



Additional Costs Allowance

Member's claim form

About filling in this form

- For details of costs you can claim for, see Green...
If you have any doubt about whether you can claim please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

PETER VIGGERS

Constituency

GOSPORT

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 / 10 / 2007 to 31 / 12 / 2007

Total cost of hotel stays attach all receipts

£ As scheduled in the annex.

Mortgage payments (Interest only) or rent

£ Supporting p invoices were submitted

Food

£ earlier this year.

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

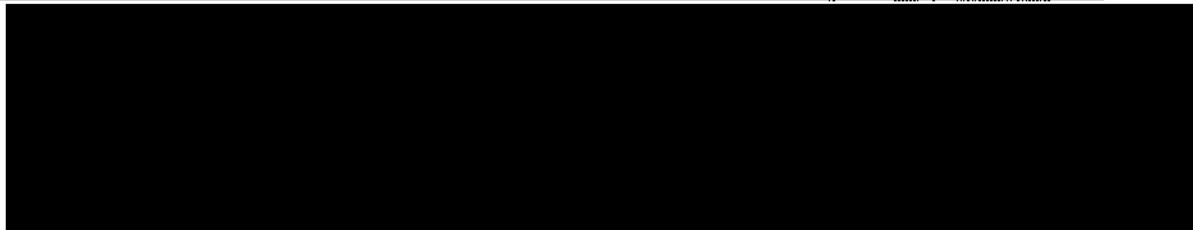
please specify

Total

£ 8545.22 p

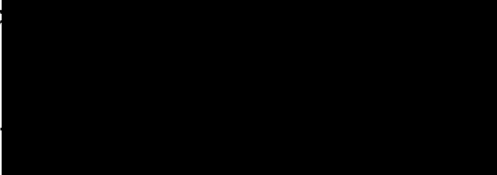
**Details of second home** *if applicable*

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

19/12/2007 ✓

**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



Member's claim form

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Your details

Name in CAPITAL LETTERS

PETER VIGGERS

Constituency

GOSPORT

Office use only

Cost/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 / 7 / 2007 to 30 / 9 / 2007

Total cost of hotel stays attach all receipts

£ As scheduled in the annex.

Mortgage payments (interest only) or rent

£ Supporting p invoices etc. were

Food

£ submitted p last quarter

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

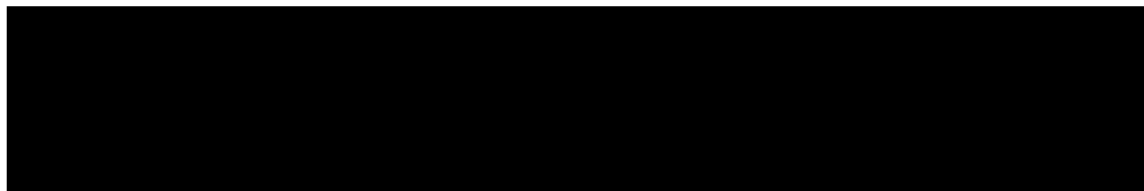
▶ please specify

Total

£8545 : 22 p

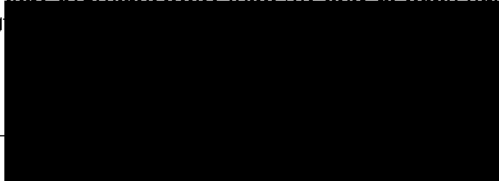
**Details of second home** *if applicable*

**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.

**Signature**

 MP

**Date**

30 September 2007

✓  
✓

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**Send your completed  
form to**

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

Electricity @ £42 per month  
(sample account) £502  
Gas @ £100 per month  
(sample account) £1200  
Water £51 per month  
(statement) £612

Cleaning at £25 per week £1300  
Council Tax (bill attached) £1904.44  
Insurance (Home and contents) £4200

Pest Control (£112 per quarter  
(sample account) ~~£448~~  
Gardening: [redacted] £19,000  
Grass Cutting [redacted] £1040  
Windows Cleaners £40 x 12 £480  
Landscaping and maintenance:  
[redacted] £900  
Tree Service [redacted] £200  
Gas maintenance contract (invoice) £136.75  
AGA maintenance £100  
Garden irrigation (invoice) £198  
Roof maintenance (invoice) £3275

Plumbing



£162.74

£36158.93

= per month

£3013.24

= 3 months

£9039.73

Mortgage (interest only)	254.162
	391.463
2 months (lower rate)	£645.62
1 month (increased rate)	<u>£337.37</u>

3 months at higher (current) rate £1012.01

3 months interest £982.99

1 EP claim =  $\frac{1}{6}$  of remaining costs excluding mortgage costs.

One sixth of £9039.73 = £1506.62

ACA claim:

Net Costs excluding mortgage costs



£7533.11

Add mortgage interest

~~£982.99~~  
£1012.11

ACA claim

£8545.22  
~~£8516.10~~



Additional Costs Allowance

ACA2

# Member's claim form

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## Your details

Name in CAPITAL LETTERS

PETER VIGGERS

Constituency

GOVPORT

Office use only

Costs/C

## 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

Period of claim

from 1/1/2007 to 30/6/2007 (x3)

Total cost of hotel stays  
attach all receipts

£ As scheduled in the annex.

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Pay £3,275-00



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Costs/Cat

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 1/4/2007 to 30/6/2007 (x3)

Total cost of hotel stays attach all receipts

£ As scheduled in the annex.

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

[Redacted]

Handwritten: Total £5241.10

**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

11<sup>th</sup> July 2007

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form to

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

Invoice

Mr P Viggers

28/03/07

For carrying out works to roof section, all in accordance with our quotation and your written instructions at

Total now due

£ 3275.00

Electricity @ £42 per month	£502
Gas @ £100 per month	£1200
Water £51 per month	£612
Blank	
Blank	
Blank	
Cleaning at £25 per week	£1300
Council Tax	£1904.44
Insurance (Home and contents)	£7200
Blank	£500
Blank	
Pest Control, £112 per quarter	£448
Gardening:	£19,000
Grass Cutting	£1040
Windows cleaned £40 x 12	£480
Landscaping and maintenance:	£900
Blank	
Tree Service	£200
Gas maintenance contract (invoice)	£136.75
AGA maintenance	£100
Garden irrigation (invoice)	£198
Roof maintenance (invoice)	£3275
Blank	

BILL DATE: 21/02/2007

MR P VIGGERS



Reading Date	Former Reading	Present Reading	Consumption	Consumption Charge	+	Standing Charge	=	Charge
				136.99		11.34		148.33
180 DAYS STANDING CHARGE								
				VAT ZERO RATED				
Please quote this REFERENCE in all enquiries				Total		£	148.33	

Tax point date 18 April 2007

MR VIGGERS

Gas

Meter point reference	Meter number	Reading date	Reading this time	Reading last time	Units Used	Correction Factor	Adjusted Units	Adjusted units in cubic metres	Calorific Value	kWh
		<small>C - Customer reading R - Removed reading No code - Company reading</small>	<small>E - Estimated reading</small>							

<b>Business Unrestricted</b>		<b>£ p</b>
Unrestricted units	8891.09 kWh at 2.712p	241.12
CCL on 0 kWh at 0.1500p		0.00
CCL on 0 kWh at 0.1540p		0.00
VAT at 5.00% on charges of £241.12		12.05
<b>Total this invoice</b>		<b>253.17</b>
Balance from previous bill		82.93
Payment received 25 January 2007		100.00 CR
Payment received 25 February 2007		100.00 CR
Payment received 25 March 2007		100.00 CR
<b>DEBIT BUDGET ACCOUNT BALANCE CARRIED FORWARD</b>		<b>36.10</b>

Tax point date 18 April 2007

MR P VIGGERS

Your customer account number

# Electricity

Reading last time	Reading this time	Tariff C - Customer reading E - Estimated reading No code - Company reading	Units	Price of each unit in pence	Amount £ p
Turn over for more information					

Meter number(s)

**General Domestic**

-Unrestricted units

Standard energy

Discounted energy

Monthly Direct Debit Discount

Standing charge at 15.070p for 96 day(s)

VAT at 5.00% on charges of £163.07

**Total this invoice**

Balance from previous bill

Payment received 25 January 2007

Payment received 25 February 2007

Payment received 25 March 2007

**CREDIT BUDGET ACCOUNT BALANCE CARRIED FORWARD**

72.07

86.01

9.48 CR

14.47

8.15

**171.22**

106.74 CR

40.00 CR

40.00 CR

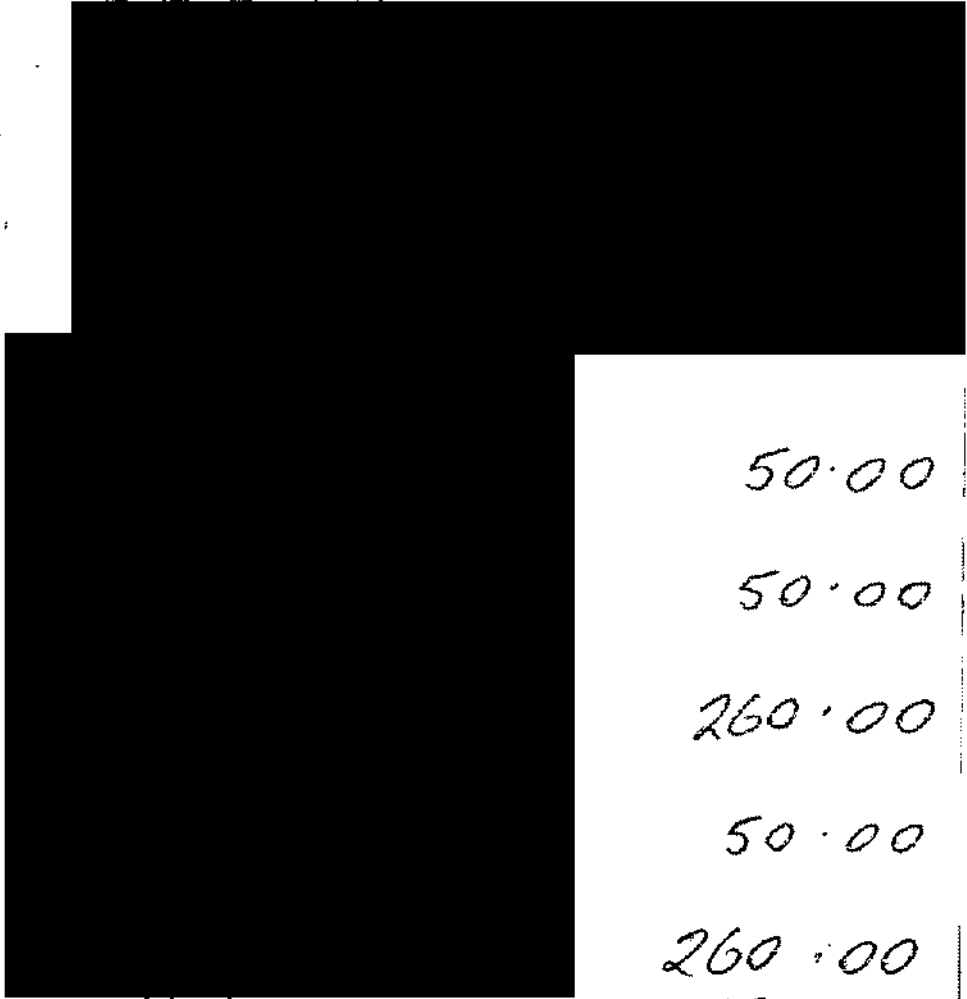
40.00 CR

55.52 CR

*Budget scheme balance*

*(Now £ 42)*

28.6.07



50.00

50.00

260.00

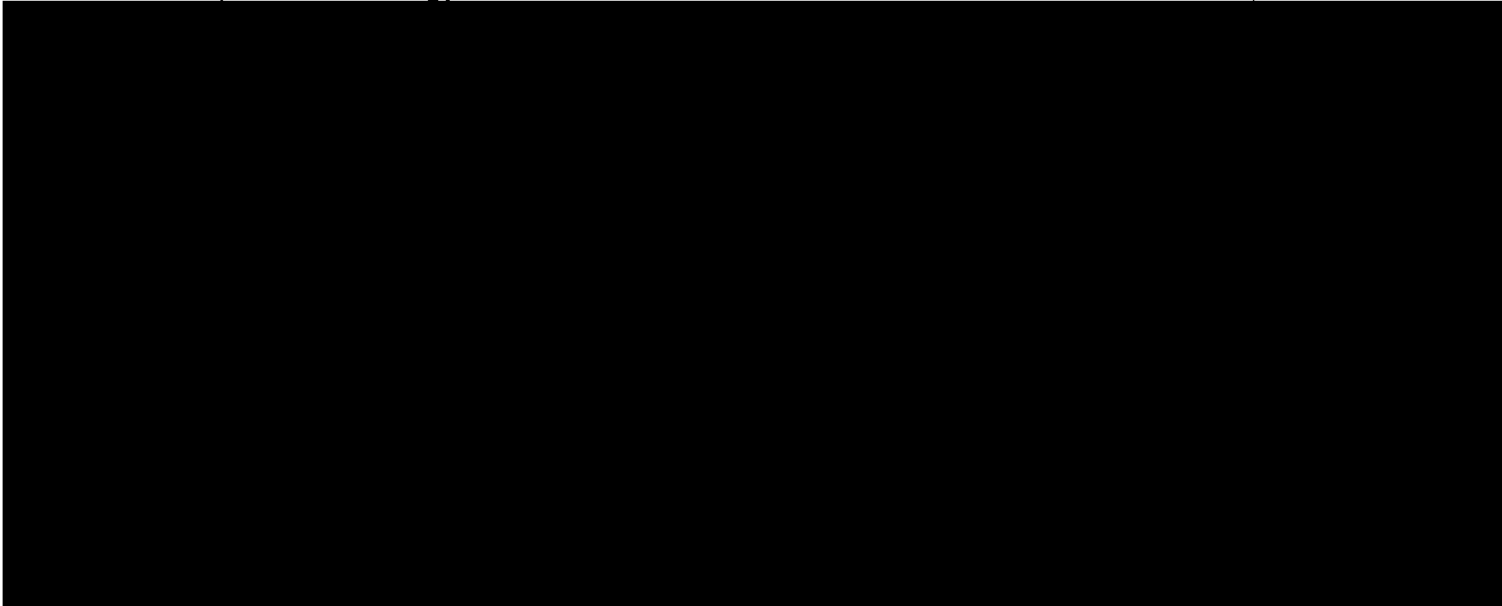
50.00

260.00

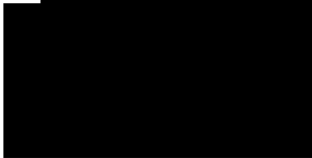
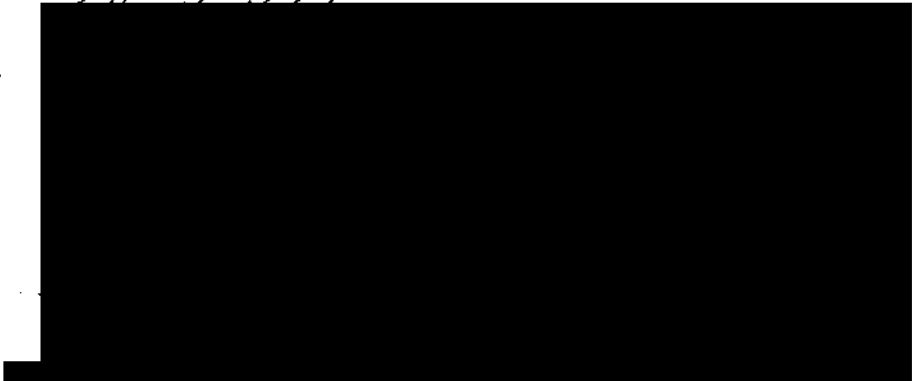
10.00

Hedgecutter

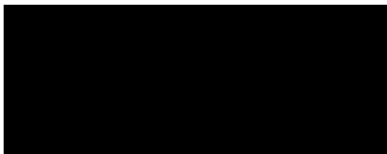
Total £680.00



9/15/07



Lawn Mowing 50.00



260.00

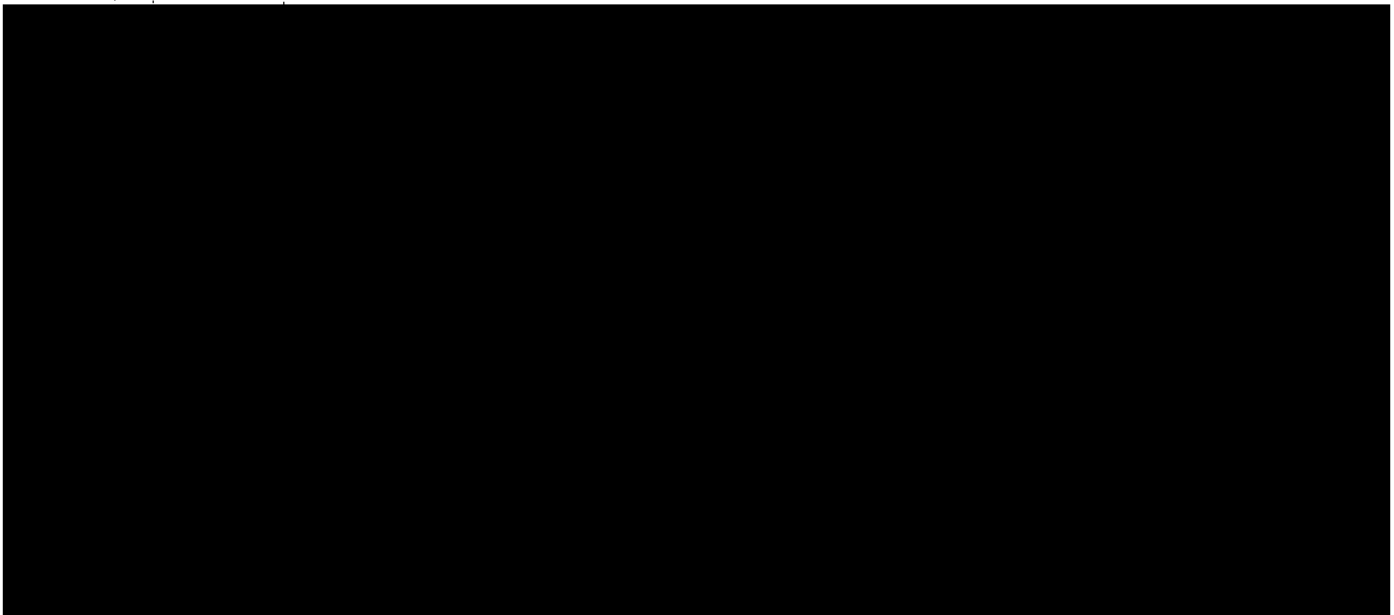
Hedgecutter / Chainsaw 20.00  
High Nitrogen Lawn Feed 12.50



260.00

Strimmer / Hedgecutter 20.00

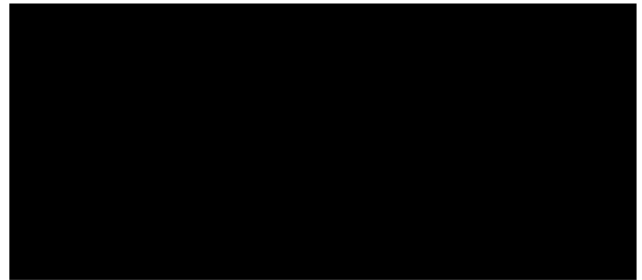
Total \$622.50



# Invoice

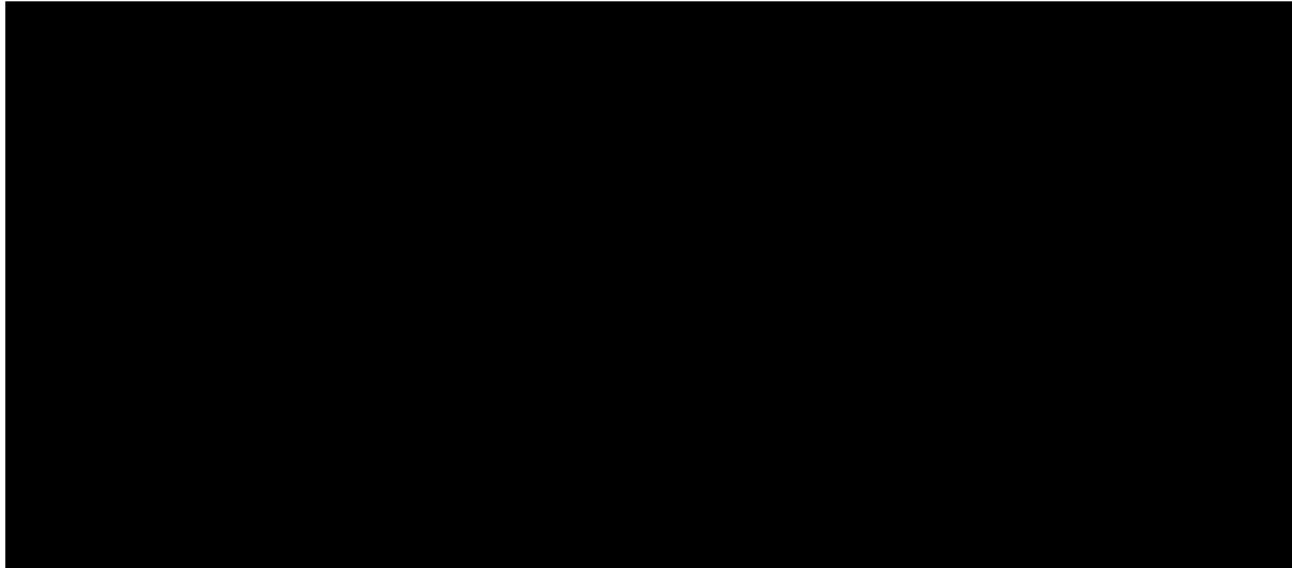
Tax Date	Invoice Number
31/05/2007	

Invoice To
Peter Viggers



Terms	Due Date	Account No
14 Days	14/06/2007	

Description	Qty	Rate	VAT %	VAT AMT	Amount
Tractor Cut	3	26.00	17.50%	13.65	78.00
Strimming	1	13.00	17.50%	2.28	13.00
Cut down and strimmed spring displays		30.00	17.50%	5.25	30.00



	SUBTOTAL	£121.00
	VAT TOTAL	£21.18
	<b>Total</b>	<b>£142.18</b>
<b>Balance Due</b>		<b>£142.18</b>

INVOICE NUMBER [REDACTED]

TO [REDACTED]

DATE 13,05,2007

ORDER NUMBER.....

VENDOR CODE.....

FROM... [REDACTED]

TO..... [REDACTED]

REFERENCE.....pest control routine.

TOTAL AMOUNT DUE..... £112.00

NO VAT.....

[REDACTED]

# COUNCIL TAX BILL

MR PJ VIGGERS

ADDRESS OF PROPERTY

REFERENCE: [REDACTED]

DATE OF ISSUE: 15-MAR-2007

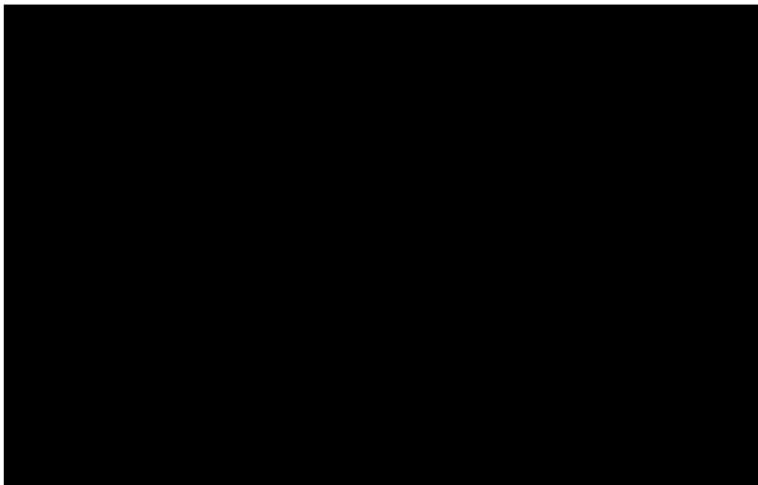
VALUATION BAND FOR PROPERTY	BREAKDOWN OF ANNUAL CHARGE		
	Last year	This year	Increase
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

PERIOD	CHARGES/ADJUSTMENTS	AMOUNT £
01-APR-2007 31-MAR-2008	Charge For Period	2116.05
01-APR-2007 31-MAR-2008	Second Homes Discount (10%)	-211.61

If you have been awarded a discount or an exemption, please see note overleaf.

REASONS FOR BILL: Annual

AMOUNT PAYABLE: £ 1904.44

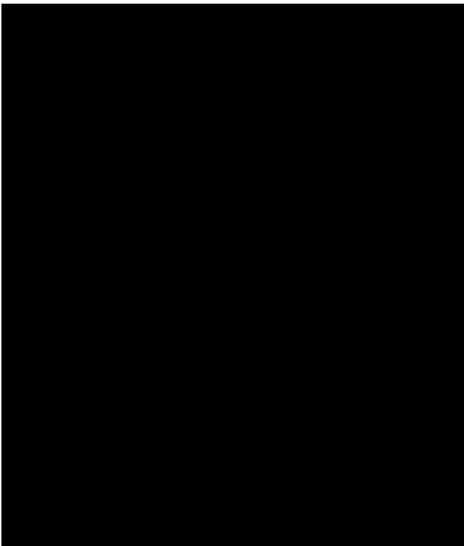


Date

3 July 2007



£



**Gas Appliance Check**

• Boiler

77.00

• Boiler

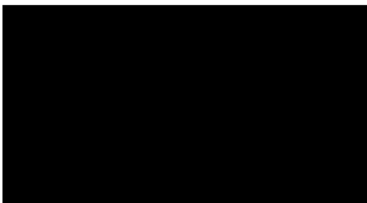
59.75

**Total**

136.75

**Total Annual Charge**

136.75



Date 22/04/07  
Customer Peter Viggers  
Address  
Invoice No

PART No.	DESCRIPTION	UNIT	PRICE	QTY	TOTAL
	Autumn & Spring Service		70	1	70
	PP3 Batteries	Each	4	7	28
	16mm Elbow Connector	Each	1	1	1
	16mm Straight Connector	Each	1	1	1

TOTAL £100 00

Mr [REDACTED] Viggers

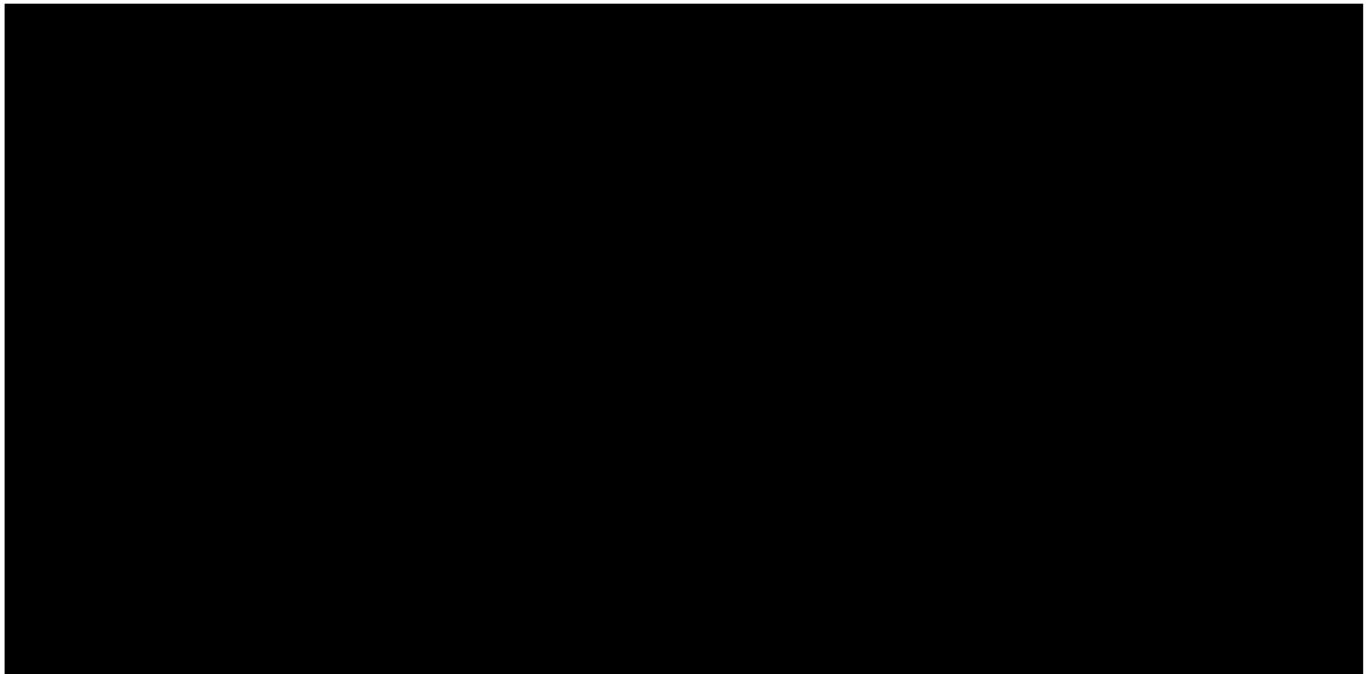
3<sup>rd</sup> March 2007

Invoice No [REDACTED]

To.

Repair damage to carpeting in the way of re-tufting to the above address  
due to coal damage from a lighted fire.

	£
Rrepair / materials	55 : 00
V A T	9 : 63
TOTAL	64 : 63



Mr Viggers.

18/06/2007

If a receipt is required please enclose a stamped addressed envelope

**Details**

**Net Amount    VAT Rate    VAT**

Drain heating system.  
Replaced radiator valve on towel rail in ensuite.  
Fill up with inhibitor and test - all Ok.  
Rewasher and reseal hot tap in G/F w/c.

lab.	120.00	17.50	21.00
Mats.	18.50	17.50	3.24

<b>Total Net Amount</b>	138.50
<b>Total VAT Amount</b>	24.24
<b>Invoice Total</b>	162.74