



Member's claim form

RECEIVED

14 MAY 2004

Members' Allowances

DFA

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

MICHAEL WILLS

Constituency

NORTH SWINDON

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 01 10 04 to 31 10 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1945 : 12 p

Food

£ : p

Utilities

£ 204 : 82 p

Council Tax/Rates

£ 186 : 02 p

Telephone and telecommunications

£ 85 : 14 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

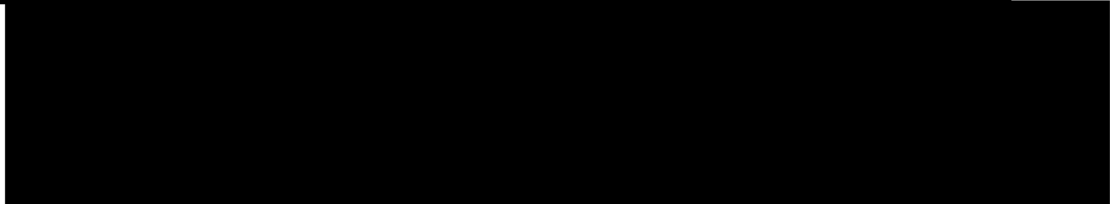
Total

£ 2421 : 10 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

Signature



MP

Date

12 MAY 2004

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

ACA2

04/05

08 JUN 2

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

MICHAEL WILLS

Constituency

NORTH SWINDON

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 11 04 to 31 10 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 6807 : 92 p

Food

£ : p

Utilities

£ 716 : 87 p

Council Tax/Rates

£ 651 : 07 p

Telephone and telecommunications

£ 297 : 99 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 8473 : 85 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

7/6/05

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

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

MICHAEL WILLS

Constituency

NORTH SWINDON

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.
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Please list

Please attach

Period of claim

from 01/06/04 to 31/08/04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 2917 : 68 p

Food

£ : p

Utilities

£ 307 : 23 p

Council Tax/Rates

£ 279 : 03 p

Telephone and telecommunications

£ 127 : 71 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 3631 : 65 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

[Redacted Signature]

MP

Date

9/9/04

Data protection

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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**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

CA2
1 of 2

Members' Allowances

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Your details

Name
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MICHAEL WILLS

NORTH SWINDON

Claim

Notes

You can only claim for

Please list

Please attach

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- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
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Period of claim

from 1 1 09 104 to 30 10 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 972 : 56 p

Food

£ : p

Utilities

£ 102 : 41 p

Council Tax/Rates

£ 93 : 01 p

Telephone and
telecommunications

£ 42 : 57 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

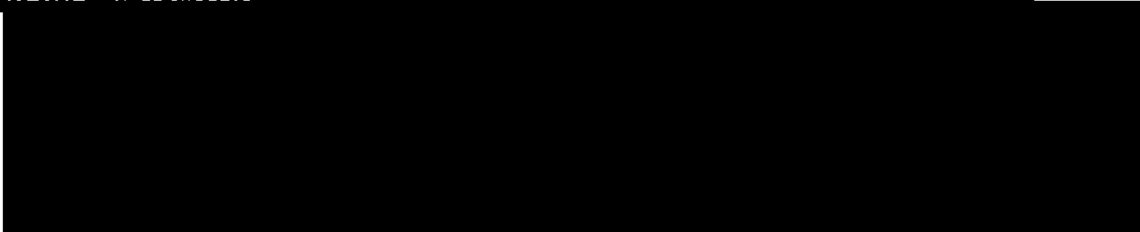
Total

£ 1210 : 55 p

continued on page 2

Details of second home *if applicable*

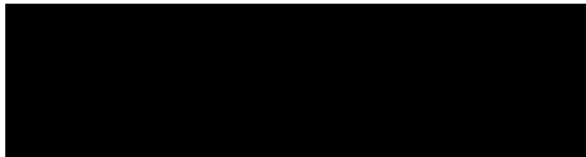
**Address of
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Costs Allowance*



Declaration

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

Signature



MP

Date

_____ 1/10/04 _____

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Constituency NORTH SWINDON

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Please list

Please attach

Period of claim from 1 10 04 to 31 10 04

Total cost of hotel stays £ : p
attach all receipts

Mortgage payments (interest only) or rent £ 972 56 p ✓

Food £ : p

Utilities £ 102 : 41 p

Council Tax/Rates £ 93 : 01 p

Telephone and telecommunications £ 42 : 57 p

Cleaning £ : p

Service/maintenance £ : p

Repairs/insurance/security £ : p

Other £ : p ▶ please specify _____

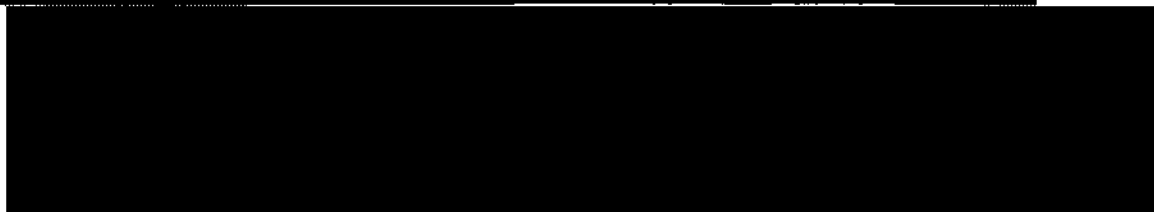
Other £ : p ▶ please specify _____

Other £ : p ▶ please specify _____

Total £ 1210 : 55 p

Details of second home *If applicable*

Address of second home
for Additional Costs Allowance



Declaration

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Signature



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