



Additional Costs Allowance

Member's claim form 09 JUN 2004

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

SOUTH

Constituency

GAMORGAN

Claim details

Notes

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 / 5 / 04 to 31 / 5 / 04

Total cost of hotel stays
attach all receipts

£ — : — p

Mortgage payments
(interest only) or rent

£ — : — p

Food

£ 400 : — p

Utilities

£ 250 : — p

Council Tax/Rates

£ 100 : — p

Telephone and
telecommunications

£ 250 : — p

Cleaning

£ 250 : — p

Service/maintenance

£ 250 : — p

Repairs/insurance/
security

£ 250 : — p

Other

£ : — p

▶ please specify

Other

£ : — p

▶ please specify

Other

£ : — p

▶ please specify

Total

£ 1750 : — p

Details of second home *if applicable*

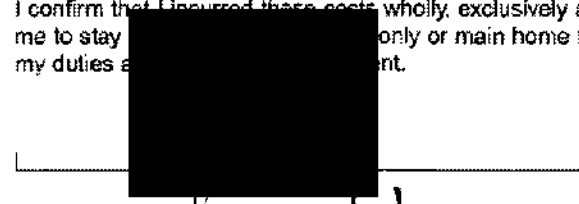
Address of second home
for Additional Costs Allowance



Declaration

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

Signature



MP

Date

2/6/04

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



Additional Costs Allowance

Member's claim form

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

JOHN SMITH

Constituency

VALE OF GLAMORGAN

Claim details

Notes

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 6 1 04 to 30 1 6 1 04

Total cost of hotel stays
attach all receipts

£ — : — p

Mortgage payments
(interest only) or rent

£ — : — p

Food

£ 400 : — p

Utilities

£ 250 : — p

Council Tax/Rates

£ 100 : — p

Telephone and telecommunications

£ 250 : — p

Cleaning

£ 250 : — p

Service/maintenance

£ 250 : — p

Repairs/insurance/security

£ 250 : — p

Other

£ : — p

▶ please specify

Other

£ : — p

▶ please specify

Other

£ : — p

▶ please specify

Total

£ 1750 : — p

Details of second home *if applicable*

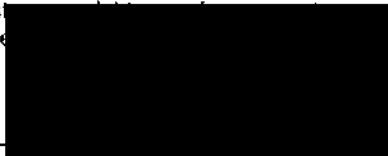
Address of
second home
for Additional
Costs Allowance



Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay in my second home for the purpose of performing my duties.

Signature



MP

Date

30/6/04

Data protection

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Member's claim form

Member's Allowance

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Your details

Name
in CAPITAL LETTERS

JOHN SMITH

Constituency

VALE OF GLAMORGAN

Claim details

Notes

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 01/07/04 to 31/07/04

Total cost of hotel stays
attach all receipts

£ _____ : _____ p

Mortgage payments
(interest only) or rent

£ _____ : _____ p

Food

£ 400 : _____ p

Utilities

£ 200 : _____ p

Council Tax/Rates

£ 100 : _____ p

Telephone and
telecommunications

£ 200 : _____ p

Cleaning

£ 200 : _____ p

Service/maintenance

£ 200 : _____ p

Repairs/insurance/
security

£ 200 : _____ p

Other

£ _____ : _____ p

▶ please specify _____

Other

£ _____ : _____ p

▶ please specify _____

Other

£ _____ : _____ p

▶ please specify _____

Total

£ 1500 : _____ 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

09/08/04

Data protection

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Member's claim for

Members' Allowances

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 1592.

Your details

Name
in CAPITAL LETTERS

John Smith

Constituency

Northampton

Claim details

Notes

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 8 1 0 4 to 31 1 2 8 1 0 4

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 480 : — p

Food

£ 400 : — p

Utilities

£ 170 : — p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 170 : — p

Cleaning

£ 170 : — p

Service/maintenance

£ 170 : — p

Repairs/insurance/
security

£ 170 : — p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1730 : 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

7/9/04

Data protection

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Additional Costs Allowance

Form ACA2

Page 1 of 2

Member's claim for

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

JOHN SMITH

Constituency

CHATHAM

Claim details

Notes

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 4

to 3 0 1 9 1 0 4

Total cost of hotel stays
attach all receipts

£ _____ : _____ p

Mortgage payments
(interest only) or rent

£ 480 : — p

Food

£ 400 : — p

Utilities

£ 170 : — p

Council Tax/Rates

£ _____ : _____ p

Telephone and telecommunications

£ 170 : — p

Cleaning

£ 170 : — p

Service/maintenance

£ 170 : — p

Repairs/insurance/security

£ 170 : — p

Other

£ _____ : _____ p

▶ please specify

Other

£ _____ : _____ p

▶ please specify

Other

£ _____ : _____ p

▶ please specify

Total

£ 1730 : — p

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Postcode

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

[Redacted]

MP

Date

8/10/04

Data protection

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Additional Costs Allowance

Member's claim for

Members' Allowances

About filling in this form

- For details of costs you can claim
- If you have any doubt about whether you can claim for please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

Gwent

Claim details

Notes

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 19 04 to 30 9 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 480 : - p

Food

£ 400 : - p

Utilities

£ 170 : - p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 170 : - p

Cleaning

£ 170 : - p

Service/maintenance

£ 170 : - p

Repairs/insurance/security

£ 170 : - p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1730 : - p

Details of second home *If applicable*

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

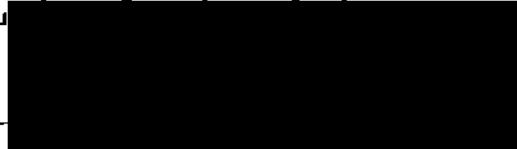


Postcode

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



MP

Date

 28 / 10 / 04

Data protection

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form to**

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Additional Costs Allowance
Member's claim form

Members' Allowances

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

JOHN SMITH

Constituency

GLAMORGAN

Claim details

Notes

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 1 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 480 : — p

Food

£ 400 : — p

Utilities

£ 170 : — p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 170 : — p

Cleaning

£ 170 : — p

Service/maintenance

£ 170 : — p

Repairs/insurance/security

£ 170 : — p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1730 : — p

continued on page 2

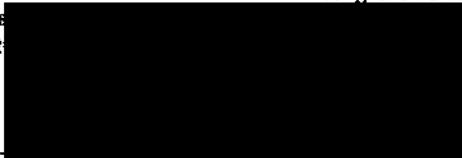
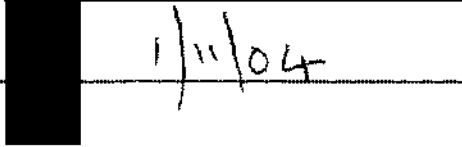
Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to  for the purpose of performing my duties 

Signature

MP

Date

1/11/04

Data protection

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Additional Costs Allowance

Member's claim form

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

JOHN SMITH

Constituency

VALE OF GLAMORGAN

Claim details

Notes

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, 04 to 30, 11, 04

Total cost of hotel stays
attach all receipts

£ — : — p

Mortgage payments
(interest only) or rent

£ 480 : — p

Food

£ 400 : — p

Utilities

£ 170 : — p

Council Tax/Rates

£ : — p

Telephone and
telecommunications

£ 170 : — p

Cleaning

£ 170 : — p

Service/maintenance

£ 170 : — p

Repairs/insurance/
security

£ 170 : — p

Other

£ : — p

▶ please specify

Other

£ : — p

▶ please specify

Other

£ : — p

▶ please specify

Total

£1730 : — p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Postcode

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

MP

Date

1/12/04

Data protection

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Member's claim for

Members' Allowances

About filling in this form

For details of costs you can claim for... if you have any doubt about whether please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

GLAMORGAN

Claim details

Notes

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 1/12/04

to 31/12/04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 480 : - p

Food

£ 400 : - p

Utilities

£ 170 : - p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 170 : - p

Cleaning

£ 170 : - p

Service/maintenance

£ 170 : - p

Repairs/insurance/security

£ 170 : - p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

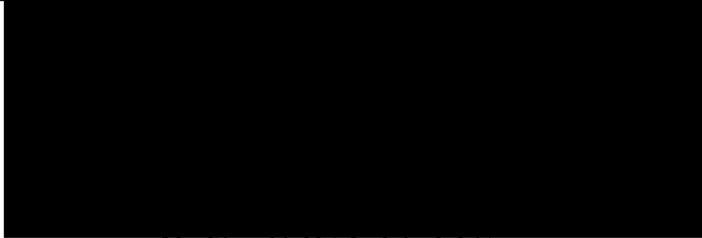
please specify

Total

£1730 : - p

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance



Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay at [redacted] for the purpose of performing my duties as [redacted]

Signature



Date

[redacted] 4/1/05

Data protection

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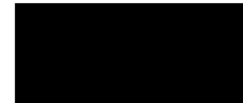


Member's claim form

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

JOHN SMITH

Constituency

VALE OF GWENT

Claim details

Notes

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 1/1/05 to 31/1/05

Total cost of hotel stays attach all receipts

£ _____ : _____ p

Mortgage payments (interest only) or rent

£ 400 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 170 : — p

Council Tax/Rates

£ _____ : _____ p

Telephone and telecommunications

£ 170 : — p

Cleaning

£ 170 : — p

Service/maintenance

£ 170 : — p

Repairs/insurance/security

£ 170 : — p

Other

£ _____ : _____ p

▶ please specify _____

Other

£ _____ : _____ p

▶ please specify _____

Other

£ _____ : _____ p

▶ please specify _____

Total

£ 1730 : — 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 at my second home for the purpose of performing my duties

Signature



MP

Date

17/2/05

Data protection

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Member's claim form

03 MAR 2005

Members' Allowances

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

Name in CAPITAL LETTERS

JAM SMITH

Constituency

VALE OF GLAMORGAN

Claim details

Notes

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 1 2 1 0 5 to 2 8 1 3 1 0 5

Total cost of hotel stays attach all receipts

£ _____ : _____ p

Mortgage payments (interest only) or rent

£ 480 : - p

Food

£ 400 : - p

Utilities

£ 170 : - p

Council Tax/Rates

£ _____ : _____ p

Telephone and telecommunications

£ 170 : - p

Cleaning

£ 170 : - p

Service/maintenance

£ 170 : - p

Repairs/insurance/security

£ 200 : - p

Other

£ _____ : _____ p

▶ please specify _____

Other

£ _____ : _____ p

▶ please specify _____

Other

£ _____ : _____ p

▶ please specify _____

Total

£ 1760 : 00 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

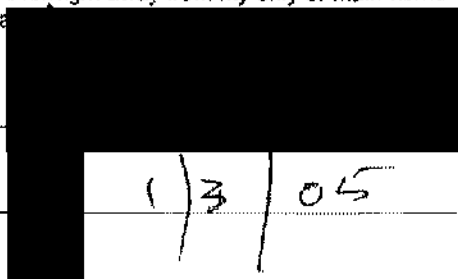


Postcode

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

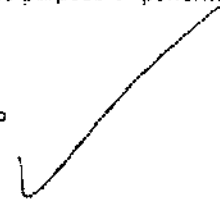
Signature



MP

Date

13/05

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicate

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :

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

Mortgage documentation held	<input checked="" type="checkbox"/>
Addresses comply with central records	<input checked="" type="checkbox"/>
Invoices relate to 2 nd home address	<input checked="" type="checkbox"/>
Budget checked	<input checked="" type="checkbox"/>
Claim signed	<input checked="" type="checkbox"/>
Claim correctly dated	<input checked="" type="checkbox"/>

** Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)



Members' Allowances

Additional Costs Allowance

Member's claim form

13 APR 2005

04/05

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

John Smith

Constituency

VALE OF Gwent

Claim details

Notes

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 / 05 to 31 / 3 / 05

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 480 : — p

Food

£ 400 : — p

Utilities

£ 170 : — p

Council Tax/Rates

£ — : — p

Telephone and telecommunications

£ 170 : — p

Cleaning

£ 170 : — p

Service/maintenance

£ 170 : — p

Repairs/insurance/security

£ 170 : — p

Other

£ : — p

▶ please specify

Other

£ : — p

▶ please specify

Other

£ : — p

▶ please specify

Total

£ 1730 : — p

continued on page 2

Details of second home *if applicable*

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

[Redacted address area]

code

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to [Redacted] the purpose of performing my duties.

Signature

[Redacted signature]

Date

[Redacted date] 7/4/05

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



Member's claim form

Members' Allowances

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Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

VALE OF GLAMORGAN

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 / / to / /

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 261 : 92 p

Food

£ 500 : 00 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

£ 1261 : 92 p

continued on page 2

500 —