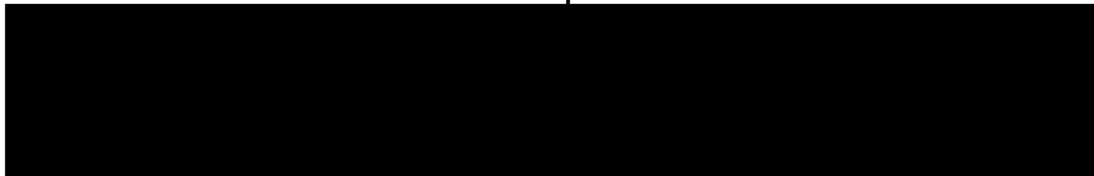
▶ please specify

Total

£ 1431 : 71 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

15/6/06

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. 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



Member's claim form

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

LAIT

Constituency

Beckenham

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 1 9 1 0 6 to 3 0 1 1 1 0 6

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 457 : 20 p ✓

Food

£ 84 : 63 p

Utilities

£ 140 : — p

Council Tax/Rates

£ 96 : 69 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 200 : — p

Service/maintenance

£ 179 : 37 p

Repairs/insurance/security

£ 72 : 89 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1230 : 78 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

9/13/06

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.

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