



# 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
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

ERIC ILLSLEY

Constituency

BARNSLEY CENTRAL

## 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 3 1 06 to 31 1 3 1 06 ✓

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 150 : 00 p

Food

£ 400 : 00 p

Utilities

£ 250 : 00 p

Council Tax/Rates

£ 250 : 00 p

Telephone and  
telecommunications

£ 250 : 00 p

Cleaning

£ 250 : 00 p

Service/maintenance

£ 250 : 00 p

Repairs/insurance/  
security

£ 250 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2050 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Déclaration**

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

Date

4/4/06

**Data protection**

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

The information you give will be seen by:

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

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

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

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



Member's claim form

Members' Allowances

2002 27/11 01

About filling in this form

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Your details

Name in CAPITAL LETTERS

ERIC ILLSLEY

Constituency

BARNSLEY CENTRAL

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 06 to 31 1 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 180:00 p ✓

Food

£ 1400:00 p ✓

Utilities

£ 250:00 p ✓

Council Tax/Rates

£ 250:00 p ✓

Telephone and telecommunications

£ 200:00 p

Cleaning

£ 200:00 p ✓

Service/maintenance

£ 1143:01 p

Repairs/insurance/security

£ 250:00 p

Other

£ 50:00 p

please specify GROUND RENT

MAINTENANCE Other

£ 250:00 p

please specify

Other

£ : p

please specify

Total

£ 3213:01 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

\_\_\_\_\_

MP

Date

\_\_\_\_\_ 9/3/06 \_\_\_\_\_

**Data protection**

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

Mr E E Illsey

Date: 24 Feb 2006  
Tenant Ref: [REDACTED]  
Demand No: [REDACTED]  
Payment by: [REDACTED]

A minus sign  
indicates a credit

<i>Date</i>	<i>Description</i>	<i>Gross</i>
	<i>Brought forward balance</i>	<i>25.00</i>
25 Mar 2006	28 Sep 2006 Half Yearly S/C Reserve In Advance	406.30
25 Mar 2006	28 Sep 2006 Half Yearly S/C Insurance In Advance	73.90
25 Mar 2006	28 Sep 2006 Half Yearly Service Charge In Advance	637.81

Balance to Pay: 1,143.01

Mr E E Illsey

Date:  
Tenant Ref:  
Demand No:  
Payment by:

A minus sign  
indicates a credit

Date	Description	Gross
25 Mar 2006      28 Sep 2006	<i>Brought forward balance</i>	25.00
	Half Yearly Rent in Advance	25.00
	Balance to Pay:	<u>50.00</u>



# 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

ERIC ILLSLEY ✓

Constituency

BARNSLBY CENTRAL

## 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 1 06 to 31 1 1 06 ✓

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 180.00 p

Food

£ 400.00 p

Utilities

£ 250.00 p

Council Tax/Rates

£ 250.00 p

Telephone and telecommunications

£ 200.00 p

Cleaning

£ 200.00 p

Service/maintenance

£ 250.00 p

Repairs/insurance/security

£ 250.00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1980.00 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature

MP

Date

9/2/06

**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.

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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

10 JAN 2006

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 2
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name in CAPITAL LETTERS

ERIC ILLSLEY

Constituency

BARNESLEY CENTRAL

## Claim details

### Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from 1 / 12 / 05 to 31 / 12 / 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 170.00 p

Food

£ 400.00 p

Utilities

£ 170.00 p

Council Tax/Rates

£ 200.00 p

Telephone and telecommunications

£ 100.00 p

Cleaning

£ 150.00 p

Service/maintenance

£ 150.00 p

Repairs/insurance/  
security

£ 150.00 p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1490.00 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature

MP

Date

9.1.06

**Data protection**

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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.

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



Additional Costs Allowance

ACA2

15 DEC 20

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

ERIC ILLSLEY

Constituency

BARNESLEY CENTRAL

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 11 05 to 30 11 05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 170 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 170 : 00 p ✓

Council Tax/Rates

£ 200 : 00 p ✓

Telephone and telecommunications

£ 100 : 00 p ✓

Cleaning

£ 150 : 00 p ✓

Service/maintenance

£ 150 : 00 p ✓

Repairs/insurance/security

£ 150 : 00 p ✓

Other

£ : p please specify

Other

£ : p please specify

Other

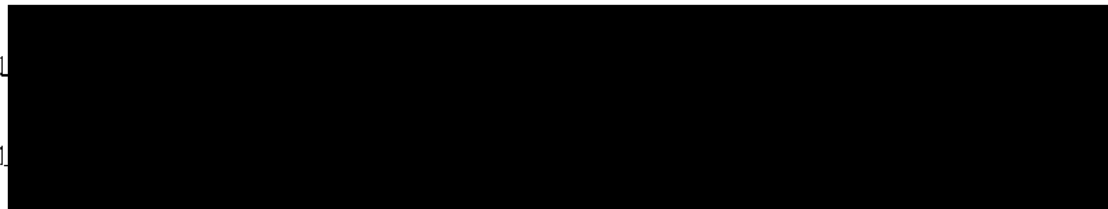
£ : p please specify

Total

£ 1490 : 00 p

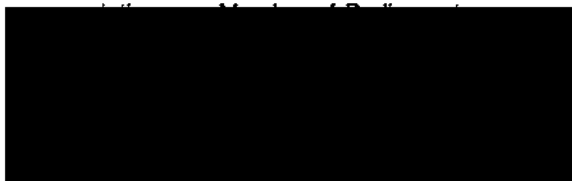
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature



MP

Date

0/12/05**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.

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 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

ERIC ILLSLEY

Constituency

BARNSLBY CENTRAL

## 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 1/10/05 to 31/10/05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 770.00 p ✓

Food

£ 200.00 p ✓

Utilities

£ 200.00 p ✓

Council Tax/Rates

£ 250.00 p ✓

Telephone and telecommunications

£ 150.00 p ✓

Cleaning

£ 150.00 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

£ 1520.00 p

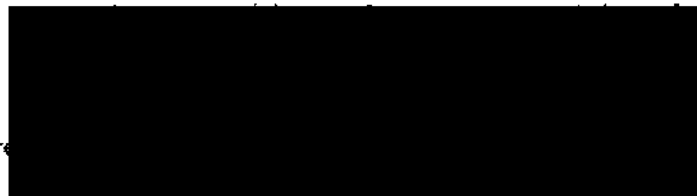
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Déclaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
the purpose of performing

Signature



MP

Date

9/11/05

**Data protection**

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Member's claim form

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Your details

Name in CAPITAL LETTERS

ERIC ILLSLEY

Constituency

BARNESLEY CENTRAL

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 9 05 to 30 1 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 170 : 00 p

Food

£ 400 : 00 p

Utilities

£ 170 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ 1180 : 00 p

Repairs/insurance/security

£ 150 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2520 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature



MP

Date

10/10/05**Data protection**

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



Mr E E Illsey

Dryden Court - Flat 34

A minus sign  
indicates a credit

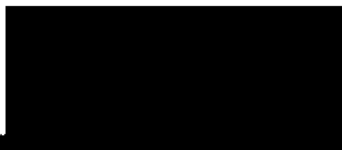
<i>Date</i>	<i>Description</i>	<i>Gross</i>
	<i>Brought forward balance</i>	<i>25.00</i>
25 Mar 2004      24 Mar 2005	Surplus - Year End March 2005	-93.64
29 Sep 2005      24 Mar 2006	Half Yearly Service Charge In Advance	715.73
29 Sep 2005      24 Mar 2006	Half Yearly S/C Insurance In Advance	79.95
29 Sep 2005      24 Mar 2006	Half Yearly S/C Reserve In Advance	299.97
	Balance to Pay:	<u>1,027.01</u>



Member's claim form

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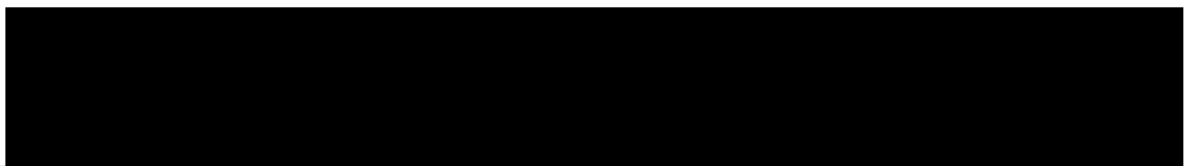
Your details

Name in CAPITAL LETTERS

ERIC ILLSLEY /

Constituency

BARNSELY CENTRAL



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, 05 to 31, 8, 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 170:00 p ✓

Food

£ 200:00 p

Utilities

£ 200:00 p

Council Tax/Rates

£ 250:00 p

Telephone and telecommunications

£ 150:00 p

Cleaning

£ 150:00 p

Service/maintenance

£ 200:00 p

Repairs/insurance/security

£ 200:00 p

Other

£ : p ▶ please specify

Other

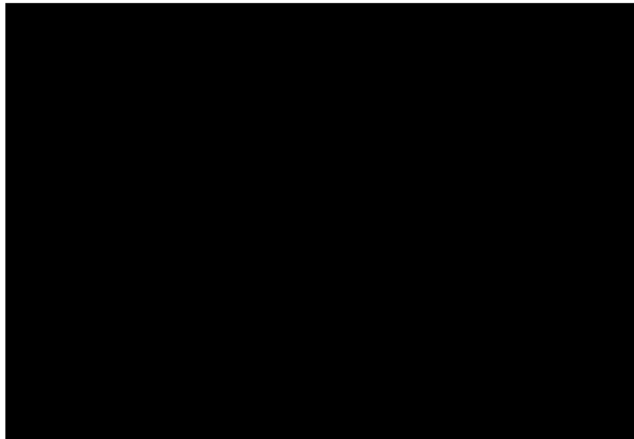
£ : p ▶ please specify

Other

£ : p ▶ please specify

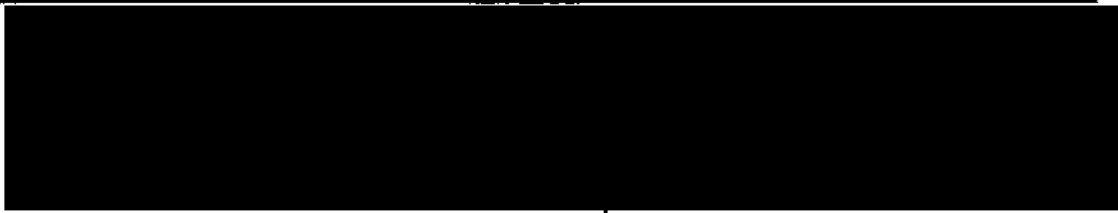
Total

£ 1520:00 p ✓



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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature



MP

Date

8/9/05**Data protection**

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## Your details

Name  
in CAPITAL LETTERS

ERIC ILLSLEY

Constituency

BARNSLEY CENTRAL

## 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 7 1 0 5 to 3 1 7 1 0 5

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 170 : 00 p

Food

£ 400 : 00 p

Utilities

£ 170 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 150 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/  
security

£ 150 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

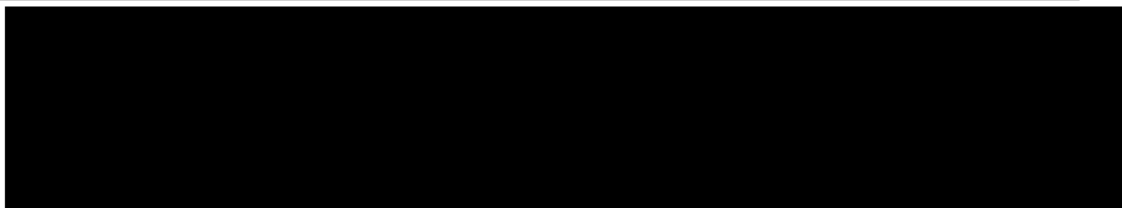
▶ please specify

Total

£ 1490 : 00 p

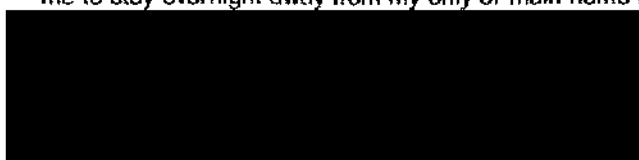
**Details of second home** *if applicable*

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature



MP

Date

1/8/05**Data protection**

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form to

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Additional Costs Allowance

07 JUL 2005 ACA2

Member's claim form

Page 1 of 2

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ERIC HILLSLEY

Constituency

BARNESLEY CENTRAL

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 6 1 05

to 30 1 6 1 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 170:00 p

Food

£ 400:00 p

Utilities

£ 170:00 p

Council Tax/Rates

£ 200:00 p

Telephone and telecommunications

£ 100:00 p

Cleaning

£ 150:00 p

Service/maintenance

£ 150:00 p

Repairs/insurance/  
security

£ 150:00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1490:00 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

5/7/05

**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.

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

23

ACAZ

## 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

ERIC ILLSLEY

Constituency

BARNSLEY CENTRAL

### 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 each item costing more than £250

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

£ 300 : 00 p

Food

£ 400 : 00 p

Utilities

£ 150 : 00 p

Council Tax/Rates

£ 200 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/security

£ 150 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify *Pay*

Total

~~£ 1550 : 00~~ p ×  $\frac{26}{31} = £ 1300.00$  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

Date

9/6/05

**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

Financial Processing }

Transaction No.

Registration No.

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient** *Invoice date 03105*

(NB Financial Processing to check whether a dedicated

**Text** *1-11<sup>th</sup> April 05*

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

*04\_05 / 05\_06*

**Expenditure type (Cat5) :**

*Pay £566.50.*

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

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

*\* Financial Processing purposes only*

*Registered by (initials & date)*

*Posted by (initials & date)*



Member's claim form

04 MAY 2005

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

ERIC ILLSLEY

Constituency

BARNETLY CENTRAL

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, 05 to 11, 04, 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 150.00 p

Food

£ 150.00 p

Utilities

£ 100.00 p

Council Tax/Rates

£ 100.00 p

Telephone and telecommunications

£ 75.00 p

Cleaning

£ 100.00 p

Service/maintenance

£ 50.00 p

Repairs/insurance/security

£ 100.00 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 566.50

**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

Signature

MP

Date

3/5/05

**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