



Member's claim form

About filling in this form

- For details of costs you can claim for, see Green Book section 2.
If you have any doubt about whether you can claim for a cost, please call: 020 7219 1340.

Your details

Name in CAPITAL LETTERS

CHERYL GILLAN

Constituency

CHESHAM & WYREHAM

Office use only

Costs

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 / 3 / 08 to 30 / 3 / 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,200 : 00 p ✓

Food

£ 100 : 00 p ✓

Utilities

£ 50 : p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 50 : p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

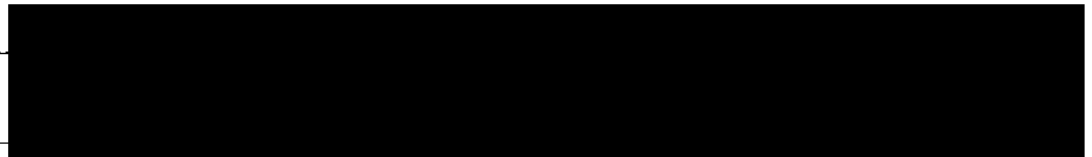
Total

£ 1,400 : 00 p ✓

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

Address of  
second home  
for Additional  
Costs Allowance

L  
L



✓

**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

L



MP

Date

L

16/03/08

✓

**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

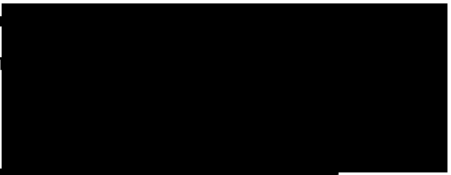
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Member's claim form

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

CHERYL GILLAN

Constituency

CHESHAM / ADERSMAN

Office use only

Costs



Claim details

You can only claim for

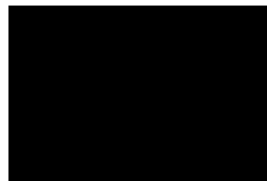
- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

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 / 08 to 31 / 1 / 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,300 : 00 p ✓

Food

£ : p

Utilities

£ 27 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 35 : 75 p ✓

Cleaning

£ 50 : 00 p ✓

Service/maintenance

£ 1,458 : 68 p ✓

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,871 : 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

30/1/08

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**Send your completed  
form to**

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

Date  
25 October 2007

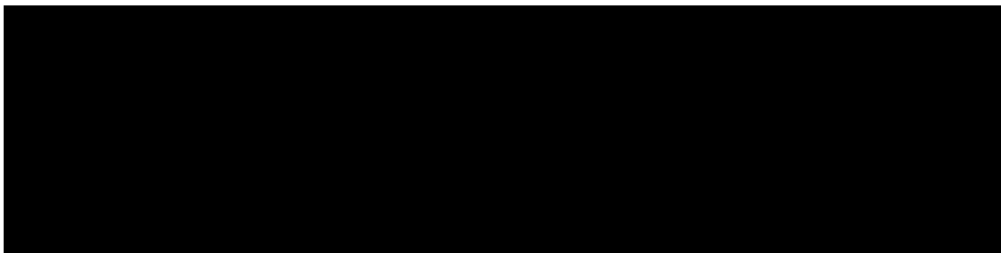
**Debit balance**                      **£ 35.75**

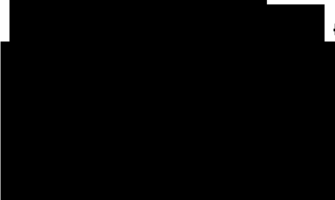
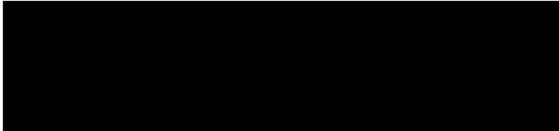
bill date 15 Jan 08

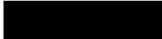

Page 3 of 4

MS C GILLAN

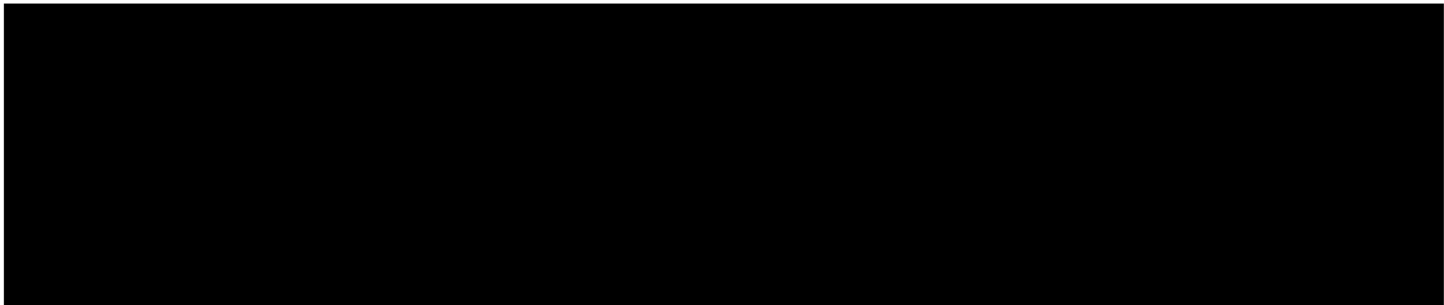
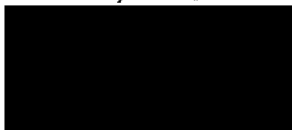
electricity bill: **-£4.58**



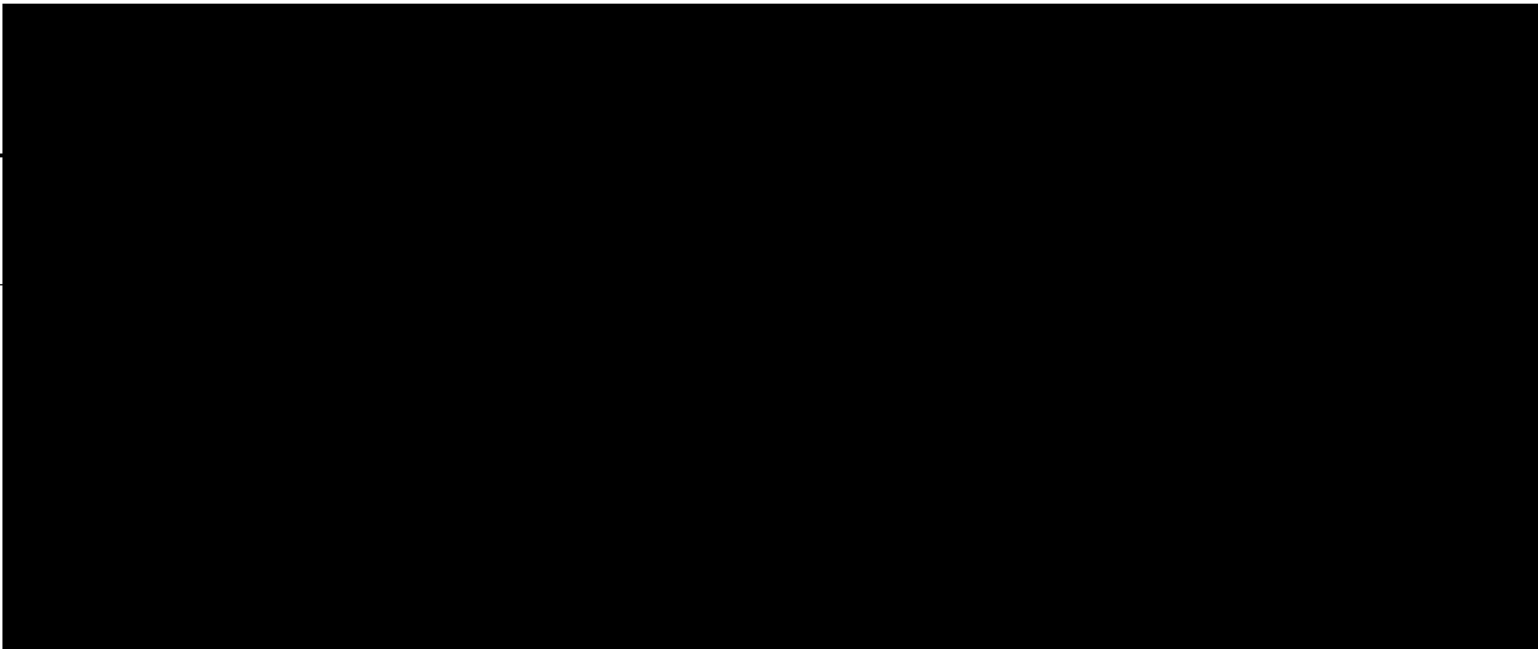
To:  C E Gillan 

Invoice No:   
Date: 3 Jan 2008  
Account No: 

Payment Due	Description	Period	Amount
1 Feb 2008	Service Charge	1 Feb 2008 to 31 Jul 2008	1,251.80
<b>Total:</b>			<b>£1,251.80</b>
<b>b/fwd balance:</b>			<b>£67.63</b>
<b>Total Due:</b>			<b>£1,319.43</b>



**REMITTANCE ADVICE**



APPLICATION FOR PAYMENT  
For

To: [REDACTED] C E Gillan [REDACTED]

Invoice No: [REDACTED]  
Date: 3 Jan 2008  
Account No: [REDACTED]

Payment Due	Description	Period	Amount
1 Feb 2008	Service Charge	1 Feb 2008 to 31 Jul 2008	139.25
<b>Total:</b>			<b>£139.25</b>
<b>b/fwd balance:</b>			<b>£0.00</b>
<b>Total Due:</b>			<b>£139.25</b>

REMITTANCE ADVICE



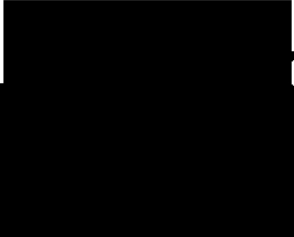


Additional Costs Allowance

ACA2

0102 NOV 4 0

Member's claim form



12

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS CHERYL GILMAN

Constituency CHESHAM + AMERYHAM

Office use only  
Costs

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 / 07

to 31 / 12 / 07

Total cost of hotel stays £ : p  
attach all receipts

Mortgage payments £ 1,500 : 00 p  
(interest only) or rent

Food £ 250 : 00 p

Utilities £ 45 : 00 p

Council Tax/Rates £ : p

Telephone and telecommunications £ : p

Cleaning £ 100 : 00 p

Service/maintenance £ : p

Repairs/insurance/security £ 229 : 13 p

Other £ : p

▶ please specify

Other £ : p

▶ please specify

Other £ : p

▶ please specify

Total £ 2,174 : 13 p

£ 2,174.13 ✓

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

**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] MP

Date

3/1/07

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Send your completed  
form to

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

# INVOICE

Date Invoice  
12/12/2007

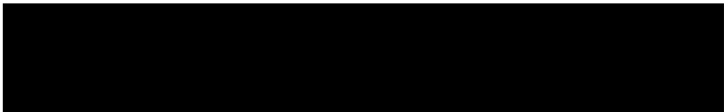
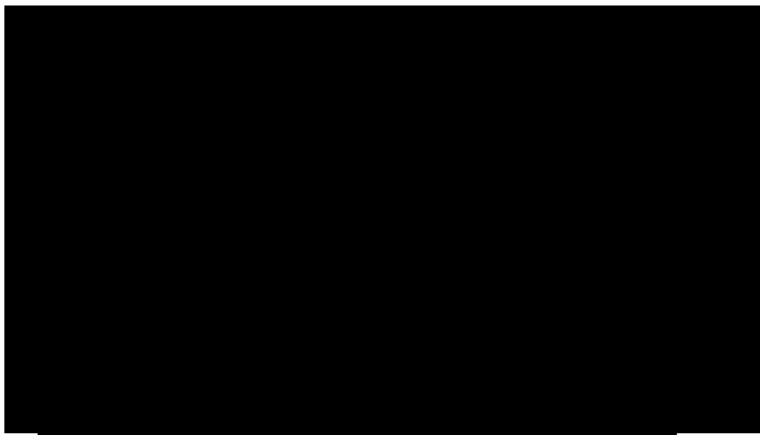
NAME:  
ADDRESS:

POSTCODE:

TEL:

RE:

Quantity	Description	£	Net Amt	VAT
1	LABOUR CHARGE	90.00	90.00	15.75
1	TIMER	105.00	105.00	18.38
	REPAIRS TO [REDACTED] BOILER.  FAULTY TIME CONTROL REPLACED.			
TERMS: 14 DAYS		<b>SUBTOTAL</b>	<b>195.00</b>	
		<b>VAT</b>	<b>34.13</b>	
		<b>Total</b>	<b>229.13</b>	

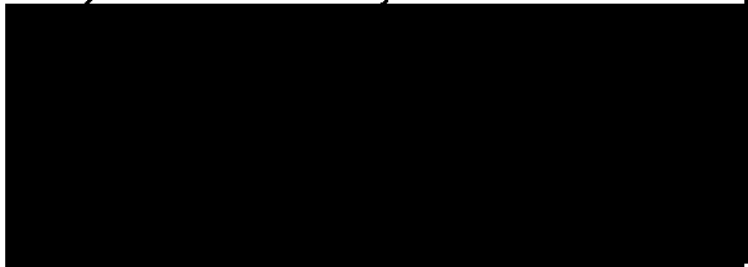


## Your gas statement

Your current balance is in credit by **£51.67**



Payments received - thank you **£45.00 cr**



Amount carried forward **£51.67**  
to your next statement in credit

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Member's claim form

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Your details

Name in CAPITAL LETTERS

CHERYL GILGAN

Constituency

CHESTER & ANERSTON

Office use only

Costs

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 6 / 11 / 07 to 31 / 11 / 07 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,500 : 00 p ✓

Food

£ 100 : 00 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

£ 1,600 : 00 p ✓

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

Address of  
second home  
*for Additional  
Costs Allowance*

[Redacted]

**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]

MP

Date

27/11/07

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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

07 NOV 2007

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

CHERYL GILLAN

Constituency

CHESTER & ANERSHAM

Office use only

Costs

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 17/10/07 to 6/11/07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,500 : 00 p

Food

£ 150 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 80 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1,830 : 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 \_\_\_\_\_ment.

Signature

\_\_\_\_\_ MP

Date

5/November/07 ✓

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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





Member's claim form

30 MAY 2007 30 MAY 2007

Members' Allowances

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 1592.

Your details

Name in CAPITAL LETTERS

CHERYL GILLAN ✓

Constituency

Cresham & Amesbury

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 1 / 05 / 07 to 30 / 5 / 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,318 : 00 p ✓

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ ✓ : p

please specify

Total

£ 1,618 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

**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

Signature

[Redacted]

MP

Date

27 May 2007

**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



18 OCT 2007

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

CHERYL GILLAN

Constituency

CHESHAM + AMERSHAM

Office use only

Costs

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 10 OCT 107

to 16 OCT 107

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 1,500 : 00 p ✓

(interest only) or rent

Food

£ 100 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 80 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 120 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,700 : 00 p ✓

Please pay \$1800.00

**Details of second home** *If applicable*

Address of second home  
for Additional Costs Allowance

[Redacted]

✓

**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

Signature

[Redacted Signature]

MP

Date

16/10/07

✓

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Send your completed form to

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



01 OCT 2007

# Member's claim form

## 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.



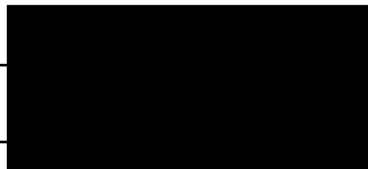
## Your details

Name  
in CAPITAL LETTERS

CHERYL GILMAN

Constituency

Chesham & Avebury



## 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 SEPT 07 to 30 SEPT 07 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,400 : 00 p

Food

£ 200 : 00 p

Utilities

£ 50 : 00 p ✓

Council Tax/Rates

£ 85 : 00 p ✓

Telephone and  
telecommunications

£ 30 : 00 p ✓

Cleaning

£ 150 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1,915 : 00 p ✓

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

**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

Signature

[Redacted]

MP

Date

28 Sep 2007

**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.

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Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



# Member's claim form

Members' Allowances

15 AUG 2007

### 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 1592.

### Your details

Name  
in CAPITAL LETTERS

CHERYL GILLAN

Constituency

CHESHAM + ATERSHAM

### Claim details

#### Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1 JULY 07 to 31 AUGUST 07 (X 2)

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2,636 : 00 p ✓

Food

£ 150 : 00 p ✓

Utilities

£ 59 : 22 p ✓

Council Tax/Rates

£ 85 : 00 p ✓

Telephone and  
telecommunications

£ : p

Cleaning

£ 200 : 00 p ✓

Service/maintenance

£ 1,262 : 11 p ✓

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

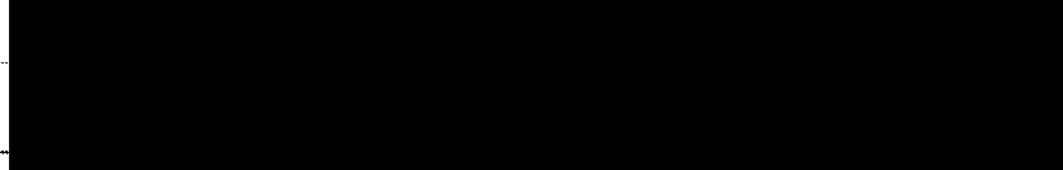
£ : p ▶ please specify \_\_\_\_\_

Total

£ 4,392 : 33 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

14 August 07

**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



MS C GILLAN

electricity bill: **-£33.83**

Charges this period (minus discounts) **£59.22**

**APPLICATION FOR PAYMENT**

**For**

To:

**C E Gillan**

Invoice No: [REDACTED]

Date: 12 Jul 2007

Account No: [REDACTED]

<b>Payment Due</b>	<b>Description</b>	<b>Period</b>	<b>Amount</b>
1 Aug 2007	Service Charge	1 Aug 2007 to 31 Jan 2008	1,251.80
		<b>Total:</b>	<b>£1,251.80</b>
		<b>b/fwd balance:</b>	<b>£-105.15</b>
		<b>Total Due:</b>	<b>£1,146.65</b>

APPLICATION FOR PAYMENT  
For





To:

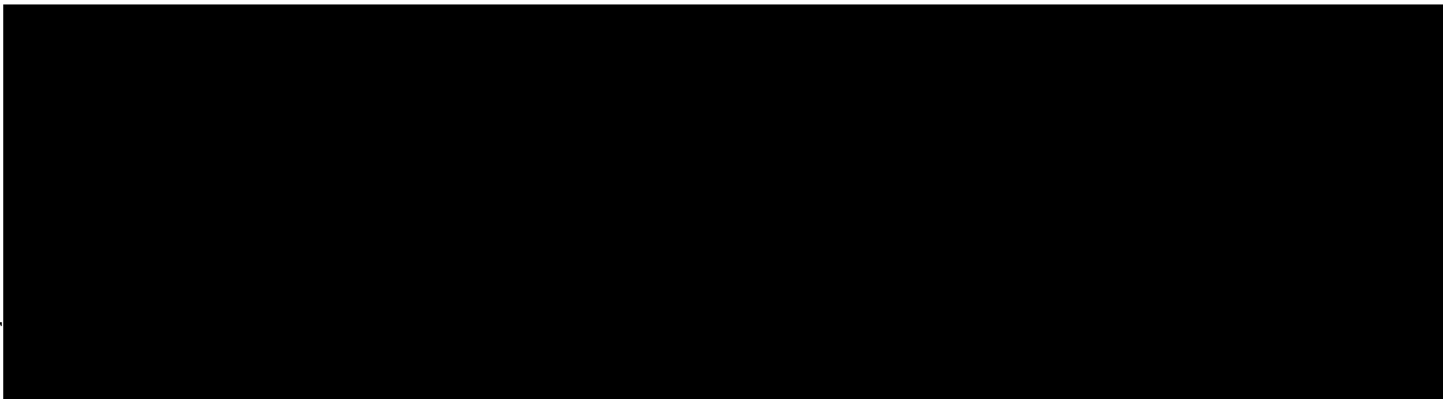


C E Gillan



Invoice No:   
Date: 12 Jul 2007  
Account No: 

Payment Due	Description	Period	Amount
1 Aug 2007	Service Charge	1 Aug 2007 to 31 Jan 2008	139.25
<b>Total:</b>			<b>£139.25</b>
<b>b/fwd balance:</b>			<b>£-23.79</b>
<b>Total Due:</b>			<b>£115.46</b>





# Member's claim form

2<sup>nd</sup> JUN 2007

## 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 159

### Your details

Name  
in CAPITAL LETTERS

CHERYL GILLAN ✓

Constituency

CHESHAM + AYLESHAM ✓

### Claim details

#### Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to 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 JUNE / 07 to 30 / 1 JUNE / 07 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,318 : 00 p ✓

Food

£ 300 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 85 : 00 p ✓

Telephone and  
telecommunications

£ : p

Cleaning

£ 100 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Total

£ 1,803 : 00 p ✓

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

**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]

MP

Date

24 June 07

✓

**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



# Member's claim form

Members' Allowances

31 APR 2007

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 1592.

## Your details

Name  
in CAPITAL LETTERS

CHEMEL GILLAN ✓

Constituency

CHESHAM & AMERSHAM

## 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 1/4/07 to 30/4/07

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,318 : 00 p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 25 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1,703 : 00 p

continued on page 2

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

Address of  
second home  
*for Additional  
Costs Allowance*

[Redacted]

**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

26/4/07

**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.

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA