



Additional Costs Allowance

AGA2

Member [redacted] m [redacted]

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

BEN BRADSHAW

Constituency

EXETER

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 / / to / /

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 2596 : 75 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

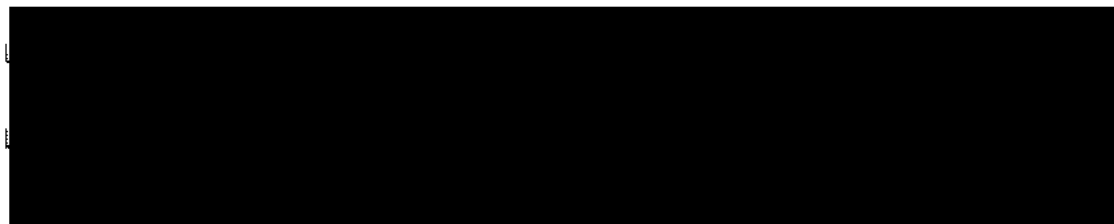
▶ please specify

Total

£ 2596 : 75 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

16 Jan 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.

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

User  
Surname

BRADISHAW

Authorised Service Engineer

STD Code

Phone Number

SERVICE

MATERIAL

LABOUR £1970.00

CALLOUT £240.00

SUBTOTAL £2210.00

VAT@17.5% 386.75

TOTAL £2596.75

ENGINEER'S SIGNATURE

CUSTOMER'S SIGNATURE .....



# Member's claim form

28 NOV 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 7218 1592.

## Your details

Name  
in CAPITAL LETTERS

Constituency

BEN BRADSHAW  
EXETER

## 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.

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 AUG 05 to 1 DEC 05 X4

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2731 : 28 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 270 : 00 p ✓

Telephone and  
telecommunications

£ : p

Cleaning

£ 400 : 00 p ✓

Service/maintenance

£ 377 : 00 p ✓

Repairs/insurance/  
security

£ 150 : 00 p ✓

Other

£ 50 : 00 p ✓

▶ please specify Water

Other

£ : p

▶ please specify

Other

£ : p

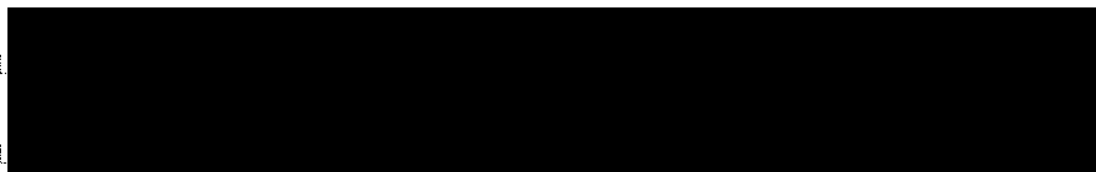
▶ please specify

Total

£ 3978 : 28 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

Signature



MP

Date

20 Nov 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



FINANCE & ADMINISTRATION  
HOUSE OF COMMONS

Additional C  
Member

Form ACA2  
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Members' Allowances

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this form

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Your details

Name  
in CAPITAL LETTERS

BEN BRADSHAW

Constituency

EXETER

Claim details

Notes

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- 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 hotels

Period of claim

from 1 APR 05 to 31 JUL 05 x 4

Total cost of hotel stays  
attach all receipts

£ 2731 : 28 : 98  
 $\frac{98}{22 \text{ days}} = £ 4.45$   
= £ 2193.98

Mortgage payments  
(interest only) or rent

£

Food

£

Utilities

£

Council Tax/Rates

£ 270 : 00 p

Telephone and  
telecommunications

£

Cleaning

£ 400 : 00 p

Service/maintenance

£ 370 : 00 p

Repairs/insurance/  
security

£ 150 : 00 p

Other

£ 50 : 00 p

▶ please specify

Water

Other

£ : : p

▶ please specify

Other

£ : : p

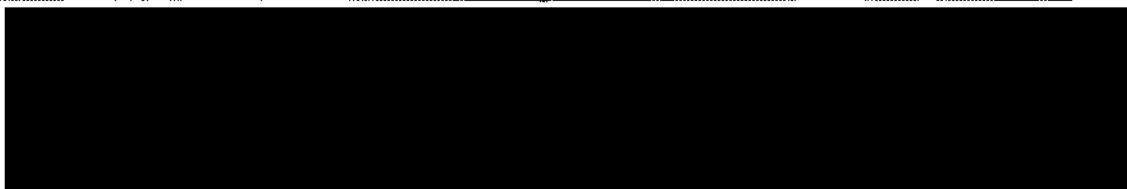
▶ please specify

Total

Pay £ 3,199.88

**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

11 Aug 05**Data protection**

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