



Additional Costs Allowance

ACA2

05/0

Member's claim form

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 1349.

Your details

Name in CAPITAL LETTERS

DAVID MARSHALL MP

Constituency

GLASGOW EAST

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.

Please list

Please attach

receipts or invoices for any hotel cost even if it is less than £250

Period of claim

from 11/3/16 to 31/3/16 ✓

Total cost of hotel stays attach all receipts

£ / : / p

Mortgage payments (interest only) or rent

£ / : / p

Food

£ 390:00 p ✓

Utilities

£ / : / p

Council Tax/Rates

£ / : / p

Telephone and telecommunications

£ / : / p

Cleaning

£ 60:00 p

Service/maintenance

£ / : / p

Repairs/insurance/security

£ / : / p

Other

£ 229:00 p ✓

please specify 3 DRAWER UNIT

Other

£ 184:00 p ✓

please specify SHELVING UNIT

Other

£ ~~199:00~~ 32 MAX:00 p

please specify BEDSIDE TABLE

Total

£ ~~1,042:00~~ p

pay £ 963-00 ✓

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

L



MP

Date

L

3 - 4 - 6

**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



Additional Costs Allowance

ACA2

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section
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Your details

Name in CAPITAL LETTERS

DAVID MARSHALL M.P.

Constituency

GLASGOW EAST

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 2 16 to 28 2 16

Total cost of hotel stays  
attach all receipts

£ / : / p

Mortgage payments  
(interest only) or rent

£ / : / p

Food

£ 255 : 00 p ✓

Utilities

£ / : / p

Council Tax/Rates

£ / : / p

Telephone and telecommunications

£ 4 : 44 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 126 : 50 p ✓

▶ please specify T.V. LICENCE

Other

£ : p

▶ please specify

Other

£ : p

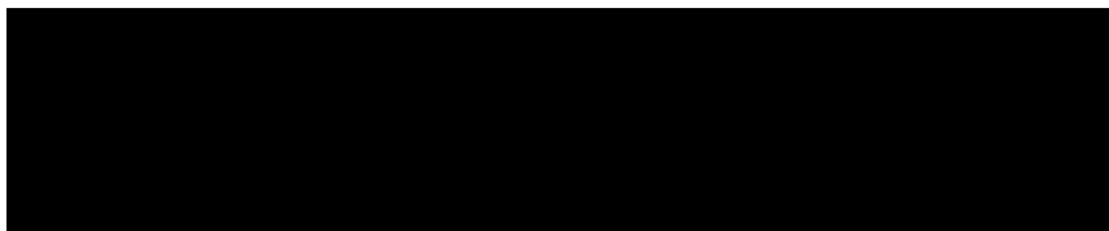
▶ please specify

Total

£ 445 : 94 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

1-3-6

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Your details

Name  
In CAPITAL LETTERS

DAVID MARSHALL M.P.

Constituency

GLASGOW EAST

Claim details

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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 hotel cost even if it is less than £250.

Period of claim

from 1 1 1 6

to 3 1 1 6

Total cost of hotel stays  
attach all receipts

£ / : / p

~~Mortgage payments~~  
(interest only) or rent

£ 1,311 : 75 p ✓

Food

£ 345 : 00 p

Utilities

£ 33 : 67 p

Council Tax/Rates

£ 46 : 00 p

Telephone and telecommunications

£ 50 : 18 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ / : / p

Repairs/insurance/  
security

£ / : / p

Other

£ 34 : 50 p

▶ please specify

LAUNDRY

Other

£ / : / p

▶ please specify

Other

£ / : / p

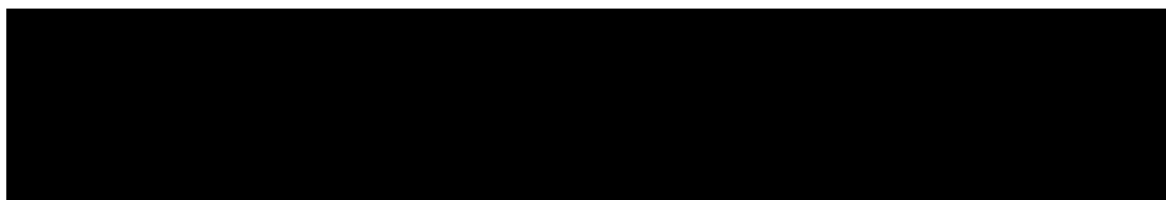
▶ please specify

Total

£ 1,881 : 10 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**

 P

**Date**

2-2-6

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Additional Costs Allowance

Member's claim form

ACA2

AN 2006

Page 1 of 2

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Your details

Name in CAPITAL LETTERS

DAVID MARSHALL MP

Constituency

GLASGOW EAST

Claim details

You can only claim for

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- 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 12 15 to 31 1 12 15

Total cost of hotel stays attach all receipts

£ / : / p

Mortgage payments (interest only) or rent

£ / : / p

Food

£ 330 : 00 p

Utilities

£ / : / p

Council Tax/Rates

£ 46 : 00 p

Telephone and telecommunications

£ 3 : 88 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ / : / p

Repairs/insurance/security

£ / : / p

Other

£ 240 : 00 p

please specify LIVING ROOM PAINTED

Other

£ 49 : 99 p

please specify SMOOTHIE MAKER

Other

£ / : / p

please specify

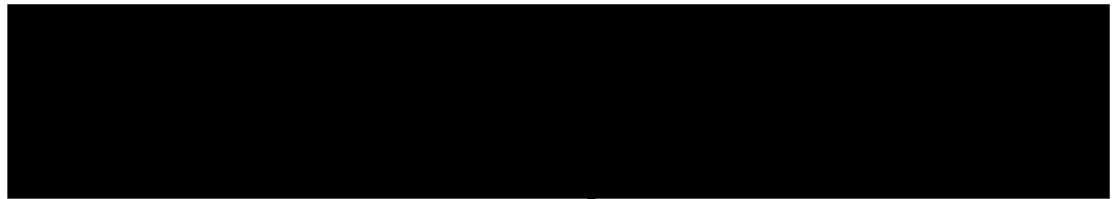
Total

£ 729 : 87 p

continued on page 2

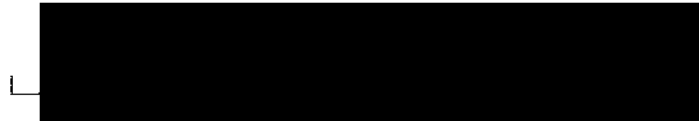
**Details of second home** *if applicable*

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



Date

5-1-6**Data protection**

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Additional Costs Allowance

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Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

DAVID MARSHALL M.P.

Constituency

GLASGOW EAST

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 11 5 to 30 11 5

Total cost of hotel stays  
attach all receipts

£ / : / p

Mortgage payments  
(interest only) or rent

£ / : / p

Food

£ 384 : 00 p ✓

Utilities

£ / : / p

Council Tax/Rates

£ 46 : 00 p ✓

Telephone and telecommunications

£ 37 : 36 p ✓

Cleaning

£ 60 : 00 p ✓

Service/maintenance

£ / : / p

Repairs/insurance/  
security

£ / : / p

Other

£ 59 : 98 p ✓

▶ please specify 2 PAIRS SHEETS

Other

£ / : / p

▶ please specify

Other

£ / : / p

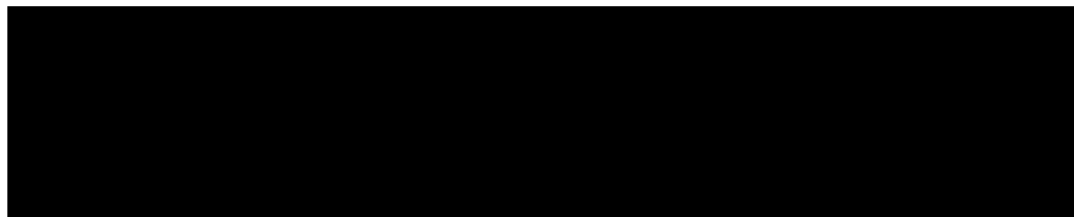
▶ please specify

Total

£ 587 : 34 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



Date

11-12-05

**Data protection**

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DAVID MARSHALL MP

Constituency

GLASGOW EAST

Claim details

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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1/10/15 to 31/10/15

Total cost of hotel stays attach all receipts

£ / : / p

Mortgage payments (interest only) or rent

£ 1,311 : 75 p ✓

Food

£ 290 : 00 p ✓

Utilities

£ 24 : 14 p ✓

Council Tax/Rates

£ 46 : 00 p ✓

Telephone and telecommunications

£ 25 : 00 p ✓

Cleaning

£ 60 : 00 p ✓

Service/maintenance

£ / : / p

Repairs/insurance/security

£ / : / p

Other

£ 24 : 99 p ✓

▶ please specify LAUNDRY & IRONING

Other

£ / : / p

▶ please specify

Other

£ / : / p

▶ please specify

Total

£ 1,781 : 88 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

31-10-05

**Data protection**

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Additional Costs Allowance

ACA2

Member's claim form

04 OCT 2005

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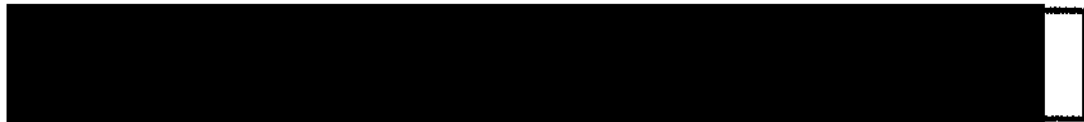
Your details

Name in CAPITAL LETTERS

DAVID MARSHALL M.P.

Constituency

GLASGOW EAST



Claim details

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 11 9 15 to 30 9 15

Total cost of hotel stays

£ / : / p

Mortgage payments (interest only) or rent

£ / : / p

Food

£ / : / p

Utilities

£ / : / p

Council Tax/Rates

£ 46 : 00 ✓

Telephone and telecommunications

£ 58 : 96 ✓

Cleaning

£ 60 : 00 ✓

Service/maintenance

£ / : / p

Repairs/insurance/security

£ / : / p

Other

£ / : / p

▶ please specify

Other

£ / : / p

▶ please specify

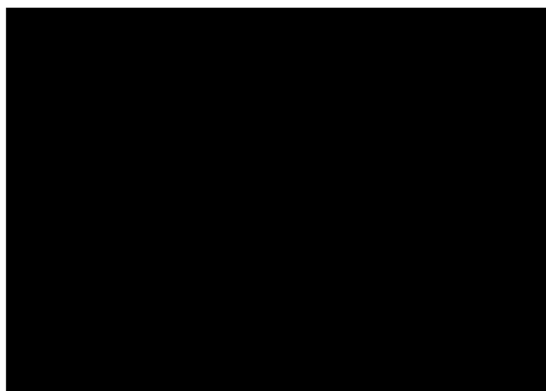
Other

£ / : / p

▶ please specify

Total

£ 164 : 96 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

1-10-5

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30 AUG 2005

Member's claim form

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Your details

Name in CAPITAL LETTERS

DAVID MARSHALL M.P.

Constituency

GLASGOW EAST

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You can only claim for

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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 11 8 15 to 31 8 15

Total cost of hotel stays attach all receipts

£ / : / p

Mortgage payments (interest only) or rent

£ / : / p

Food

£ / : / p

Utilities

£ / : / p

Council Tax/Rates

£ 46 : 00 p ✓

Telephone and telecommunications

£ / : / p

Cleaning

£ 60 : 00 p ✓

Service/maintenance

£ / : / p

Repairs/insurance/security

£ / : / p

Other

£ / : / p

▶ please specify

Other

£ / : / p

▶ please specify

Other

£ / : / p

▶ please specify

Total

£ 106 : 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

29 August 2005

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DAVID MARSHALL M.P. /

Constituency

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Please list

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Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 1 7 1 5 to 3 1 1 7 1 5

Total cost of hotel stays

£ - : - p

attach all receipts

Mortgage payments (interest only) or rent

£ 1,311 : 75 p

Food

£ 325 : 00 p

Utilities

£ 28 : 68 p

Council Tax/Rates

£ 46 : 00 p

Telephone and telecommunications

£ 27 : 09 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ - : - p

Repairs/insurance/security

£ - : - p

Other

£ 189 : 99 p

please specify 15" T.V. (BEDROOM)

Other

£ 29 : 00 p

please specify DRY CLEANING

Other

£ - : - p

please specify

Total

£ 2,017 : 51 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**

\_\_\_\_\_ P

**Date**

\_\_\_\_\_ 15 - 8 - 5.

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27 JUL 2005

Member's claim form

Page 1 of 2

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Constituency

GLASGOW EAST

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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 11 6 15 to 30 6 15

Total cost of hotel stays attach all receipts

£ / : / p

Mortgage payments (interest only) or rent

£ / : / p

Food

£ 230 : 00 p ✓

Utilities

£ / : / p

Council Tax/Rates

£ 46 : 00 p

Telephone and telecommunications

£ 4 : 53 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ / : / p

Repairs/insurance/security

£ / : / p

Other

£ 49 : 99 p ✓

please specify BATHROOM SCALES

Other

£ 42 : 00 p ✓

please specify SET OF 6 MUGS

Other

£ 36 : 00 p ✓

please specify 4 PILLOWS

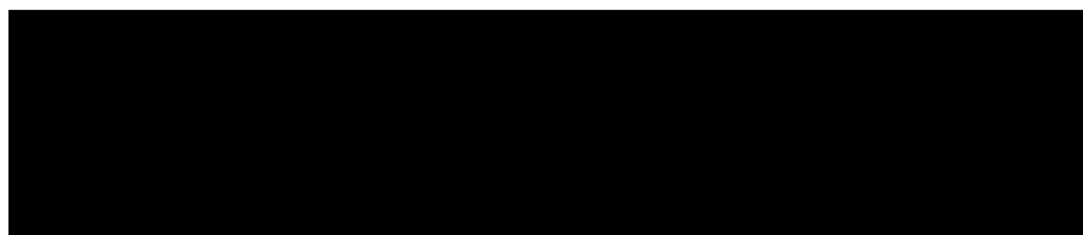
Total

£ 468 : 52 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

26 July 2005

**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



Additional Costs Allowance

ACA2

Member's claim form

05/06

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

DAVID MARSHALL

Constituency

GLASGOW EAST

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 6/5/05 to 31/5/05

Total cost of hotel stays  
*attach all receipts*

£ / : / p

Mortgage payments  
*(interest only) or rent*

£ / : / p

Food

£ 195 : 00 p ✓

Utilities

£ / : / p

Council Tax/Rates

£ 46 : 00 p

Telephone and telecommunications

£ / : / p

Cleaning

£ 60 : 00 p

Service/maintenance

£ / : / p

Repairs/insurance/  
~~security~~

£ 277 : 85 p ✓

Other

£ 38 : 60 p

▶ please specify LAUNDRY

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 617 : 45 p

continued on page 2

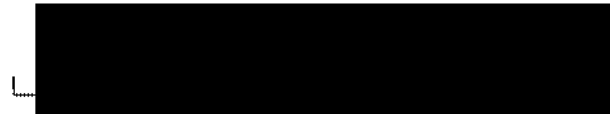
**Details of second home** *if applicable*

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

3-6-05

**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

[REDACTED]

date 19th May 2005

Mr D Marshall M.P.

[REDACTED]

Dear Mr Marshall

**Re : Household Insurance**

[REDACTED]

We thank you for your premium of £277.85 and confirm that your insurance policy has been renewed.

[REDACTED]

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 dedicat

*Text 1-11 April 05*

**Invoice No.** *11/4/05*

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

**04\_05 / 05\_06**

**Expenditure type (Cat5) :**

*✓ Day £517.10*

*\* 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>

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

*\* Financial Processing purposes only*

*Registered by (initials & date)*

*Posted by (initials & date)*





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

DAVID MARSHALL M.P.

Constituency

GLASGOW SHETTLESTON

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 1 4 1 5 to 1 1 4 1 5

Total cost of hotel stays  
attach all receipts

£ / : / p

~~Mortgage payments~~  
(interest only) or rent

£ 1,311:75 p ÷ 91 = £14.41 × 67 = £965.79.

Food

£ 125:00 p ✓

Utilities

£ 22:63 p \*✓

Council Tax/Rates

£ 49:50 p ÷ 30 = £1.65

Telephone and telecommunications

£ 28:33 p \*✓

Cleaning

£ 60:00 p ÷ 30 = £2 × 11 = £22.00.

Service/maintenance

£ / : / p

Repairs/insurance/security

£ / : / p

Other

£ / : / p

Other

£ / : / p

Other

£ / : / p

Total

£1,597:21 p

664.80

£517.10

£1181.99  
664.80  
-----  
517.10

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

**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**

1-11 April 05

**Invoice No.** [REDACTED]

**Account code / Allowance**

**Members cost centre (Cat1)**

13/4

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

Pay. £664.80.

*\* 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 <sup>nd</sup> 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)

[REDACTED]

Posted by (initials & date)

[REDACTED]



# Member's claim form

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

DAVID MARSHALL M.P.

Constituency

GLASGOW SHETTLESTON

### 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 4 1 5 to 1 1 4 1 5

Total cost of hotel stays  
attach all receipts

£ / : / p

~~Mortgage payments~~  
(interest only) or rent

£ 1,311 : 75 p ÷ 30 = £43.72 × 11 days = £480.97

Food

£ 125 : 00 p ✓ 1/4 in advance

Utilities

£ 22 : 63 p \*

Council Tax/Rates

£ 49 : 50 p

Telephone and telecommunications

£ 28 : 33 p \* ÷ 30 = £5.34 × 11 days = £58.83

Cleaning

£ 60 : 00 p

Service/maintenance

£ / : / p [Redacted]

Repairs/insurance/security

£ / : / p

Other

£ / : / p ▶ please specify

Other

£ / : / p ▶ please specify

Other

£ / : / p ▶ please specify

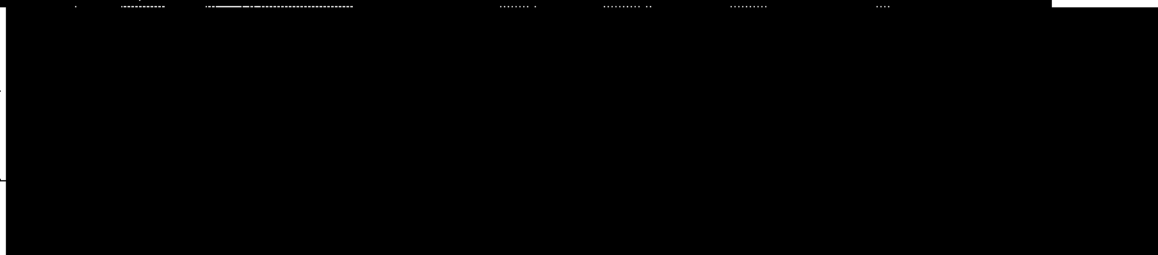
Total

1 2 2 1  
£1,597 : 21 p

664 . 80

**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

11-4-05

**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