

## **Additional Costs Allowance**



# Member's claim form

Page 1 of 2

About filling in this form	For details of costs you can claim for, see <i>Green Book</i> section 3  If you have any doubt about whether you can claim for a cost, please call <b>020 7219 1340</b> .
Your details	
Name in CAPITAL LETTERS  Constituency	EDDIE MCGRADY South DOWN
	Office use only
Claim details	·
You can only claim for	<ul> <li>costs you have actually paid</li> <li>additional expenses wholly, exclusively and necessarily incurred</li> <li>to enable you to stay overnight away from your only or main home</li> <li>for the purpose of performing your Parliamentary duties.</li> </ul>
Please list	<ul> <li>all items costing £250 or more and include receipts – except for food, for which receipts are not required.</li> </ul>
Please attach	receipts or invoices for any hotel cost even if it is less than £250.
Period of claim	from 01 / 07 / 06 to 30 / 11 / 06. >= 5
Total cost of hotel stays attach all receipts	E 1480 :37 p
Mortgage payments (interest only) or rent	<u>E</u> : p
Food	£ 1568: - p
Utilities	£ ; p
Council Tax/Rates	<u>ξ</u> : ρ
Telephone and telecommunications	E P
Cleaning	<u>£</u>
Service/maintenance	£ : p
Repairs/insurance/ security	E : P
Other	C 311 - DE MESSE CREATE LE BLILL CAMPA (QUIMIL MI

Other please specify Other Total



# 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 Partiament.

Signature \_\_\_\_\_ MP

#### 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.

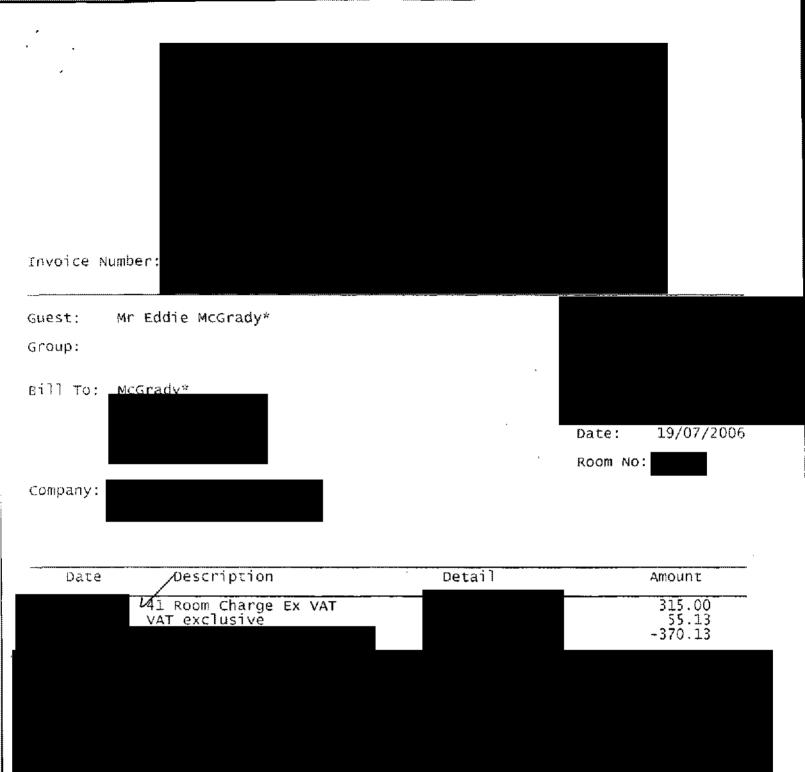
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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





Invoice Number:



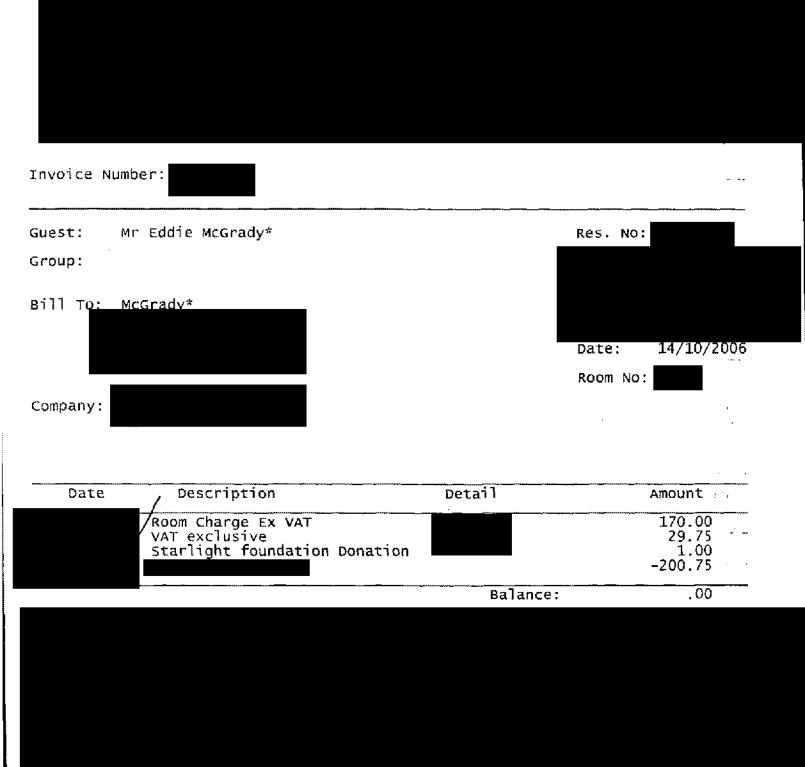
Guest: Mr Eddie McGrady\*

Group:
Bill To: McGrady\*

Company

Res. No:
Date: 11/10/2006
Room No:

Date/ Description	Detail	Amount
Room Charge Ex VAT VAT exclusive Room Supplement Inc VAT 17.5%	WALLIAN TO THE TOTAL TO THE TOTAL TO	170.00 29.75 70.00 -269.75
7000000	Balance:	.00





Invoice Number:

Guest: Mr Eddie McGrady\*

Group:

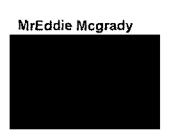
Bill To: McGrady\*

Company:

Res. No:

Date: 19/10/2006

Date	Description	Detail	Amount
	Room Service All Day Food Room Service All Day Beverage Sundry Charges (Non-Vatable) Room Charge Ex VAT VAT exclusive		10.50 2.50 3.50 \$ 170.00 29.75 -216.25
		Balance:	.00



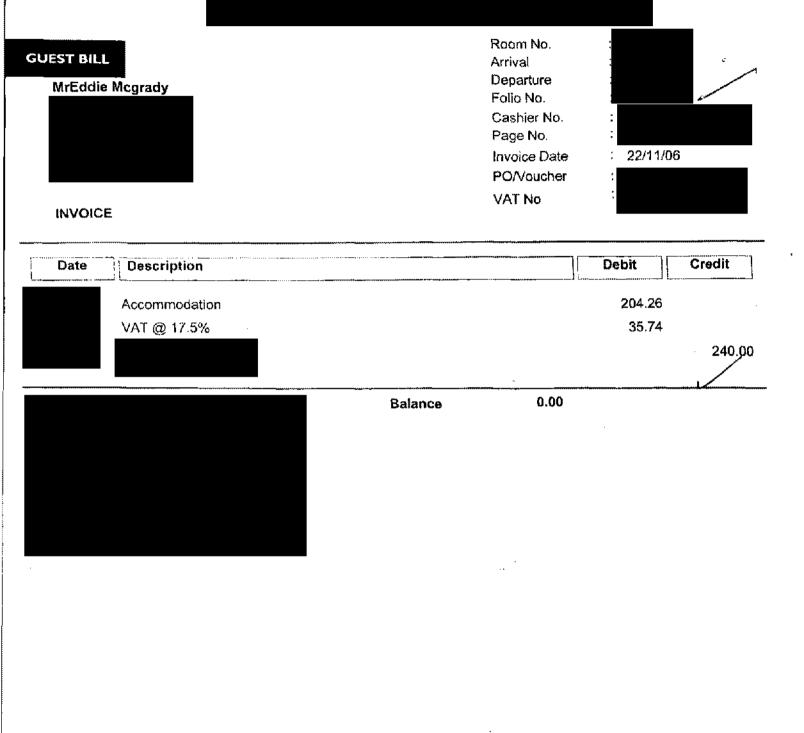
INVOICE

Room No. :
Arrival :
Departure :
Folio No. :
Cashier No. :
Page No. :
Invoice Date : 01/11/06
PO/Voucher :
VAT No :

Date	Description	Debit C	redit
	Accommodation	170.21	
	VAT @ 17.5%	29.78	
			199

Balance

0.00





Your details

#### **Additional Costs Allowance**

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# Member's claim form

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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.

Name in CAPITAL LETTERS  Constituency	South Down
	Office use only
Claim details	
You can only claim for	<ul> <li>costs you have actually paid</li> <li>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.</li> </ul>
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	trom 01 / 010 / 06 1 06 1 06. X 3
Total cost of hotel stays attach all receipts	£ 2835 : 21¢ p
Mortgage payments (interest only) or rent	£ : p
Food	E 999: - P
Utilities	<u>£</u> : p
Council Tax/Rates	; ; p
Telephone and telecommunications	<u>E</u> 156: - p
Cleaning	£ : p
Service/maintenance	£ : p
Repairs/insurance/ security	
Other	£ blet: p please s
Other	£ : p please specify
Other	£ : p ) please specify
Total	E 4631: 24 P Flease Four continued on page 2)



Details of second home if applicable			
Address of			
second home			
for Additional Costs Allowance		Pastcade	

#### 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 MP

#### **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



MrEddie Mcgrady



INVOICE

Room No. Arrival Departure Folio No. Cashier No. Page No. Invoice Date

PO/Voucher

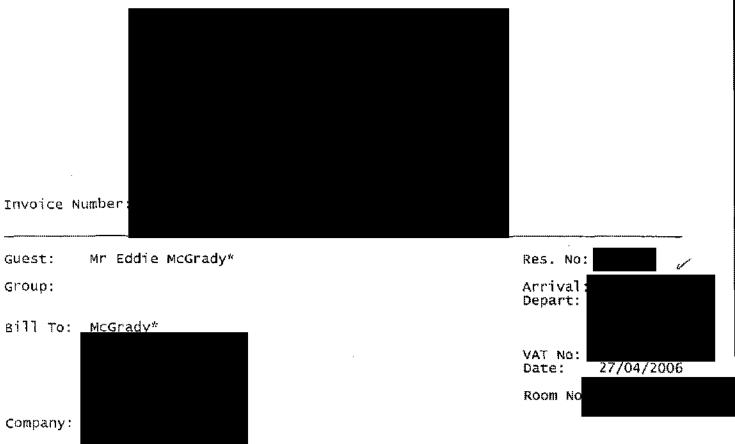
VAT No

: 21/04/06

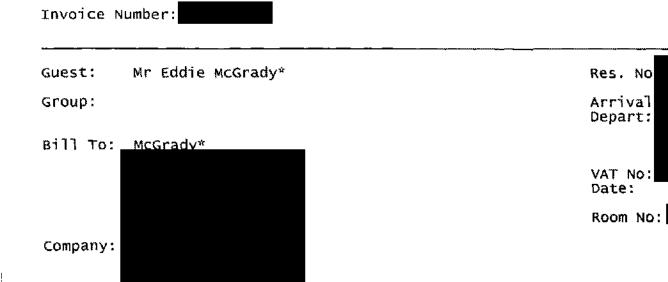
Date	Description	Debit Credit
	Accommodation	204.26
	VAT @ 17.5%	35.74
	Accommodation	204.26
	VAT @ 17.5%	35.74
		480.0

Balance

0.00

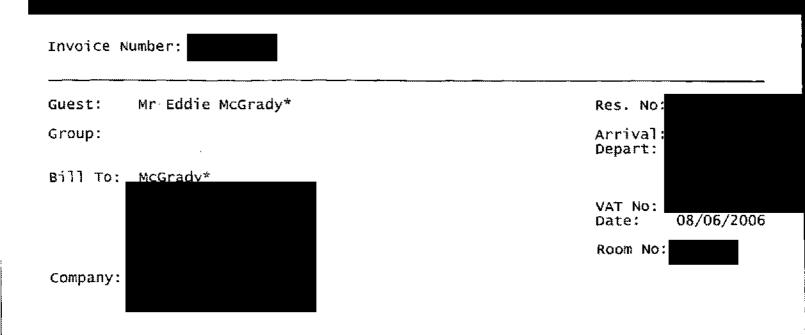


Date	Description	Detail	Amount
	41 Room Charge Ex VAT		245.00
	VAT exclusive Starlight foundation Donation		42.88
	41 Breakfast Food		(15.00)
			->303.88/
		Balance:	.00



ate	Description	Detail	Amount
77111	Room Charge Ex VAT		265.00
	VAT exclusive		46.38
	Room Service All Day Food		/10.50
	Room Service All Day Beverage		( 2.75
	Sundry Charges (Non-Vatable)		2.50
	Room Charge Ex VAT		10.50 2.75 2.50 265.00
	VAT exclusive		46.38
	Starlight foundation Donation		1.00
			-639.51

25/05/2006



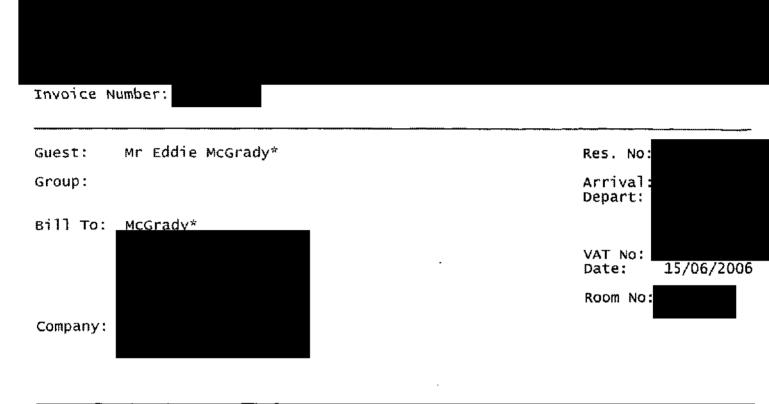
Description

Date

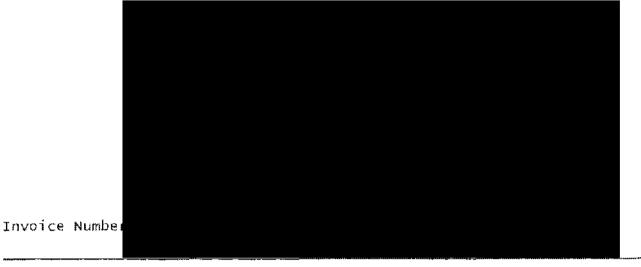
Room Charge Ex VAT VAT exclusive Starlight foundation Donation	A	230.00 40.25 1.00 -271.25
	Balance:	.00

Detail

Amount



Date	Description	Detail	Amount
	Room Charge Ex VAT		265.00
	VAT exclusive <u>Starlight foundation</u> Donation		46.38 1.00
			-312.38
		Ralance:	.00



Guest:

Mr Eddie McGrady\*

Group:

Bill To: McGradv\*

Company:

Res. No:

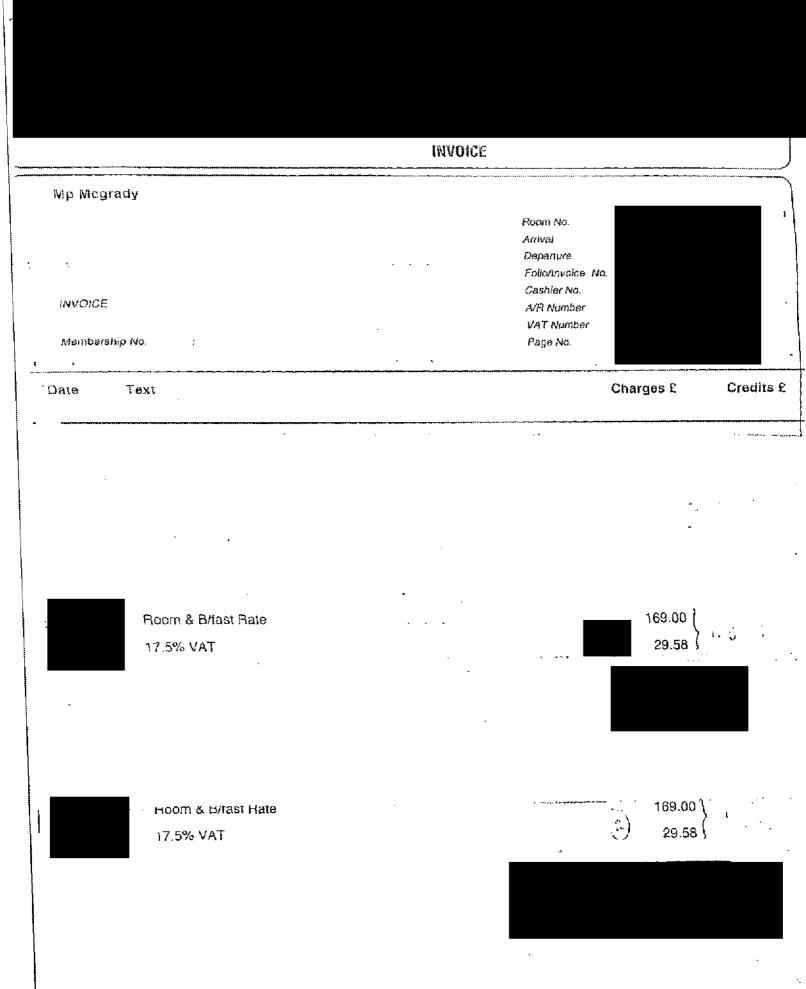
Arrival Depart:

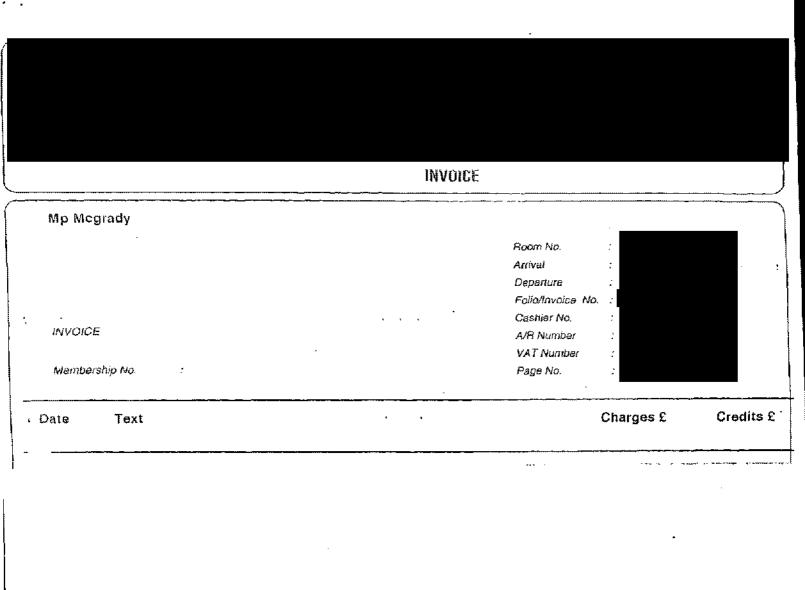
VAT No:

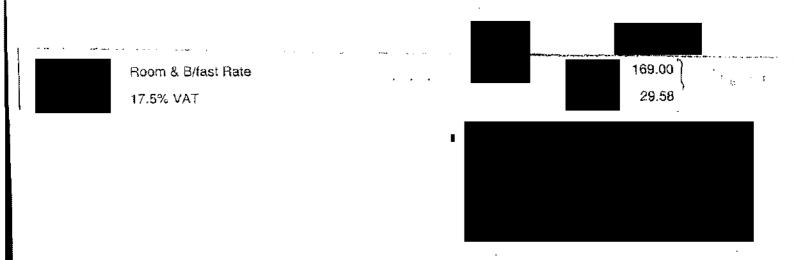
28/06/2006

Room No

Date	Description	Detail	Amount
	41 Lounge Food Room Charge Ex VAT VAT exclusive		3.75 225.00 39.38 -268.13
	- NO	Ralance:	.00







SIGNATURE .....

Paymant tarme . 11 date from incolor dere-



#### **Additional Costs Allowance**

# Member's claim form

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Form ACA2 Page 1 of 2

continued on page 2

Members' Allowances

About filling in this form

Total

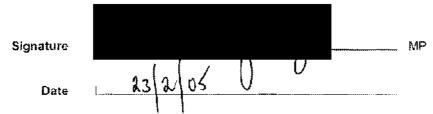
- $\overline{\mbox{\ensuremath{\overline{a}}}}$  For details of costs you can claim for, see  ${\it Green Book}$  section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592

Your details	
Name in CAPITAL LETTERS  Constituency	EDDIE McGAADY. South Down
Claim details	
Notes	
You can only claim for	<ul> <li>costs you have actually paid</li> <li>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.</li> </ul>
Please list	all items costing £250 or more and include receipts — except for food, for which receipts are not required.
Please attach	m receipts or invoices for any hotel cost even if it is less than £250.
Period of claim	from 01/10/04 / to 31/12/04×3
Total cost of hotel stays attach all receipts	<u>£</u> 693: - p
Mortgage payments (interest only) or rent	<u>£</u> : p
Food	£ 1\ 22: p
Utilities	£ 237: 2p
Council Tax/Rates	£ : p
Telephone and telecommunications	£ 159. ~p
Cleaning	<u>£</u> ; <u>p</u>
Service/maintenance	<u>£</u> : p
Repairs/insurance/ security	E 3 William Swifts - OK
er	E 726: 3 mp please specify letty farmather founds
er	£ : p please specify
er	E : p please specify

# Address 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.



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
- Mational Audit Office staff.

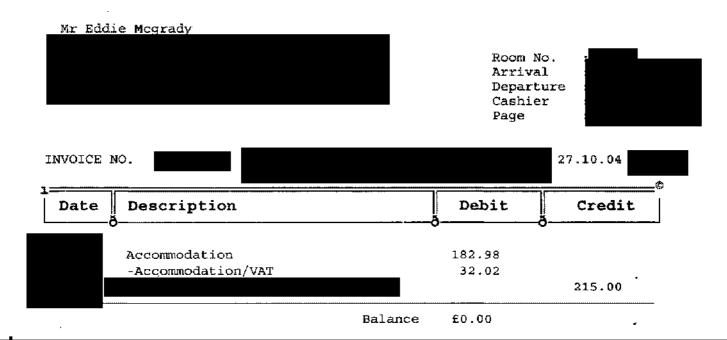
We will normally keep the information you give for three years following the year in which you incurred the expense.

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.

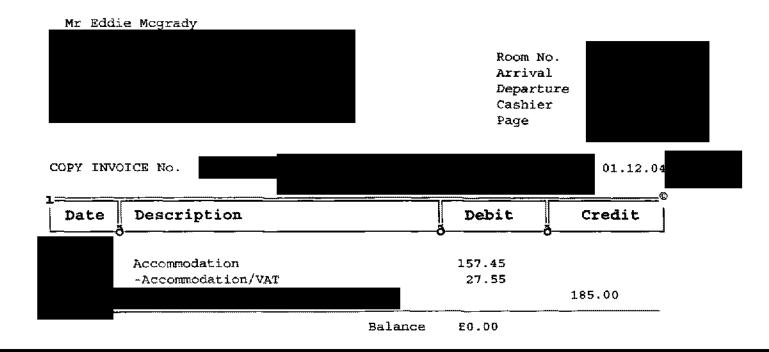
Send your completed form to

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

### **GUEST BILL**



## **GUEST BILL**



## **GUEST BILL**

