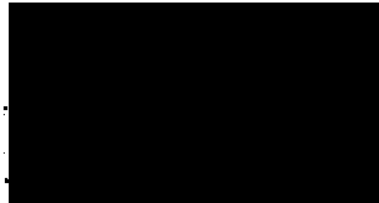


Financial Processing }

Transaction No.

Registration No.

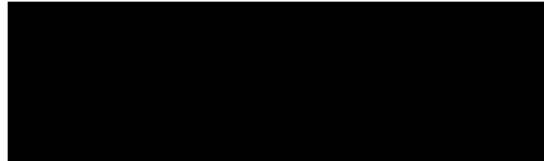


**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

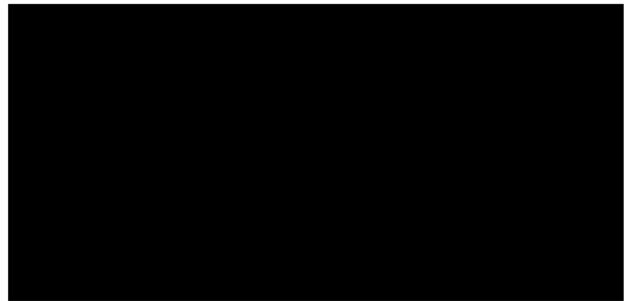
**Member Supplier ID**



**Pay recipient**

(NB Financial Processing to check whether a dedicated a/c exists)

**Text** MAR 05



**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**



*\* Validation purposes only (please tick to indicate compliance)*

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

/
/
/
/
/
/

*\* Financial Processing purposes only*

*Registered by (initials & date)*



\_\_\_\_\_

*Posted by (initials & date)*

\_\_\_\_\_



# Member's claim form

04 APR 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

David A. LAWS.

Constituency

Yeovil.

### 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 / 3 / 05 to 31 / 3 / 05

Total cost of hotel stays  
attach all receipts

~~£ : p~~

Mortgage payments  
(interest only) or rent

£ 780 : 00 p ✓

Food

£ 200 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 140 : 00 p

Cleaning

£ 140 : 00 p

Service/maintenance

£ ~~200~~ 50 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

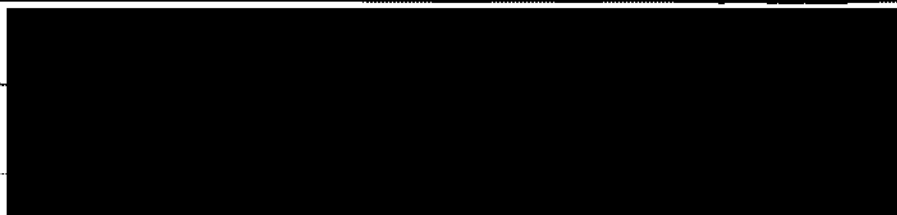
£ : p ▶ please specify

Total

£ 1,450 : 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



M.



Date

31/3/05

**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.

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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



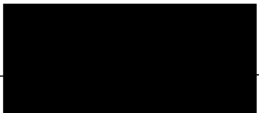
Member's claim form

01 MAR 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

David A LAWS

Constituency

Yeovil

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 / 2 / 05 to 28 / 2 / 05

Total cost of hotel stays attach all receipts

£ ~~\_\_\_\_\_~~ : ~~\_\_\_\_\_~~ p

Mortgage payments (interest only) or rent

£ 780 : 00 p

Food

£ 260 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 80 : 00 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

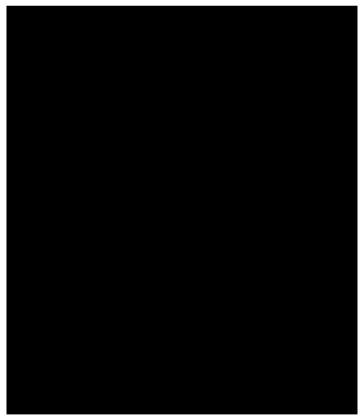
£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Total

£ 1,450 : 00 p



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

Address of  
second home  
for Additional  
Costs Allowance



Postcode

*[Handwritten signature]*

**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

*28/2/05*

**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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Send your completed  
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Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



# 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

David A. LAWS

Constituency

Yeovil.

### 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 / 1 / 05 to 31 / 1 / 05

Total cost of hotel stays  
attach all receipts

£  :  p

Mortgage payments  
(interest only) or rent

£ 780 : 00 p

Food

£ 320 : 00 p

Utilities

£ 80 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 120 : 00 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ 80 : 00 p

Repairs/insurance/  
security

£ 25 : 00 p

Other

£  :  p

▶ please specify

Other

£  :  p

▶ please specify

Other

£  :  p

▶ please specify

Total

£ 1,585 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance

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

  
MP

Date

  
31/1/05**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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# 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

David A. LAWS

Constituency

Yeovil

## 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 / 12 / 04 to 31 / 12 / 04

Total cost of hotel stays  
attach all receipts

~~£ : p~~

Mortgage payments  
(interest only) or rent

£ 700 : 00 p ✓

Food

£ 310 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and  
telecommunications

£ 145 : 00 p

Cleaning

£ 125 : 00 p

Service/maintenance

£ 80 : 00 p

Repairs/insurance/  
security

£ 100 : 00 p

Other

~~£ : p~~

▶ please specify

Other

~~£ : p~~

▶ please specify

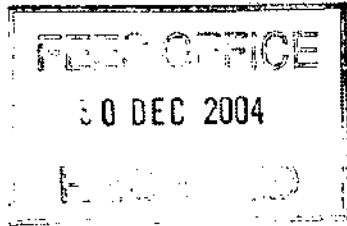
Other

~~£ : p~~

▶ please specify

Total

£ 1,620 : 00 p ✓





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

Address of  
second home  
for Additional  
Costs Allowance

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

MP

Date

27/12/04

**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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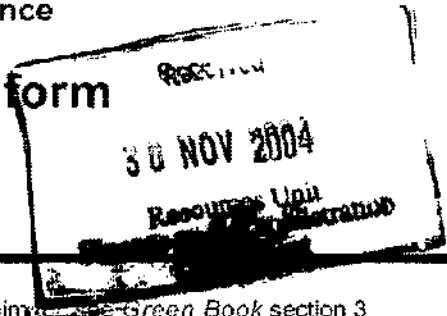
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Member's claim form



Members' Allowances

About filling in this form

- For details of costs you can claim, 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

Julia A. LAWS

Constituency

Yeovil

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 / 11 / 04 to 30 / 11 / 04

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 700 : 00 p ✓

Food

£ ~~440~~ : 00 p  $\rightarrow$  400-00

Utilities

£ 150 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 160 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ 50 : 00 p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Total

£ 1,810 : 00 p  
1,770 : 00

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

Address of  
second home  
for Additional  
Costs Allowance



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



Date

20/11/04.

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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



Members' Allowances

Additional Costs Allowance

# Member's claim form

SALARIES SERVICES

01 NOV 2004

RECEIVED

Form ACA2  
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 1592.

## Your details

Name  
in CAPITAL LETTERS

DAVID A. LAWS

Constituency

Yeovil.

## 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 for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 700 : 00 p

Food

£ 270 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and  
telecommunications

£ 130 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/  
security

£ 60 : 00 p

Other

£ 60 : 00 p

▶ please specify household items

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,580 : 00 p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

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

Date

31/10/04.

**Data protection**

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- 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

RECEIVED

Members' Allowances

DFA

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

DAVID A LAWS

Constituency

Yeovil

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 / 9 / 04 to 30 / 9 / 04

Total cost of hotel stays attach all receipts

~~£ : p~~

Mortgage payments (interest only) or rent

£ 700 : 00 p

Food

£ 120 : 00 p

Utilities

£ 80 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 50 : 00 p

Repairs/insurance/security

£ 50 : 00 p

Other

~~£ : p~~

▶ please specify

Other

~~£ : p~~

▶ please specify

Other

~~£ : p~~

▶ please specify

Total

£ 1250 : 00 p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

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

Date

20 Sept 04.

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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# 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

David A. LAWS.

Constituency

Yeovil.

### 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 / 8 / 04 to 31 / 8 / 04.

Total cost of hotel stays  
attach all receipts

~~£ \_\_\_\_\_ : \_\_\_\_\_ p~~

Mortgage payments  
(interest only) or rent

£ 700 : 00 p ✓

Food

~~£ \_\_\_\_\_ : \_\_\_\_\_ p~~

Utilities

£ 60 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 70 : 00 p

Cleaning

£ 50 : 00 p

Service/maintenance

£ 50 : 00 p

Repairs/insurance/security

£ 50 : 00 p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Total

**£1,040 : 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

Signature

Date

30/8/04

**Data protection**

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Member's claim form



Members' Allowances

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

DAVID A LAWS

Constituency

Yeovil.

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, 7, 04 to 31, 7, 04

Total cost of hotel stays attach all receipts

£  p

Mortgage payments (interest only) or rent

£ 700 : 00 p

Food

£ 350 : 00 p

Utilities

£ 70 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 90 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 50 : 00 p

Repairs/insurance/security

£ 50 : 00 p

Other

£  p

▶ please specify

Other

£  p

▶ please specify

Other

£  p

▶ please specify

Total

£ 1,470 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance

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

MP

Date

21/7/04.

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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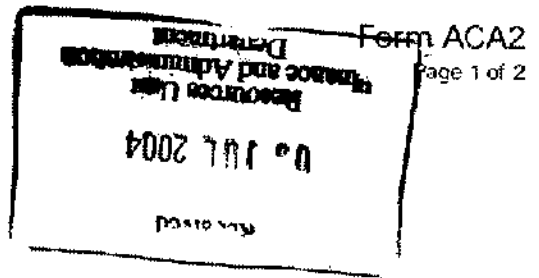
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Additional Costs Allowance

Member's claim form



Members' Allowances

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Your details

Name in CAPITAL LETTERS

David A LAWS

Constituency

Yeovil

Claim details

Notes

You can only claim for

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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.
- 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 16 04 to 30 6 04

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 700 : 00 p

Food

£ 225 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 85 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 50 : 00 p

Repairs/insurance/security

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p please specify \_\_\_\_\_

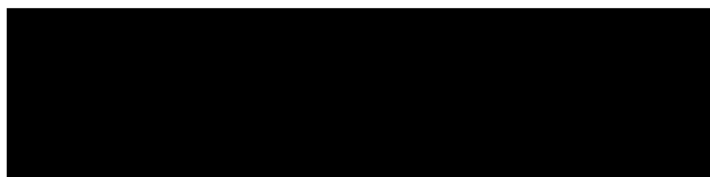
Total

£ 1270 : 00 p

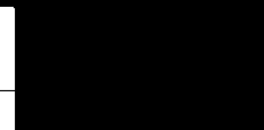
continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

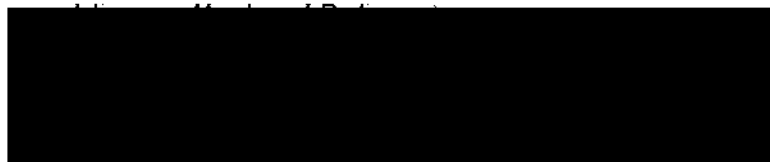


Postcode

**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

Signature



Date

 30/6/04

**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

RECEIVED

03 JUN 2004

Members' Allowances

DFA

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

DAVID A LAWS.

Constituency

Yeovil.

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 15 104 to 31 15 104

Total cost of hotel stays  
attach all receipts

~~£ : p~~

Mortgage payments  
(interest only) or rent

£ 700 : 00 p

Food

£ 200 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and  
telecommunications

£ 75 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 75 : 00 p

Repairs/insurance/  
security

£ 25 : 00 p

Other

~~£ : p~~

▶ please specify

Other

~~£ : p~~

▶ please specify

Other

~~£ : p~~

▶ please specify

Total

£ 1,335 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted address]

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

[Redacted date] 31/5/04

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# 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

JAVI A. LAWS.

Constituency

Yeovil.

## 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 14 04 to 30 14 04.

Total cost of hotel stays  
*attach all receipts*

~~£ : p~~

Mortgage payments  
(interest only) or rent

£ 700 : 00 p ✓

Food

£ 110 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 50 : 00 p

Telephone and  
telecommunications

£ 65 : 00 p

Cleaning

£ 50 : 00 p

Service/maintenance

£ 25 : 00 p

Repairs/insurance/  
security

~~£ : p~~

Other

~~£ : p~~ ▶ please specify

Other

~~£ : p~~ ▶ please specify

Other

~~£ : p~~ ▶ please specify

Total

£ 1050 : 00 p



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

Address of  
second home  
for Additional  
Costs Allowance

\_\_\_\_\_

\_\_\_\_\_

Postcode

\_\_\_\_\_

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
\_\_\_\_\_ of performing

Signature

\_\_\_\_\_

Date

\_\_\_\_\_ 30/11/04.

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