



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

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 10 2003 to 31 10 2004

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 185 : 00 p ✓

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ 200 : 00 p ✓

Cleaning

£ 1480 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/security

£ 200 : 00 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 2003.33 p

Pay £1793.31

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

31/3/08

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

AGA2

Member's claim form

of 2

About filling in this form

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Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

VALE OF GHAMORGAN

Office use only

Cost

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 / 02 / 08

to 29 / 02 / 08 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 185 : 00 p ✓

Council Tax/Rates

£ 75 : p ✓

Telephone and telecommunications

£ 200 : 00 p ✓

Cleaning

£ 180 : 00 p ✓

Service/maintenance

£ 50 : 00 p ✓

Repairs/insurance/security

£ 50 : 00 p ✓

Other

£ 250 : 00 p ✓

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1953 : 33 p ✓

continued on page 2

DEPOSIT ON NEW FLAT

Details of second home *if applicable*

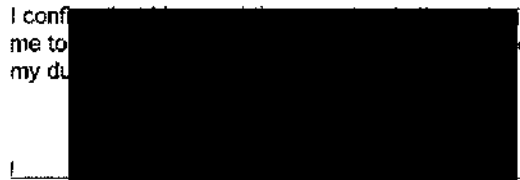
Address of second home
for Additional Costs Allowance



Declaration

I confirm that I have provided the information above truthfully and necessarily to enable me to complete my duties for the purpose of performing

Signature



MP

Date

2/3/08

Data protection

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AMOUNT

Verified

£250.00





Additional Costs Allowance

ACA2

Member's claim form

VALIDATION
05 FEB 2008
RECEIVED

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Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

GLAMORGAN

Office use only

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 / 01 / 08 to 31 / 01 / 08

Total cost of hotel stays attach receipts

£ : p

Mortgage payments (interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ 200 : 00 p

Cleaning

£ 180 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/security

£ 150 : 00 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1953 : 33 p ✓

continued on page 2

Details of second home

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

31/1/08

Data protection

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Member's claim form

ACA2

08 JAN 2008

Page 1 of 2

RECEIVED

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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.
- 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 / 07 to 31 / 12 / 07

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 563 : 33 p

Food

£ 400 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ 195 : 00 p

Cleaning

£ 185 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/security

£ 200 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£2003 : 33 p

continued on page 2

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 a Member of Parliament.

Signature

[Redacted] MP

Date

[Redacted] 7/1/02

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Additional Costs Allowance

A.C.A. 03

Member's claim form

2

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Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

VALE OF 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.

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 / 07

to 30 / 11 / 07

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 563 : 33 p

Food

£ 400 : 00 p

Utilities

£ 185 : 00 p

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ 200 : 00 p

Cleaning

£ 180 : 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

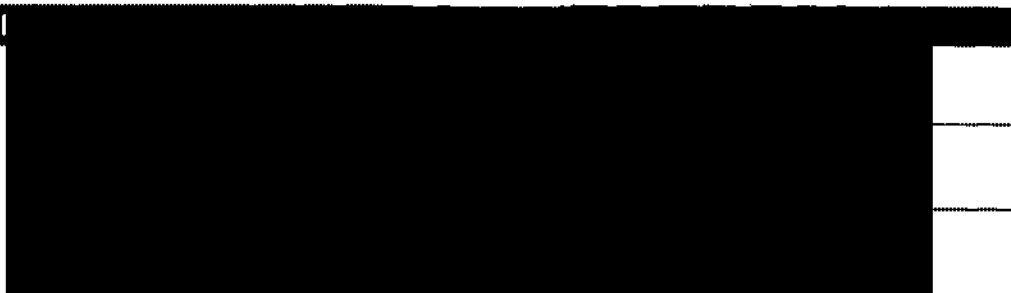
Total

£ 1953 : 33 p

continued on page 2

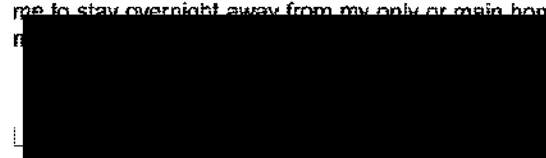
Details of second home

Address of
second home
for Additional
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature



MP

Date

3/12/07

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Send your completed
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Member's claim form

About filling in this form

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If you have any doubt about whether you can claim for please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

GHAMERGAN

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 / 07 to 31 / 10 / 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 185 : 00 p inc. GAS, WATER & W...

Council Tax/Rates

£ 75 : 00 p

Telephone and telecommunications

£ 200 : 00 p inc. T.V.

Cleaning

£ 150 : 00 p inc. Housekeeping, LAUN...

Service/maintenance

£ 200 : 00 p heating, decoration

Repairs/insurance/security

£ 150 : 00 p insurance + lighting

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1953 : 33p

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

Signature

_____ MP

Date

_____ 1/11/07

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Member's claim form

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Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

GLAMORGAN

Office use only

Costo/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 1/9/07 to 30/9/07

Total cost of hotel stays (attach all receipts)

£ : p

Mortgage payments (interest only) or rent

£ 563 : 33 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 200 : 00 p ✓

Council Tax/Rates

£ 75 : 00 p ✓

Telephone and telecommunications

£ 225 : 00 p ✓

Cleaning

£ 175 : 00 p ✓

Service/maintenance

£ 100 : 00 p ✓

Repairs/insurance/security

£ 200 : 00 p ✓

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1938 : 33 p ✓✓

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 [Redacted] my main home for the purpose of performing my duties.

Signature

[Redacted Signature]

MP

Date

28/10/07

Data protection

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Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

VALE OF GLOUGHER

Office use only Cost

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 1/7/07 to 31/8/07 (x2)

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,260 : 66 p

Food

£ 800 : 00 p

Utilities

£ 370 : 00 p

Council Tax/Rates

£ 150 : 00 p

Telephone and telecommunications

£ 400 : 00 p

Cleaning

£ 360 : 00 p

Service/maintenance

£ 400 : 00 p

Repairs/insurance/security

£ 200 : 00 p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 3,806 : 66 p

Details of second home *if applicable*

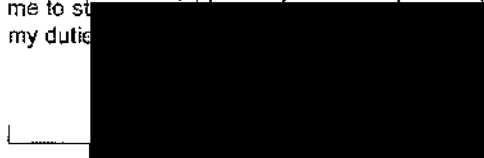
Address of second home
for Additional Costs Allowance



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

1/9/07

Data protection

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Additional Costs Allowance

03 JUL 2007

ACA2

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

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.

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 0 7 to 3 0 1 6 1 0 7

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

£ 71 : 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

£ 1909 : 33 p

continued on page 2

Details of second home //

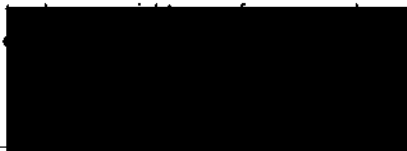
Address of second home
for Additional Costs Allowance



Declaration

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

Signature



MP

Date

11/7/07

Data protection

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07/08

AGA2

Member's claim form

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Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

GARTBOURGH

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 5 1 0 7

to 31 1 5 1 0 7

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

£ 71 : 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

£ 1909 : 33p

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 _____ for the purpose of performing my duties as _____

Signature

MP

Date

31/5/07

Data protection

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Additional Costs Allowance

01/08

ACA2

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Your details

Name in CAPITAL LETTERS

JOHN SMITH

Constituency

VALE OF CLAMORGAN

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.

Please list

- all items costing £250 or more and include receipts – except for those 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 / 07

to 30 / 1 / 07

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

£ 71 : 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

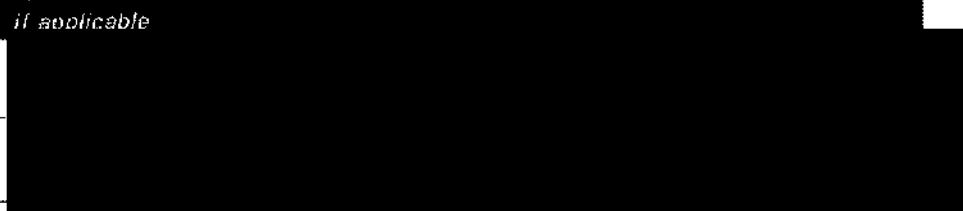
Total

£ 1909 : 33 p

continued on page 2

Details of second home *if applicable*

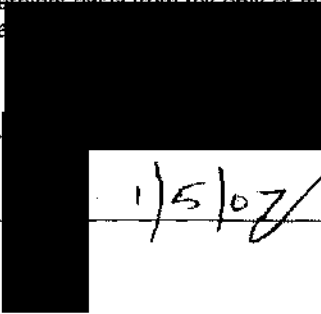
Address of second home
for Additional Costs Allowance



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

Signature



MP

Date

1/5/07

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Send your completed form to

Validation Team, Operations Directorate,
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