



Additional Costs Allowance

09/10

01 JUN 2009

ACA2

Member's claim form

Member Centre

687206

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

PAUL CLARK

INV. A

Constituency

GUILDFORD

514602

514500

Office use only

Costs/Cat 2

M CLARPG1

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.
- 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

429907  
sp 12/6

Period of claim

from 01 03 09

to 31 April 10 09

Total cost of hotel stays  
attach all receipts

£ : p

5888716

Mortgage payments  
(interest only) or rent

£ ~~828.00~~ p ✓

RS 10706

Food

£ ~~80.00~~ p ✓

514636  
Utilities

£ ~~829.38~~ p

09/10 Electricity (6 months)

Council Tax/Rates

£ : p

514636  
Telephone and telecommunications

£ ~~104.24~~ p ✓  
£ ~~106.10~~ p

3rd Quarter Bill  
4th Quarter Bill

Cleaning

£ : p

Service/maintenance

£ : p

514636: £ 935.53

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ ~~1947.77~~ p

**Details of second home** *if applicable*

Address of second home  
for Additional Costs Allowance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

**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

28/5/09

**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. 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**

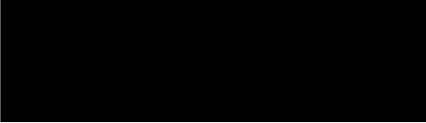
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Your energy experts

49034 021

Mrs Julie Clark



369 000



PAID 045002094098

Contact us

0800 048 0202

Freephone\*

Mon - Fri, 8am - 8pm, Sat, 8am - 6pm.

Please have your latest meter reading handy.

Planning on moving home?

Call the number above and press 1

britishgas.co.uk/billing

To manage your account online

Customer reference number

Bill date:

21 March 2009

Bill period:

12 Dec 08 - 21 Mar 09



Your electricity bill - estimated

Please pay £843.38 - to reach us by 6 Apr 2009

Pay by this date and you'll benefit from our new Prompt Pay discount on your next bill

Paid 8/5/09 J HBC Good

Before this bill

Your previous bill £344.33 in debit

Balance after your last payment £344.33 in debit

We've estimated the reading for this statement. If your current meter reading is significantly different you may give us your new reading at britishgas.co.uk/meterreads or by calling freephone (0800 107 0224).

This bill

Balance brought forward £344.33 in debit

Electricity you've used this period £461.96

VAT at 5% £23.09

Your adjustment £14.00 debit

Total to pay £843.38 in debit

For further details please turn over →

14.00
£829.38
Member Claimed
09/10

Message board

Great News - we've introduced a Prompt Payment Discount

As a valued customer, you can now benefit from our new prompt payment discount. Just pay this bill in full, within the next 14 days and we'll apply the discount to your next bill. Over the year you could save up to £15\* per fuel.

\*Electricity customers paying quarterly by either Cash or Cheque, Variable Direct Debit or Quarterly Equal Payments whose payment is received within 14 days of the bill issue date will receive a discount off their next quarters bill of 3.3% up to a maximum of £3.75.

Ways to pay your bill



Bringing it all together

Your account number

Bill number

Date  
23 April 2009

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



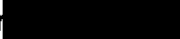
490

MRS P CLARK



# Your BT bill

for account number



**Total now due £ 106.15**

Please make sure we receive the total now due by  
30 April 2009.

## We've revamped Friends & Family.

See last page of this bill or BT Update  
for more details of great new savings  
on calls to mobiles and international  
numbers with Friends & Family.  
Or go to [www.bt.com/friends](http://www.bt.com/friends)

H5

Calls to 0845 and 0870 numbers  
are free in the evening and at  
weekends within your calling  
plan call time.  
Excludes indirect access  
and ISP dial up numbers.  
See [www.bt.com/calls](http://www.bt.com/calls)

09/10

00021784



- You can find details of how to pay overleaf.
- If appropriate, fill in the details on this payment slip.
- Please don't send cash by post.
- Please quote 'Your account number' below on correspondence or remittance advices.

bank giro credit

Your account number



Total now due

**£ 106.15**

Cashier's stamp and initials



Signature

Date



Bank details



Barclays PLC  
Automated Bulk Credit Clearing  
BT 00-00

Cash		
Cheques		
£		

No. cheques

Fee



Please do not fold, pin or staple this slip; or write below this line.

ME

106.15