



Additional Costs Allowance

06/07

20 APR 2007

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

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 01 10 07 to 31 10 07

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1120 : 43 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

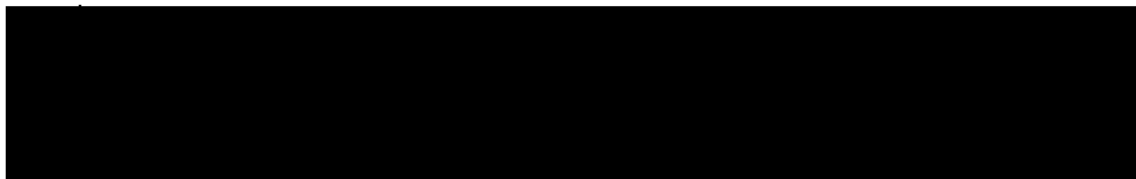
Total

£ 1358 : 44 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

18/4/07 ✓

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



Member's claim form

VALIDATION
12 FEB 2007
RECEIVED

About filling in this form

- For details of costs you can claim for, see Green Book section 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

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 1 108 106 to 31 101 107

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 6638 : 54 p ✓

Food

£ : p

Utilities

£ 614 : 46 p ✓

Council Tax/Rates

£ 558 : 06 p ✓

Telephone and telecommunications

£ 255 : 42 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Total

£ 8066 : 48 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

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Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

VALIDATION

12 FEB 2007

ACA2

Member's claim form

RECEIVED

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 staying 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 / 04 / 06

to 31 / 07 / 06 (x 4)

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 4815 : 76 p ✓

Food

£ : p

Utilities

£ 409 : 64 p ✓

Council Tax/Rates

£ 372 : 04 p ✓

Telephone and telecommunications

£ 170 : 28 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

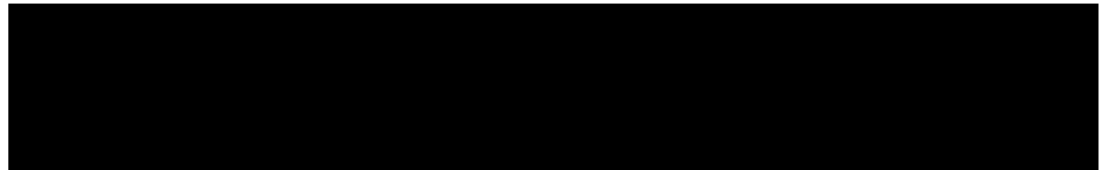
£ : p ▶ please specify _____

Total

£ 5267 : 72 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

Data protection

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Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs A

Member's cla

About filling in this form

- For details of costs you
- If you have any doubt a please call 020 7219 13

Your details

Name X Michael Wills
 in CAPITAL LETTERS

Constituency X North Swinden

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 X from 01/02/06 to 31/07/06

Total cost of hotel stays £ : p
attach all receipts

Mortgage payments £ 6473.64 p
(interest only) or rent

Food £ : p

Utilities £ 614.46 p

Council Tax/Rates £ 558.06 p

Telephone and telecommunications £ 255.42 p

Cleaning £ : p

Service/maintenance £ : p

Repairs/insurance/security £ : p

Other £ : p

Other £ : p

Other £ : p

Total £ 7901.58 p

▶ please specify _____

▶ please specify _____

▶ please specify _____

Details of second home *if applicable*

X **Address of second home**

X *for Additional Costs Allowance*

[Redacted address information]

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

X Date

18/07/06

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

1. TO BE COMPLETED BY DEPARTMENTS

Date of Cheque: 310707

Cheque Number: [REDACTED]

Cheque Payee: H.O.C. Michael Willis MP.

Account Code	Amount £ p	Cost C	Piro	Who	Exp_Type	Description
[REDACTED]	1285-98		07-08		[REDACTED]	Refund of overpaid Rent.

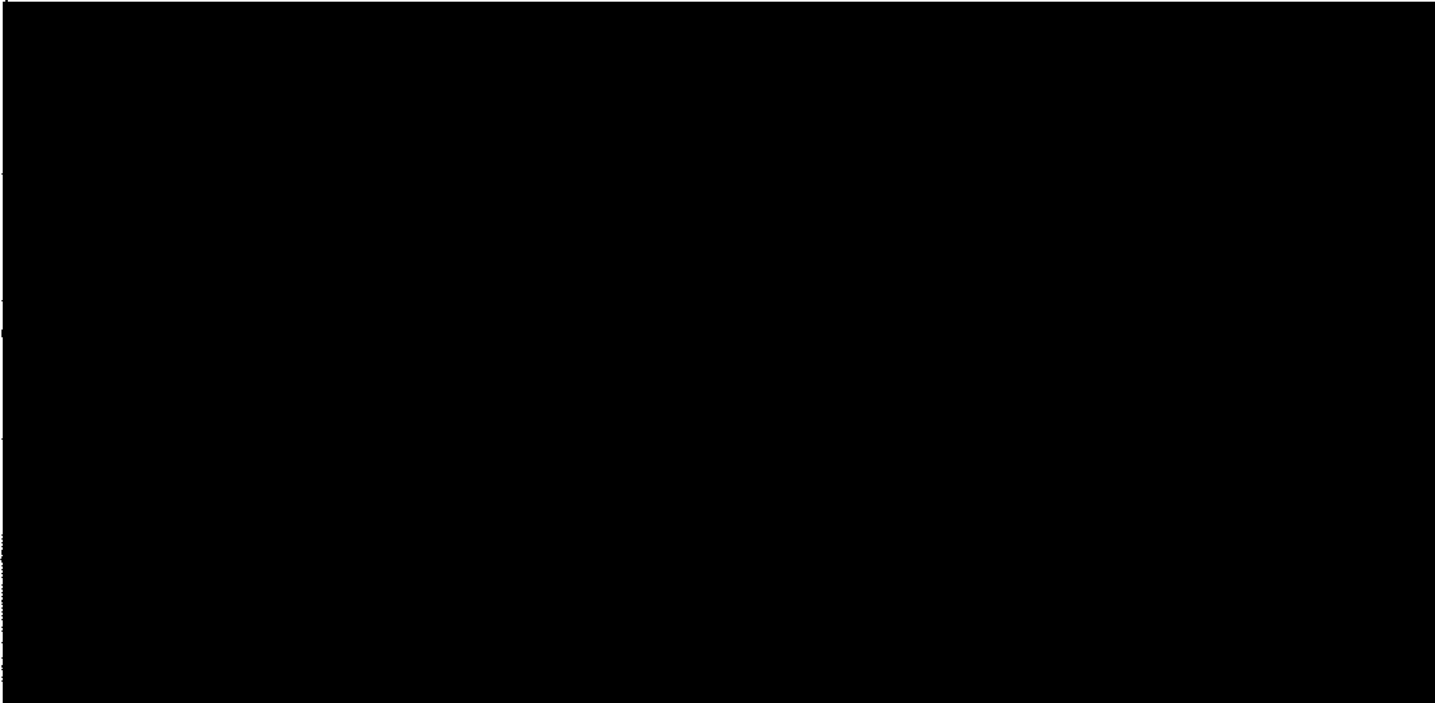
Total 1285-98

COMPLETED BY:

Signature: [REDACTED]

Name: [REDACTED]

Date: 15/8/07



CREDITOR NO.



CHEQUE DATE

30 JUL 2007

CHEQUE NO.



TOTAL AMOUNT

£ 1,285.98

INVOICE REFERENCE
RENT REFUND/M WILLS

INVOICE DATE
27-JUL-2007

AMOUNT
1,285.98

RECEIVED
06 AUG 2007

