



Member's claim for

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

DEREK THOMAS

Constituency

MALTON

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 / 3 / 07 to 31 / 3 / 07

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 1256 : 66 p

Food

£ 200 : 00 p

Utilities

£ 74 : 00 p

Council Tax/Rates

£ 97 : 50 p

Telephone and telecommunications

£ : p

Cleaning

£ 20 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1648 : 16 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

5/4/07

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 for

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Your details

Name in CAPITAL LETTERS

D BREK TWIGG

Constituency

HALTON

Claim details

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- 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 / 07

to 28 / 2 / 07 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1256 : 66 p ✓

Food

£ 200 : 00 p ✓

Utilities

£ 74 : 00 p ✓

Council Tax/Rates

£ 97 : 50 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

£ 1628 : 16 p

£ 1628.16 ✓

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

8/3/07

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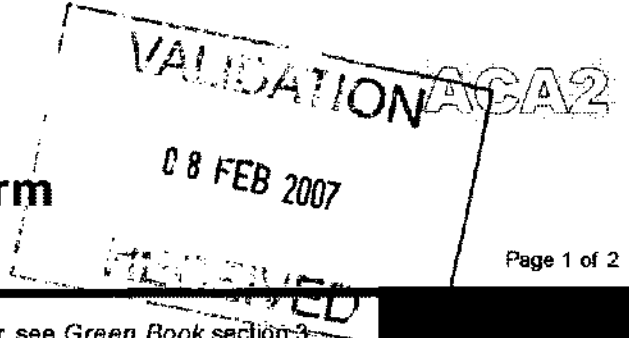
**Send your completed
form to**

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



Additional Costs Allowance

Member's claim form



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

Derek Tunstall

Constituency

Milton

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 / 07 to 31 / 1 / 07

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1256 : 66 p ✓

Food

£ 250 : 00 p ✓

Utilities

£ 74 : 00 p ✓

Council Tax/Rates

£ 97 : 50 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 20 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1698 : 16 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

6/2/07

Data protection

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Department of Finance & Administration, House of Commons, London SW1A 0AA



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

DEREK THOMAS

Constituency

NALTON

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 / 12 / 06 to 21 / 12 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1256 : 66 p

Food

£ 250 : 00 p

Utilities

£ 74 : 00 p

Council Tax/Rates

£ 97 : 50 p

Telephone and telecommunications

£ : p

Cleaning

£ 20 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 16 98 : 16 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 Signature]

MP

Date

4 Jan 2007

Data protection

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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 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DEREK TWIGS

Constituency

HALTON

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 / 11 / 06 to 30 / 11 / 06 ✓

Total cost of hotel stays
attach all receipts

£ : p ✓

Mortgage payments
(interest only) or rent

£ 1256 : 66 p

Food

£ 250 : 00 p

Utilities

£ 74 : 00 p

Council Tax/Rates

£ 97 : 50 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

£1678 : 16 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

2 / 12 / 06

Data protection

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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 1340.

Your details

Name in CAPITAL LETTERS

DEREK TWIGA

Constituency

HALTON

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 / 10 / 06 to 31 / 10 / 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1256 : 66 p

Food

£ 200 : 00 p

Utilities

£ 74 : 00 p

Council Tax/Rates

£ 97 : 50 p

Telephone and
telecommunications

£ : p

Cleaning

£ 20 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 89 : 00 p

▶ please specify Bedding

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1737 : 16 p

Details of second home

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

14/11/06

Data protection

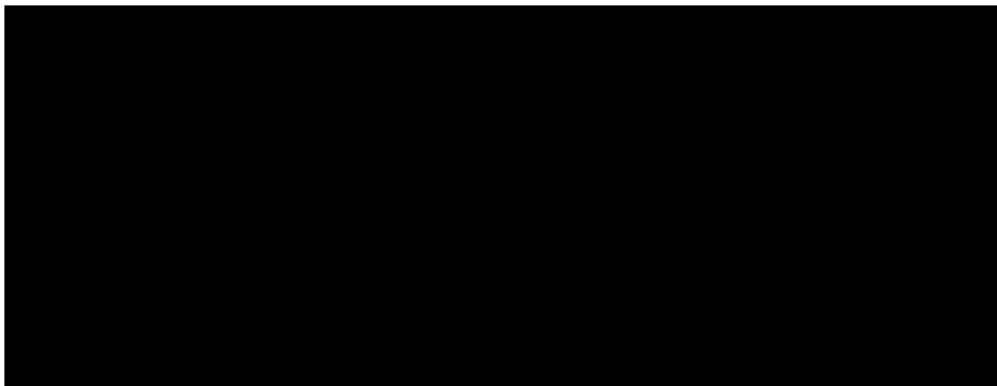
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Department of Finance & Administration, House of Commons, London SW1A 0AA



RENT DEMAND/STATEMENT

MR D TWIGG

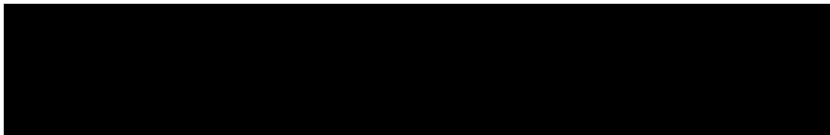


Date 07/09/06
Ref No. [Redacted]

RE: [Redacted]

11/09/06 Rent Demand
13/10/06 Rent Demand

	1213 33
	1256 66
Total due	£ 2469 99





Additional Costs Allowance Member's claim form

0007 130 6 0

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

DEREK THURGY

Constituency

MILTON

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 / 9 / 06 to 30 / 9 / 06 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(Interest only) or rent

£ 1213 : 33 p ✓

Food

£ 150 : 00 p ✓

Utilities

£ 74 : 00 p ✓

Council Tax/Rates

£ 97 : 50 p ✓

Telephone and
telecommunications

£ : p

Cleaning

£ 20 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 117 : 50 p ✓

▶ please specify

Tenant Registration Fee

Other

£ 131 : 50 p ✓

▶ please specify

TV Licence

Other

£ : p

▶ please specify

Total

£ 1703 : 83 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted address information]

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

4 Oct 2006

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

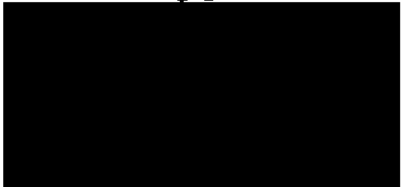
Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Our Ref: 

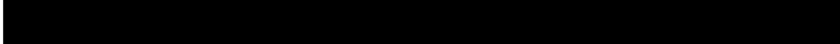
6th September 2006 ✓

Mr D. Twigg



✓

Dear Mr Twigg,

RE: 

✓

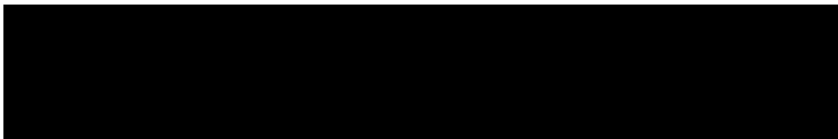
Please find enclosed two renewal Tenancy Agreements and our invoice for the registration of this tenancy. Will you please complete and sign where indicated and return both agreements to our office for completion together with your cheque in the sum of £117.50. ✓

I will forward the completed agreement to you in due course.

Yours sincerely,



Enc.





Member's claim form

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

DEREK TWIGG

Constituency

HALTON

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 / 8 / 06 to 31 / 8 / 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1213 : 33 p ✓

Food

£ 50 : 00 p ✓

Utilities

£ 74 : 00 p ✓

Council Tax/Rates

£ 97 : 50 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 20 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1454 : 83 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

5 September 2006 ✓

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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 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
Constituency

JEREMY TWIGG
HALTON

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 1/7/06 to 31/7/06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 12 13 : 33 p ✓

Food

£ 250 : 00 p ✓

Utilities

£ 74 : 00 p ✓

Council Tax/Rates

£ 97 : 50 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

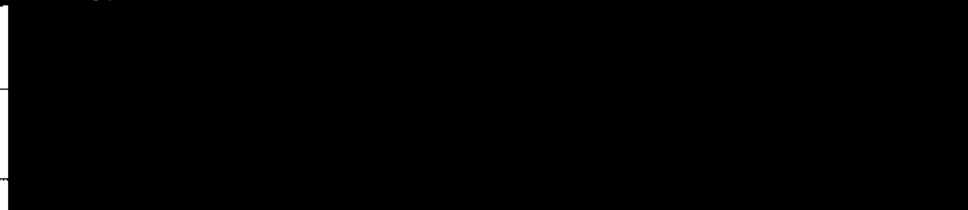
£ 16 34 : 83 p

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

|

2 / 8 / 06

✓

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



Member's claim form

03 JUL 2006

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

DEREK TWAG

Constituency

HALTON

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 / 06 to 30 / 6 / 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1213 : 33 p ✓

Food

£ 250 : 00 p ✓

Utilities

£ 74 : 00 p ✓

Council Tax/Rates

£ 97 : 50 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 20 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

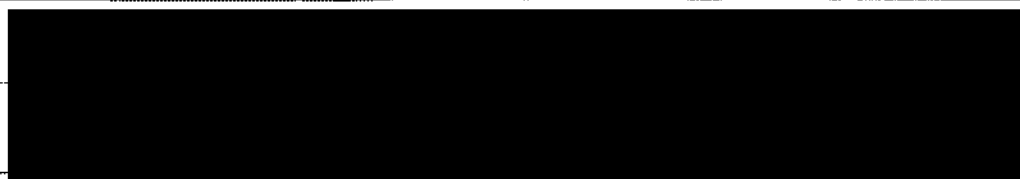
▶ please specify

Total

£ 1654 : 83 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

3/6/06

Data protection

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- 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

[Redacted] 07 000 2773

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.
- If you have any doubt about whether you can claim for a cost please call 020 7219 1592.

[Redacted]

Your details

Name in CAPITAL LETTERS

DEREK THOMAS

Constituency

HARTON

[Redacted]

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

[Redacted]

Period of claim

from 1 15 106 to 30 15 106

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1213 : 33 p ✓

Food

£ 250 : 00 p ✓

Utilities

£ 74 : 00 p ✓

Council Tax/Rates

£ 97 : 50 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

£ 1634 : 83 p

[Redacted]

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

4 June 2006

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 Costs Allowance

ACA2

Member's claim for



1 1 1 1 1 1 1 1 1 1

Page 1 of 2

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 1340.



Your details

Name in CAPITAL LETTERS

DEREK TWIAG

Constituency

HAMILTON



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 / 4 / 06 to 30 / 4 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1213 : 33 p ✓

Food

£ 250 : 00 p ✓

Utilities

£ 74 : 00 p

Council Tax/Rates

£ 97 : 50 p

Telephone and telecommunications

£ : p

Cleaning

£ 20 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify _____

Other

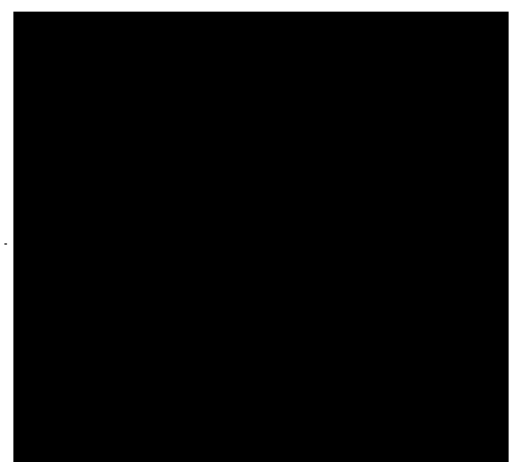
£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Total

£ 1654 : 83 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]

MP

Date

8 May 2006

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



Member's monthly car mileage claim form

6 2000 2006

When to use this form

- Use this form to ask us to reimburse you at the current Parliamentary mileage rates for the cost of standard or constituency journeys within the UK that you have incurred personally in running Parliamentary offices.

About filling in this form

- For details of costs you can claim for, see *Green Book* section 7.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

DEREK TWIGA

Constituency

MALDEN

Standard mileage claim details

You can claim for

- journey mileage via the recognised direct route between any two of the following three points: your nominated main home, constituency & Westminster.

Please list

- journey reference letter (A, B, C etc) and total number of journeys or start and finish point and date of each journey.

Please note

- if you need more space for your claim, please use the continuation section at the end of this form.

Period of claim

from 1/4/06 to 30/4/06

	Journey reference letter (A, B, C etc) or start and finish point	Total number of journeys or date of journey
Journey 1		
Journey 2		
Journey 3		
Journey 4		
Journey 5		
Journey 6		
Journey 7		
Journey 8		
Journey 9		
Journey 10		
Journey 11		
Journey 12		

Constituency mileage claim details

- You can claim for* ■ mileage incurred within your constituency
 ■ mileage incurred within 20 miles of the constituency boundary.
- Please state* ■ the constituency mileage undertaken during this period.
- Please provide* ■ full journey details for constituency mileage where available.
If your mileage exceeds 350 miles per month, please provide details of all journeys in the continuation section at the end of this form.

Total number of constituency miles | 200 miles

Parking charges claim details

- You can claim for* ■ parking charges associated with the journeys detailed in the previous two sections.
- You cannot claim for* ■ long-term parking or garaging, parking at your home, parking fines, congestion charges or road tolls.
- Please provide* ■ full details of the parking charges incurred and attach receipts where available.
If you are claiming for a parking season ticket please provide an explanation as to how it will provide value for money.


Date	Location	Amount
____ / ____ / ____	_____	£ ____ : ____ p
____ / ____ / ____	_____	£ ____ : ____ p
____ / ____ / ____	_____	£ ____ : ____ p
____ / ____ / ____	_____	£ ____ : ____ p
____ / ____ / ____	_____	£ ____ : ____ p

Vehicle ownership declaration

- Please tick**
- I declare that the vehicle used is wholly owned and maintained by me
- I declare that the vehicle used is not wholly owned and maintained by me – please provide details of ownership or car hire agreement

Declaration

I confirm that the journeys and associated parking charges were incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties, and conformed to the rules in the Green Book.

Signature  MP

Date 9 May 2008

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

Continuation section

Please use this section if you need to give further details for standard and/or constituency mileage.

Journey details of standard mileage and/or constituency mileage

Period of claim	from / / to / /	Journey reference letter (A, B, C etc) or start and finish point	Total number of journeys or date of journey
Journey 1			
Journey 2			
Journey 3			
Journey 4			
Journey 5			
Journey 6			
Journey 7			
Journey 8			
Journey 9			