



# Member's claim form

2004

## 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 WILLETTS

Constituency

HAVANT

## 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 / 4 / 04 to 30 / 4 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 250 : 00 p

Food

£ 150 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 2191 : 38 p

Repairs/insurance/security

£ 200 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3091 : 38 p

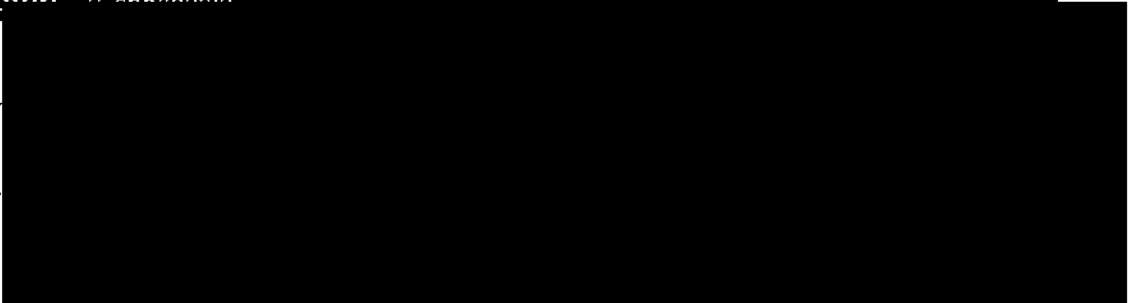
£2204.50

DAVID WILLETTS

→ £1104.50

**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

Signature



Date

13/5/04

**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

Mr [REDACTED] D. Willetts,  
[REDACTED]

18.2.04. [REDACTED]

DESCRIPTION	AMOUNT	
	£	p.
[REDACTED]	£750.00	
	£95.00	/
	£30.00	/
	£115.00	/
	£75.00	/
	£95.00	/
	£80.00	/
	£25.00	/
	£175.00	/
	£175.00	/
	£25.00	/
	£85.00	/
	£30.00	/
	£45.00	/
	£65.00	/
LABOUR		
SUB TOTAL	£1865.00	
V.A.T.	£326.38	
TOTAL £.	£2191.38	

£940 ✓  
+ VAT ~~£224~~  
£164.00  
TOTAL 1104.00



Member's claim form

Members' Allowances

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Your details

Name in CAPITAL LETTERS

DAVID WILHETTS  
HAVANT

Constituency

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.
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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 / 6 / 04 to 30 / 8 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 250 : 00 p

Food

£ 150 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and  
telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 200 : 00 p

✓  
Repairs/insurance/  
security

£ 220 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1320 : 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

[Redacted Signature]

MP

Date

25/6/04

**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**

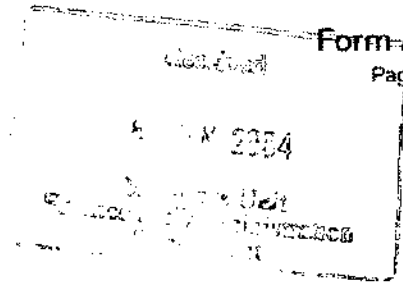
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Additional Costs Allowance

Member's claim form

Members' Allowances



About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name in CAPITAL LETTERS

DAVID WILLETTS  
HAVANT

Constituency

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 / 5 / 04 to 30 / 5 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 250 : 00 p

Food

£ 150 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and  
telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/  
security

£ 220 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1320 : 00 p

**Details of second home**

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

23/6/04

**Data protection**

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



**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.

Signature

Date

26/7/04

**Data protection**

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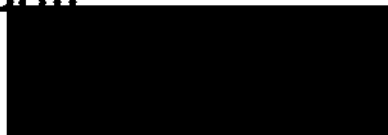
Send your completed  
form to

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





# Member's claim form



## Members' Allowances

### 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 WILLETTS

Constituency

HAVANT

## 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.
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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 / 7 / 04 to 31 / 7 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 200 : 00 p

Food

£ 200 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and  
telecommunications

£ 100 : 00 p

Cleaning

£ 200 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 200 : 00 p

Other

£ 200 : 00 p

▶ please specify

Household Travel

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1400 : 00 p



17 SEP 2004

Member's claim form

DEA

Members' Allowances

About filling in this form

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Your details

Name in CAPITAL LETTERS

DAVID WILHETTS

Constituency

HAVANT

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

£ 250 : 00 p

Food

£ 150 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/security

£ 200 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1300 : 00 p

**Details of second home**

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

16/9/04

**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

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



Member's claim form

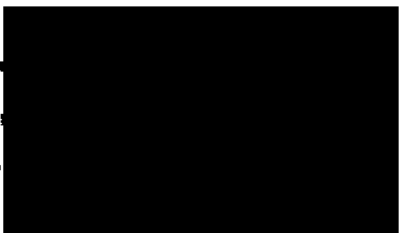
RECEIVED

18 OCT 2004

Members' Allowances

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 1592.



Your details

Name in CAPITAL LETTERS

DAVID WILLETTS

Constituency

HAUWANT

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 / 9 / 04 to 30 / 9 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 250 : 00 p

Food

£ 150 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ 200 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1200 : 00 p



**Details of second home**

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

2/10/04

**Data protection**

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Member's claim form

21 DEC 2004

Members' Allowances

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- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name  
in CAPITAL LETTERS

WILLETTS  
HAUANT

Constituency

Claim details

Notes

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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 / 04 to 30 / 10 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 250 : 00 p ✓

Food

£ 150 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and  
telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 2150 : 25 p

Repairs/insurance/  
security

£ 200 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

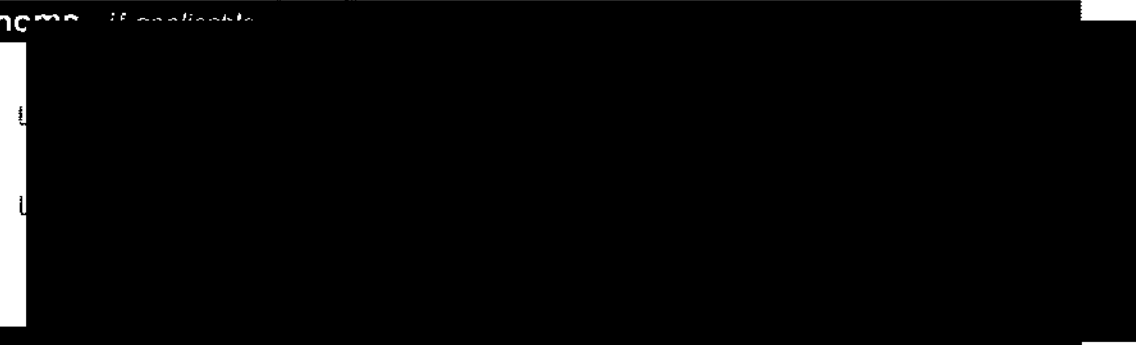
▶ please specify

Total

£ 3250 : 25 p

**Details of second home** *(if applicable)*

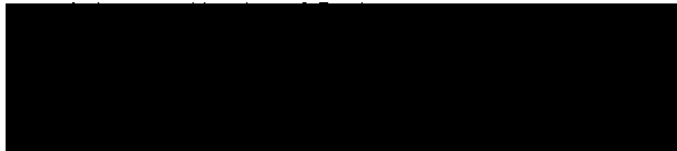
Address of  
second home  
*for Additional  
Costs Allowance*



**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

20/12/04

**Data protection**

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V.A.T. Reg. [REDACTED]

Mr. & Mrs. D. Willetts,  
[REDACTED]

7.10.04. [REDACTED]

DESCRIPTION	AMOUNT	
	£	p.
[REDACTED]	£330.00	
[REDACTED]	£385.00	
[REDACTED]	£295.00	
[REDACTED]	£175.00	
[REDACTED]	£220.00	
[REDACTED]	£425.00	
LABOUR		
SUB TOTAL	£1830.00	
V.A.T.	£320.25	
TOTAL £	£2150.25.	





Ad

# Member's claim form

DEC 2004

## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

WILLETTS

Constituency

HAVANT

## Claim details

### Notes

You can only claim for

Please list

Please attach

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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.

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

£ 250 : 00 p ✓

Food

£ 150 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/  
security

£ 200 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1300 : 00 p

**Details of second home**

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.

Signature

Date

20/12/04

**Data protection**

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# Member's claim form

21 DEC 2004

Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

WILKETS

Constituency

HAVANT

## 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 / 12 / 04 to 30 / 12 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 300 : 00 p ✓

Food

£ 200 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and  
telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/  
security

£ 200 : 00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1400 : 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 [redacted] the purpose of performing my duties [redacted]

Signature

Date

[redacted]  
2012/04

**Data protection**

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Your details

Name in CAPITAL LETTERS

DAVID WILLETTS

Constituency

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 1/1/05 to 31/1/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 250 : 00 p

Food

£ 150 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 3525 : 00 p

Repairs/insurance/security

£ 200 : 00 p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 4,625 : 00 p

1100.00

please specify

please specify

please specify

**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 the House of Commons.

Signature

Date

15/2/05

**Data protection**

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The information you give will be seen by:

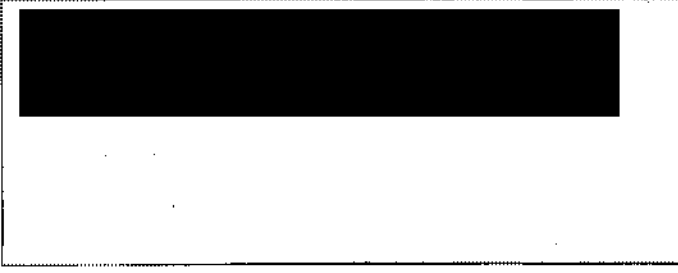
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form to

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



**1. INVOICE REFERENCE**

Invoice No: [REDACTED] ..... Date: 11/2/05 .....

Engineer's Name: [REDACTED] .....

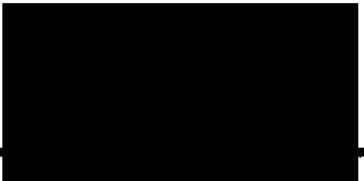
Corgi Reg. No: [REDACTED]

Fixed Price	3 000	—
+VAT	525	—
Total Cost	£ 3 525	—



Member's claim form

11 MAR 2005 5:02 PM



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

WILKETT

Constituency

H AUMPT

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

£ 250 : 00 p

Food

£ 150 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 200 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1100 : 00 p



**Details of second home**

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

\_\_\_\_\_ 10/3/05

**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.

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



Additional  
Member

Members' Allowances

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 1592.

Your details

Name  
in CAPITAL LETTERS

WILKETTS  
HAVANT

Constituency

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.

Please list

than £250.

Period of claim

from / / to 31 / 5 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 200 : 00 p

Utilities

£ 200 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and  
telecommunications

£ 150 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/  
security

£ 234 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify Day

Total

£ 1334.00 p

26 / 31 = £1118.83

**Details of second home**

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 the House of Commons.

Signature

[Redacted Signature]

Date

8/8/05

**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

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



Member's claim

Members' Allowances

About filling in this form

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

Constituency

HAMMANT

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 / 6 / 05 to 30 / 6 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 200 : 00 p

Utilities

£ 200 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and  
telecommunications

£ 150 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/  
security

£ 234 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1334 : 00 p

**Details of second home**

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

Signature

Date

8/8/05

**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



04/05

# 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

D. Willetts

Constituency

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

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

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 482 : 25 p ?

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to perform my duties as a Member of the House of Commons.

Signature



Date

**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