



Member's claim form

06/01

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

JOHN SMITH

Constituency

WARRIOR OF GLAMORGAN

Office use only

Costc/Cat 2

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 the following items if they are over £250

Please list

Please attach

Period of claim

from 1 / 3 / 07 to 31 / 3 / 07 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : - p ✓

Utilities

£ 175 : - p ✓

Council Tax/Rates

£ 75 : - p ✓

Telephone and telecommunications

£ 175 : - p ✓

Cleaning

£ 175 : - p ✓

Service/maintenance

£ 175 : - p ✓

Repairs/insurance/security

£ 175 : - p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1913 : 33 p

Please Pay £ 1188.37

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

1/4/07

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

mwk

05 MAR 2007

ACA2

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

JOHN SMITH

Constituency

GLAMORGAN

Office use only

Costs

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 02 2007 to 28 10 2 2007

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 563 : 33 p

Food

£ 400 : 00 p

Utilities

£ 175 : 00 p

Council Tax/Rates

£ 25 : 00 p

Telephone and telecommunications

£ 175 : 00 p

Cleaning

£ 175 : 00 p

Service/maintenance

£ 175 : 00 p

Repairs/insurance/security

£ 175 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1913 : 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

2/3/07

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

- 7 FEB 2007

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

JOHN SMITH

Constituency

VALE OF GLAMORGAN

Office use
Costs

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 / 2007 to 31 / 1 / 2008

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 175 : 00 p ✓

Council Tax/Rates

£ 75 : 00 p ✓

Telephone and telecommunications

£ 175 : 00 p ✓

Cleaning

£ 175 : 00 p ✓

Service/maintenance

£ 175 : 00 p ✓

Repairs/insurance/
security

£ 175 : 00 p ✓

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Total

£ 1913 : 33 p ✓

continued on page 2

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

[Redacted area]

Declaration

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

Signature

[Redacted signature]

Date

[Redacted date] 1/2/07

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

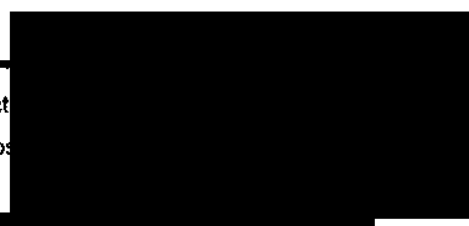


mk 1
08 JAN 2007

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

JOAN SMITH

Constituency

VALE OF GLAMORGAN

Office
Costs/Ca



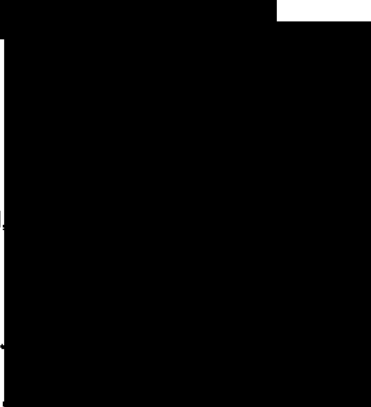
Claim details

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 / 06 to 31 / 12 / 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : - p

Utilities

£ 175 : - p

Council Tax/Rates

£ 75 : - p

Telephone and telecommunications

£ 175 : - p

Cleaning

£ 175 : - p

Service/maintenance

£ 175 : - p

Repairs/insurance/security

£ 175 : p

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____


Total

£ 1913 : 33 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

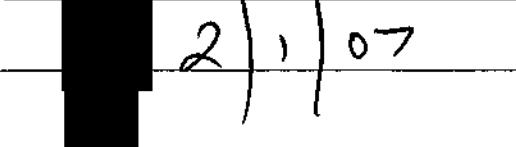

**Declaration**

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

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' 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

8 DEC 2008

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

JOHN SMITH

Constituency

VALE OF GLAMORGAN

Office use
Costs

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 01 / 11 / 06 to 30 / 11 / 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 563 : 33 p

Food

£ 400 : - p

Utilities

£ 175 : - p

Council Tax/Rates

£ 75 : - p

Telephone and telecommunications

£ 175 : - p

Cleaning

£ 175 : - p

Service/maintenance

£ 175 : - p

Repairs/insurance/security

£ 175 : - p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1913 : 33 p

continued on page 2

8 DEC 2008

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

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

[Redacted]

MP

Date

[Redacted] 1/12/06 ✓

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

About filling in this form

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



Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

GARTHORGAN

Office use only
Costc/Cat 2

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 / 10 / 06 to 31 / 10 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : - p

Utilities

£ 175 : - p

Council Tax/Rates

£ 75 : - p

Telephone and telecommunications

£ 175 : - p

Cleaning

£ 175 : - p

Service/maintenance

£ 175 : - p

Repairs/insurance/security

£ 175 : - p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1913 : 33 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 principal or main home for the purpose of performing my duties

Signature



Date

3/11/00

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

9002 100 6 0

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

JOHN SMITH

Constituency

GLANMORGAN

Office use only

Costs/Cat 2

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 / 9 / 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : - p ✓

Utilities

£ 175 : - p ✓

Council Tax/Rates

£ 75 : - p ✓

Telephone and telecommunications

£ 175 : - p ✓

Cleaning

£ 175 : - p ✓

Service/maintenance

£ 175 : - p ✓

Repairs/insurance/security

£ 175 : - p ✓

Other

£ : p ▶ please specify

Other

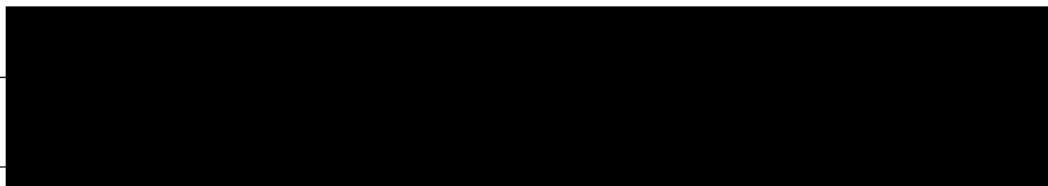
£ : p ▶ please specify


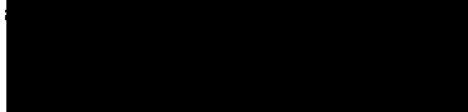
Other

£ : p ▶ please specify

Total

£ 1913 : 33 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  for the purpose of performing my duties 

Signature

MP

Date

1/10/06

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 toValidation 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

JOHN SMITH

Constituency

GLAMORGAN

Office use only

Costs/Cat 2

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 / 8 / 06 to 31 / 8 / 06 ✓

Total cost of hotel stays

£ / : p

attach all receipts

Mortgage payments

£ 563 : 33 p ✓

(interest only) or rent

Food

£ 400 : - p ✓

Utilities

£ 175 : - p ✓

Council Tax/Rates

£ 75 : - p ✓

Telephone and telecommunications

£ 175 : - p ✓

Cleaning

£ 175 : - p ✓

Service/maintenance

£ 175 : - p ✓

Repairs/insurance/security

£ 175 : - p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1913 : 33 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

✓

Declaration

I confirm that I intend to stay overnight in the second home necessarily to enable me to stay overnight in the second home for the purpose of performing my duties as a Member of the House of Commons.

Signature

[Redacted]

Date

[Redacted]

1/9/06

✓

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

07 AUG 2006

ASSURANCE

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

JAM SMITH

Constituency

GLAMORGAN

Office use only

Costs/Cat 2

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 01 / 07 / 2006 to 31 / 07 / 2006 ✓

Total cost of hotel stays attach all receipts

£ / : p

Mortgage payments (interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : - p ✓

Utilities

£ 175 : - p ✓

Council Tax/Rates

£ 75 : - p ✓

Telephone and telecommunications

£ 175 : - p ✓

Cleaning

£ 175 : - p ✓

Service/maintenance

£ 175 : - p ✓

Repairs/insurance/security

£ 175 : - p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

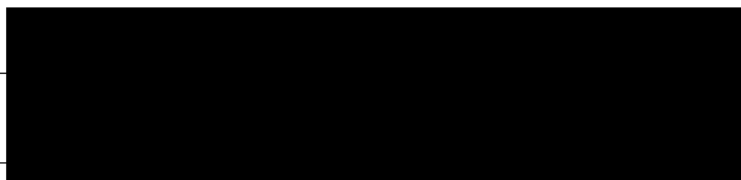
£ : p ▶ please specify

Total

£ 1913 : 33 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Code

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

 1/48/06**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



27 JUL 2006

ACA2

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

JOHN SMITH

Constituency

GHAMORGAN

Office use only

Costs/Cat 2

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 / 6 / 06 to 30 / 6 / 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : - p ✓

Utilities

£ 175 : - p ✓

Council Tax/Rates

£ 75 : - p ✓

Telephone and telecommunications

£ 175 : - p ✓

Cleaning

£ 175 : - p ✓

Service/maintenance

£ 175 : - p ✓

Repairs/insurance/
security

£ 175 : - p ✓

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Total

£ 1913 : 33p

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



MP

Date

3/07/06


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*
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

GLAMORGAN

Office use only

Cost/Cat 2

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 01 / 05 / 06 to 31 / 05 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 563 : 33 p

Food

£ 400 : - p

Utilities

£ 175 : - p

Council Tax/Rates

£ 75 : - p

Telephone and telecommunications

£ 175 : - p

Cleaning

£ 175 : - p

Service/maintenance

£ 175 : - p

Repairs/insurance/security

£ 175 : - p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1913 : 33 p

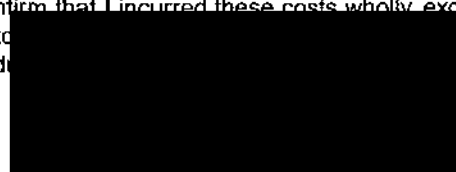
Details of second home *if applicable*

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

**Declaration**

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

Signature



MP

Date

5/6/06

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



Additional Costs Allowance

ACA2

Member's claim form

04 MAY 2006

06/07

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

JOHN SMITH

Constituency

GHWYBORGAW

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 / 06 to 30 / 4 / 06

Total cost of hotel stays
attach all receipts

£ — : — p

Mortgage payments
(interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : — p ✓

Utilities

£ 150 : — p ✓

Council Tax/Rates

£ 75 : — p ✓

Telephone and telecommunications

£ 150 : — p ✓

Cleaning

£ 150 : — p ✓

Service/maintenance

£ 150 : — p ✓

Repairs/insurance/
security

£ 150 : — p ✓

Other

£ : — p

▶ please specify _____

Other

£ : — p

▶ please specify _____

Other

£ : — p

▶ please specify _____

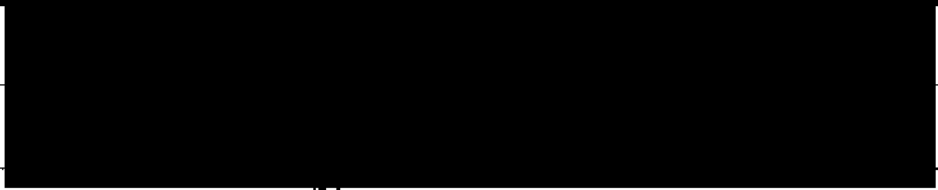
Total

£ 1788 : 33 p

continued on page 2

Details of second home *if applicable*

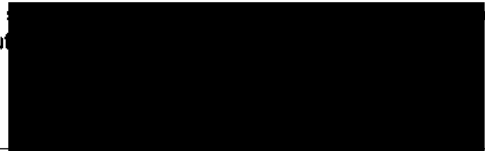
Address of second home
for Additional Costs Allowance



Declaration

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

Signature



MP

Date

2/5/06

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