



Additional Costs Allowance

ACA2

26 JAN 2006

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

Robert Syms

Constituency

Poole

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 1 06 to 31 1 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1017 : 00 p ✓

Food

£ 250 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 96 : 50 p

Telephone and telecommunications

£ 34 : 13 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 42 : 50 p

▶ please specify Stm.

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1440 : 13 p

Pay £879.33

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

26/1/06

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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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



Additional Costs Allowance

Member's claim form

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Your details

Name
in CAPITAL LETTERS

ROBERT SYMS

Constituency

POOLE

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 / 12 / 05 to 31 / 12 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1017 : 00 p ✓

Food

£ 250 : 00 p ✓

Utilities

£ 186 : 94 p [electric 128.76 + gas 58.18] ✓

Council Tax/Rates

£ 96 : 50 p ✓

Telephone and
telecommunications

£ 29 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 42 : 50 p please specify SAT TV

Other

£ : p please specify

Other

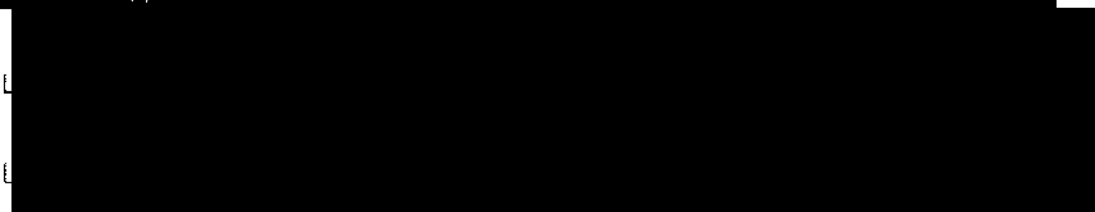
£ : p please specify

Total

£ 1622 : 00 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

_____ 27/12/05 _____

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Additional Costs Allowance

ACA2

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Member's claim form

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Your details

Name in CAPITAL LETTERS

Robert Smyth

Constituency

Poole

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 / 11 / 05 to 30 / 11 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1017.00 p

Food

£ 250.00 p

Utilities

£ : p

Council Tax/Rates

£ 96.50 p

Telephone and telecommunications

£ 32.86 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 42.00 p

▶ please specify See TV. subs

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1438.36

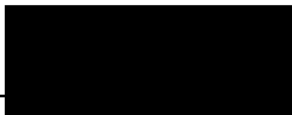
Details of second home *if applicable*

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

_____ 27/11/25 _____

Data protection

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



Additional Costs Allowance

28 SEP 2005

Member's claim form

ACA2

About filling in this form

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Your details

Name in CAPITAL LETTERS

ROBERT SYMS

Constituency

POOLE

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 11/9/05 to 30/9/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1017:00 p ✓

Food

£ 250:00 p ✓

Utilities

£ 108:85 p electric + gas ✓

Council Tax/Rates

£ 96:50 p ✓

Telephone and telecommunications

£ 30:15 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 42:00 ✓

▶ please specify Sky TV.

Other

£ 95:00 p ✓

▶ please specify Rentals Agency.

Other

£ : p

▶ please specify

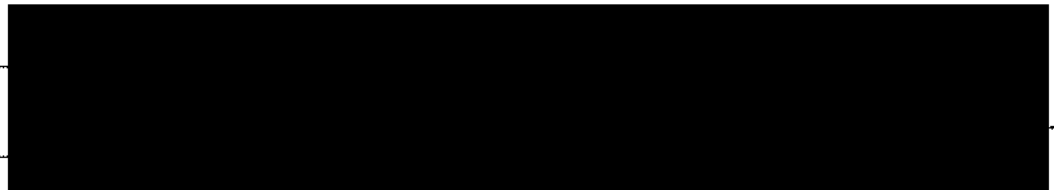
Total

£ 1639:30 p

continued on page 2

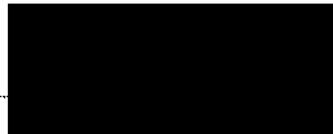
Details of second home *if applicable*

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

27/9/05

Data protection

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



Additional Costs Allowance

Member's claim form

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

Robert Syme

Constituency

Poole

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 / 10 / 05 to 31 / 10 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1017 : 00 p ✓

Food

£ 250 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 96 : 50 p ✓

Telephone and telecommunications

£ 31 : 41 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 42 : 00 p ✓

▶ please specify 827 TV

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1436 : 91 p

Details of second home *if applicable*

Address of
second home
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

Date

27/12/05

Data protection

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Member's claim form

20 AUG 2005

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

ROBERT SYMS

Constituency

POOLE

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 / 8 / 05 to 31 / 8 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1017 : 00 p ✓

Food

£ 250 : 00 p ✓

Utilities

£ 30 : 99 p ✓

Council Tax/Rates

£ 96 : 50 p ✓

Telephone and telecommunications

£ 38 : 22 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 230 : 22 p ✓

Other

£ 41 : 00 p ▶ please specify Sky

Other

£ 126 : 50 p ▶ please specify TV License

Other

£ : p ▶ please specify

Total

£ 1830 : 43 p

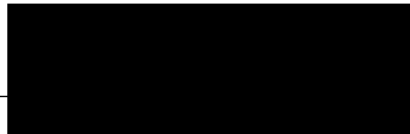
Details of second home *if applicable*

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

30 / 8 / 05

Data protection

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Validation Team, Operations Directorate,
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29 JUL 2005

Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

Robert Syms

Constituency

POOLE

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 1 7 105 to 31 1 7 105

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1017 : 00 p

Food

£ 250 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 96 : 50 p

Telephone and telecommunications

£ 34 : 38 p (DT)

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 41 : 00 p

please specify SK7

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1438 : 88 p

Details of second home *if applicable*

Address of
second home
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

Date

29/7/05

Data protection

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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

06 JUL 2005

05/06

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

R. SYMS

Constituency

POOLE

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 1 6 105

to 30 6 105

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (Interest only) or rent

£ 1017 : 00 p ✓

Food

£ 250 : 00 p

Utilities

£ 103 : 17 p

Council Tax/Rates

£ 96 : 50 p

Telephone and telecommunications

£ 25 : 30 p

Cleaning

£ : p

Service/maintenance

£ 7490 : 00 p

Repairs/insurance/security

£ : p

Other

£ 41 : 00 p

▶ please specify SKY

Other

£ : p

▶ please specify

Other

£ : p

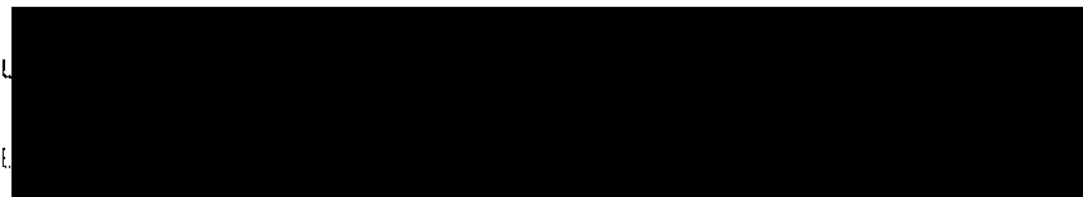
▶ please specify

Total

£ 9022.97 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

36/6/05

Data protection

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

Mr R. Syms MP

Dear Mr. Syms,

Further to my previous communication, I am writing to you to confirm the starting date of 11/07/05 for the general repairs. The revised figure of the Contractor £35,265.00 and is based on their original tender dated 08/01/2004. This means that the following are due by the dates shown below:

AMOUNT	ITEM	DATE DUE	
• Repair share		26/06/05	£7100.00
• On Account Service Charges		01/07/05	£340.00
• Ground Rent		01/07/05	£50.00

Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicate

Text



Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

~~04_05~~ / 05_06

Expenditure type (Cat5) :



Please pay £ 1729-88

* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd home address
Budget checked
Claim signed
Claim correctly dated

✓
✓
✓
✓
✓
✓

* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)





Member's claim form

07 JUN 2005

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

Robert Syme

Constituency

Poole

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.
- 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 4 15 05 to 31 5 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1017 : 00 p

Food

£ 250 : 00 p

Utilities

£ 82 : 25 p

Council Tax/Rates

£ 96 : 50 p

Telephone and
telecommunications

£ 34 : 72 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 41 : 00 p

Other

£ 388 : 00 p

Other

£ : p

Total

£ 1909 : 47 p

$\Rightarrow \frac{26}{31} = \frac{263}{31} = \text{£}852.97$

2005 GAS
 $-\frac{26}{31} = \text{£}80.94$

▶ please specify Sky

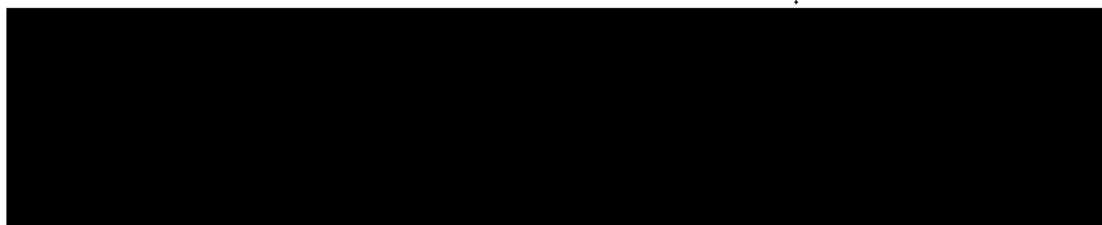
▶ please specify Furniture

▶ please specify 1729-88

$\frac{31}{5} \times 100 = 83.8\%$
plane pay

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

29/5/05

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

Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated

Text

Invoice No. 9/5/05 .

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :

Day £ 595.94.

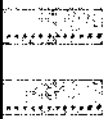
* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held	<input checked="" type="checkbox"/>
Addresses comply with central records	<input checked="" type="checkbox"/>
Invoices relate to 2 nd home address	<input checked="" type="checkbox"/>
Budget checked	<input checked="" type="checkbox"/>
Claim signed	<input checked="" type="checkbox"/>
Claim correctly dated	<input checked="" type="checkbox"/>

* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)





Member's claim form

10 MAY 2009

05/06

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

Robert Syme

Constituency

Poole

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.
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 11/4/05 to 30/4/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1017 : 00 p

÷ 30 = £33.90 x 11 days = £372.90

Food

£ 250 : 00 p

= £446.66

Utilities

£ : p

Council Tax/Rates

£ 96 : 50 p

÷ 30 = £3.21 x 11 days = £35.38

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 41 : 00 p

please specify

Ski

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1308 : 00 p

£ 1404 : 50

Plan A7

11/30 = 36%

£595.94

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

9/5/05

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