



2009/10

Additional Costs Allowance

ACA2

30 APR 2009

Member's claim form

INV. A

514602

666207

514500

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

MICHAEL CLAPHAM

Constituency

BARNESLEY WEST & PENISTONE

Office use only

Costc

MCLAPMBA

Supp/Res ID

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 £25 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel costs.

5883147  
427/5

Period of claim

from 1 1 2 1 0 9 MEB to 28 12 10 9

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ ~~1011~~ : ~~60~~ p ✓

423575

Food

£ ~~400~~ : ~~00~~ p ✓

5-5 8-5-09

Utilities

£ : p

Council Tax/Rates

£ ~~103~~ : ~~00~~ p

Telephone and telecommunications

£ ~~55~~ : ~~56~~ p

09/10

Cleaning

£ ~~96~~ : ~~00~~ p

4 x 24 £96 1/2/09 to 28/2/09

Service/maintenance

£ : p

Repairs/insurance/security

£ ~~250~~ : : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ ~~1726~~ : ~~66~~ p

£ 55.56

continued on page 2

BC ✓  
BM

**Details of second home** *If applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

[Redacted]

Postcode

[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

20/4/09

**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



Bringing it all together

Your account number

Bill number

Date  
23 March 2009

If you have a query  
please see reverse for  
our contact details.



490

MRS Y CLAPHAM

## Your BT bill

for account number [REDACTED]

**Total now due £ 55.56**

*This amount will be debited from your bank or building society  
account on or after 6 April 2009.*

### This bill is for:

Service BT land line

Line number [REDACTED]

For any other BT services you will  
receive a separate bill.

### Want more from Broadband?

BT Total Broadband's NEW Home Hub gives  
you the best wireless range of any UK  
broadband provider.

It makes sense to choose the UK's most  
complete. For more information visit  
[www.bt.com/getbroadband](http://www.bt.com/getbroadband).

### VAT change

Please note that your bill  
reflects the reduction in VAT  
to 15%.

For further information please  
visit [www.bt.com/vat](http://www.bt.com/vat)

### Your Direct Debit Payment Agreement

The total now due will be debited from  
your bank or building society account  
on or after 6 Apr 09.

sheet 1 of 2

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RR Donnelley BGC 200303