

Additional Costs Allowance

09/10

ACA2

Member's claim form

424094 SP 2 5/11

668003 Page 1 of 2

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.

INV. A

514602

514500

Your details

Name in CAPITAL LETTERS

Tom Clark

Constituency

Cambridge Christchurch Bellshill

Office use only

Costc

M CLARTCO

Supp/Res ID

[Redacted]

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.

5883649 MB MIS

Please list

- all items costing £25 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel costs.

Period of claim

from 01/10/09 to 30/10/09

Total cost of hotel stays attach all receipts

514630

£ 672 : 00 p ✓

Mortgage payments (interest only) or rent

£ : p ✓

Food

514637 £ 2.00 : 00 (x8) 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

£ 872 : 00 p ✓

VALIDATION 05 MAY 2009 RECEIVED

continued on page 2

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

I DO NOT HAVE
A SECOND HOME.
Hotels ✓

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

[Redacted Signature] MP

Date

1/5/09 ✓

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

Telephone: [REDACTED] Facsimile: [REDACTED]
 email: [REDACTED] www: [REDACTED]

Bill number: [REDACTED]

MAIN BILL

Date: 23/04/2009 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number : [REDACTED] ✓
 Room type : WDB West Dbl
 Board type : RR Room
 Adults : 2
 Children : 0
 Rate : 157.00
 Period : 21/04/2009 - 23/04/2009
 No of nights : 2

Agent : Member
 Res/Group : [REDACTED] Rt Hon Tom Clarke, CBE JP MP

Date	Transaction	Description	Charge	Credit	Balance
23/04/2009	[REDACTED]	Members' Rate	147.00		147.00
23/04/2009	[REDACTED]	Members' Rate	147.00		294.00
23/04/2009	[REDACTED]	Credit Cards (EFT) Auth code [REDACTED] EFT no:4886		294.00	0.00
TOTAL:			294.00	294.00	0.00
			TOTAL SUBJECT TO VAT	: £	255.64
			TOTAL VAT	: £	38.36
			TOTAL ZERO RATE/EXEMPT	: £	0.00
			TOTAL INVOICE	: £	294.00

CREDIT CARD SALES VOUCHER		SALE	MNo: 84830662
VISA DEBIT			TID: 20268494
CARD NO:	[REDACTED]	EXP:	[REDACTED] START: [REDACTED] APSN: 1
DATE:	23/04/2009 09:15	AUTH CODE:	[REDACTED] ICC
PLEASE DEBIT MY ACCOUNT		APP ID:	A0000000032010
Verified by PIN		AMOUNT:	£ 294.00
PLEASE RETAIN FOR YOUR RECORDS		T# 4886 NS	

Signature _____

Telephone: [REDACTED] Facsimile: [REDACTED]
email: [REDACTED]

Bill number: [REDACTED]

MAIN BILL

Date: 30/04/2009 Page: 1

Rt Hon Tom Clarke, CBE JP MP

Room number : [REDACTED] ✓
Room type : SB Single
Board type : RR Room
Adults : 1
Children : 0
Rate : 126.00
Period : 27/04/2009 - 30/04/2009
No of nights : 3

Agent : Member
Res/Group : [REDACTED] Rt Hon Tom Clarke, CBE JP MP

Date	Transaction	Description	Charge	Credit	Balance
27/04/2009	[REDACTED]	Members' Rate	126.00		126.00
28/04/2009	[REDACTED]	Members' Rate	126.00		252.00
29/04/2009	[REDACTED]	Members' Rate	126.00		378.00
30/04/2009	[REDACTED]	Credit Cards (EFT) Auth code [REDACTED] EFT no:5269		378.00	0.00

TOTAL: 378.00 378.00 0.00

TOTAL SUBJECT TO VAT : £ 328.71
TOTAL VAT : £ 49.29
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 378.00

CREDIT CARD SALES VOUCHER		SALE	MNo: 54830662
VISA DEBIT			TID: 20268494
CARD NO: [REDACTED]		EXP: [REDACTED]	START: [REDACTED] APSN: 1
DATE: 30/04/2009 09:21		AUTH CODE: [REDACTED]	ICC: [REDACTED]
PLEASE DEBIT MY ACCOUNT		APP ID:	A0000000082010
Verified by PIN		AMOUNT:	£ 378.00
PLEASE RETAIN FOR YOUR RECORDS		T#	5269 NS

Signature _____



The Rt. Hon. Tom Clarke CBE MP
Member of Parliament
Coatbridge Chryston & Bellshill

Thursday, 30 April 2009

Members' Allowances Section
Operations Directorate
Fees Office
3RD Floor
7 Millbank
LONDON
SW1 0AA

05 MAY 2009

Dear

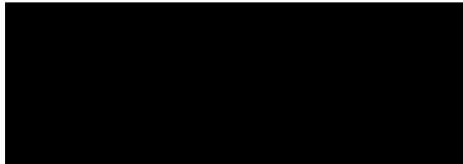
Colleague,

RE: MEMBERS' ACA & CAR ALLOWANCES CLAIM FORMS

Please find attached my completed claim forms for the period covering April 09.

Thanking you for your co-operation and I trust that this is all in order but please do not hesitate to contact me if there are any matters requiring clarification.

Best wishes
Yours sincerely



TOM CLARKE MP



HOUSE OF COMMONS

8 JUN 2009

PAAE 2

Member's Reimbursement Form
Personal Additional Accommodation Expenditure (PAAE)

Office use only

Cost/Cat2

M CLARK CO

Allowance 514602

Supp/Res ID

[Redacted]

687300

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

Tom Chantler

Coatbridge, Erongani & Ballsbl

Claim details

Month/period to be claimed

From

01052009

To

31052009

Subsistence

(No receipts required)

Number of nights spent away from main home

7

@ £25.00 per night £

175.00

Exp type/
Cat5

514637

Cost of accommodation

Mortgage interest £

514 ---

Hotel £

882.00

514 630

Rent (inc deposits) £

514 ---

Council Tax/rates £

514 ---

Fixtures, fittings and furnishings

5889336

J£ 12/6

Total £

514 ---

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

Total £

514 ---

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

43027
1576/07
Grand Total £ 1057.00

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green'Book.

Member's Signature

[Redacted Signature]

Date

4/6/09

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 HMRC. 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).

About filling in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA



Telephone: [redacted] Facsimile: [redacted]
email: [redacted]

Bill number: [redacted]

MAIN BILL

Date: 04/06/2009 Page: 1

Rt Hon Tom Clarke, CBE JP MP



Room number : [redacted]
Room type : SB Single
Board type : RR Room
Adults : 1
Children : 0
Rate : 126.00
Period : 05/05/2009 - 06/05/2009
No of nights : 1

Agent : Member
Res/Group : [redacted] Rt Hon Tom Clarke, CBE JP MP

Date	Transaction	Description	Charge	Credit	Balance
05/05/2009	[redacted]	Members' Rate	126.00		126.00
06/05/2009	[redacted]	Credit Cards (EFT) Auth code [redacted] EFT no:5580		126.00	0.00
TOTAL:			126.00	126.00	0.00
TOTAL SUBJECT TO VAT			: £		109.57
TOTAL VAT			: £		16.43
TOTAL ZERO RATE/EXEMPT			: £		0.00
TOTAL INVOICE			: £		126.00

Signature _____



Telephone: [redacted] Facsimile: [redacted]
email: [redacted]

Bill number: [redacted]

MAIN BILL

Date: 04/06/2009 Page: 1

Rt Hon Tom Clarke, CBE JP MP



Room number : [redacted]
Room type : SB Single
Board type : RR Room
Adults : 1
Children : 0
Rate : 126.00
Period : 18/05/2009 -21/05/2009
No of nights : 3

Agent : Member
Res/Group : [redacted] Rt Hon Tom Clarke, CBE JP MP

Date	Transaction	Description	Charge	Credit	Balance
18/05/2009	[redacted]	Members' Rate	126.00		126.00
19/05/2009	[redacted]	Members' Rate	126.00		252.00
20/05/2009	[redacted]	Members' Rate	126.00		378.00
21/05/2009	[redacted]	Credit Cards (EFT)		378.00	0.00
		Auth code [redacted] EFT no:6417			

TOTAL: 378.00 378.00 0.00

TOTAL SUBJECT TO VAT : £ 328.71
TOTAL VAT : £ 49.29
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 378.00

Signature _____



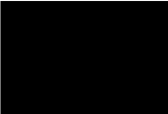
Telephone: [redacted] Facsimile: [redacted]
email: [redacted]

Bill number: [redacted]

MAIN BILL

Date: 04/06/2009 Page: 1

Rt Hon Tom Clarke, CBE JP MP



Room number : [redacted]
Room type : WDB West Dbl
Board type : RR Room
Adults : 2
Children : 0
Rate : 126.00
Period : 11/05/2009 -14/05/2009
No of nights : 3

Agent : Member
Res/Group : [redacted] Rt Hon Tom Clarke, CBE JP MP

Date	Transaction	Description	Charge	Credit	Balance
11/05/2009	[redacted]	Members' Rate	126.00		126.00
12/05/2009	[redacted]	Members' Rate	126.00		252.00
13/05/2009	[redacted]	Members' Rate	128.00		378.00
14/05/2009	[redacted]	Credit Cards (EFT)		378.00	0.00
		Auth code [redacted] EFT no:5993			

TOTAL: 378.00 378.00 0.00

TOTAL SUBJECT TO VAT : £ 328.68
TOTAL VAT : £ 49.32
TOTAL ZERO RATE/EXEMPT : £ 0.00
TOTAL INVOICE : £ 378.00

Signature _____



The Rt. Hon. Tom Clarke CBE MP
Member of Parliament
Coatbridge Chryston & Bellshill

08 JUN 2009

Friday, 05 June 2009

Members Allowance Section
Operations Directorate
Fees Office
3rd Floor
7 Millbank
LONDON
SW1 0AA

Dear

Colleague

Re: Members ACA & CAR Allowances Claim Forms

Please find attached my completed claim forms for the period covering May 2009.

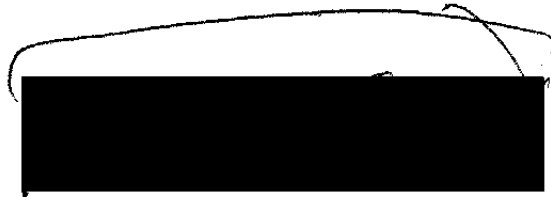
I trust that this is all in order, and if not you will be kind enough to advise me accordingly.

Thanking you for your co-operation.

Best wishes
Yours sincerely


TOM CLARKE MP

Error refs
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