



# 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

BOYCE

Constituency

Radnor Self

## 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 30 11 104 to 31 10 104

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ p \_\_\_\_\_

Mortgage payments  
(interest only) or rent

£ 1500.00 p \_\_\_\_\_

Food

£ \_\_\_\_\_ p \_\_\_\_\_

Utilities

£ 100.00 p \_\_\_\_\_

Council Tax/Rates

£ 100.00 p \_\_\_\_\_

Telephone and telecommunications

£ 100.00 p \_\_\_\_\_

Cleaning

£ 100.00 p \_\_\_\_\_

Service/maintenance

£ 100.00 p \_\_\_\_\_

Repairs/insurance/  
security

£ \_\_\_\_\_ p \_\_\_\_\_

Other

£ \_\_\_\_\_ p \_\_\_\_\_ ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p \_\_\_\_\_ ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ p \_\_\_\_\_ ▶ please specify \_\_\_\_\_

Total

£ 2000.00 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

Signature

MP

Date

6 May 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.

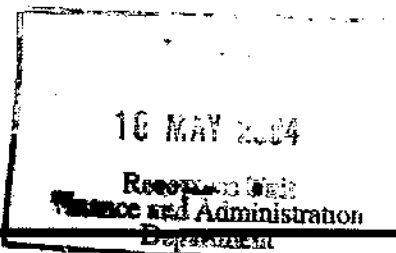
Send your completed  
form to

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



# 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

SOYCE

Constituency

Rabbit Self

### 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 30 14 104 to 31 105 104

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1500 : 00 p ✓

Food

£ : p

Utilities

£ 100 : 00 p ✓

Council Tax/Rates

£ 100 : 00 p ✓

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 100 : 00 p ✓

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 2000 : 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

Signature

MP

Date

6 May 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.

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



# Member's claim form

AY 08-05

Members' Allowance

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 BOYCE

Constituency

Salisbury West

## 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 01/10/04

to 31/04/04

Total cost of hotel stays  
*attach all receipts*

£ : p

£20

Mortgage payments  
*(interest only) or rent*

£ 1500.00 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : 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

£ 2000 : 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 over [redacted] my only or main home for the purpose of performing my duties as a [redacted] member.

Signature

MP

Date

6 April 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.

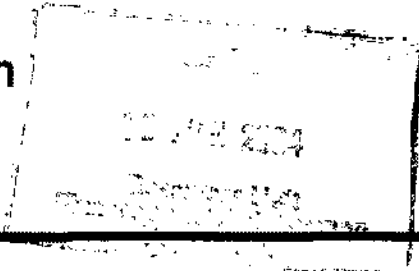
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# Member's claim form



## Members' Allowances

About filling in this form

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## Your details

Name  
in CAPITAL LETTERS

ERIC JOYCE

Constituency

FALKIRK WEST

## 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 01 / 10 / 04 to 30 / 10 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1500 : 00 p

Food

£ : p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and  
telecommunications

£ 100 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2000 : 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

Signature

 MP

Date

 9 Jun 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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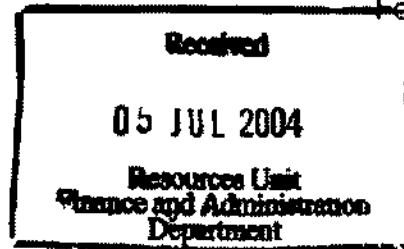
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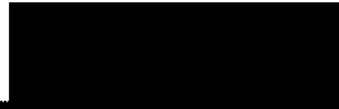
# Member's claim form



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 JOYCE

Constituency

Falkirk Sea

## 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 01 106 04 to 30 106 04

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 1500 : 00 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

**£1500 : 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.

Signature

MP

Date

2 Feb 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  
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Members' Allowances Section, Operations Directorate,  
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# 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 JOYCE

Constituency

Parkhead

### 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 01, 08, 2004 to 30, 08, 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1500 : 00 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

£ 1500 : 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

MP

Date

4 Aug 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.

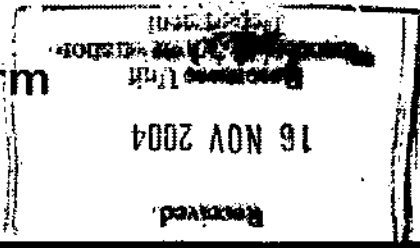
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Member's claim form



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.

ERIC Joyce

Your details

Name in CAPITAL LETTERS

1 Sep 04 to 30 Nov

Constituency

Ballinacorney

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 01/09/04 to 30/11/04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 4500 : 00 p ✓

Food

£ : 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

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 5750 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I have used the Additional Costs Allowance exclusively and necessarily to enable  
me to purchase a second home for the purpose of performing  
my duties as a Member of the House of Commons.

Signature

MP

Date

15 Nov 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.

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# 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 particular item please call 020 7219 1592.

## Your details

Name in CAPITAL LETTERS

ERIC JOYCE

Constituency

RAFKIRK WEST

## 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 Jan 05 to 31 Jan 05

Total cost of hotel stays  
*attach all receipts*

£ 1500 : 00 p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 150 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/security

£ 100 : 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

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay at my second home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

21 Jan 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.

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Members' Allowances

Additional Costs Allowance

Form ACA2

Page 1 of 2

# Member's claim form

07 DEC 2004

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 1692.

## Your details

Name in CAPITAL LETTERS

ERIC JOYCE

Constituency

FALKIRK WEST

## 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 30 Nov 04 to 31 Dec 04

Total cost of hotel stays attach all receipts

£ 150 : 00 p

Mortgage payments (interest only) or rent

£ 1500 : 00 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 150 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 100 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2000 : 00 p

continued on page 2

£ 1850-00

Financial Processing } Transaction  
Registration

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a ded

**Text**

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

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

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

*\* Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)

[Redacted Signature Area]



# Member's claim form

28 MAR 2005

## 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

FRANK JOYCE

Constituency

Putney West

## 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 01, 03, 05 to 31, 03, 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1500 : 00 p ✓

Food

£ 200 : 00 p

Utilities

£ 200 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and telecommunications

£ 50 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

2350-00  
£ 720 : 00 p

752.00 ✓

**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

Signature

MP

Date

28 Nov 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.

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Members' Allowances

Additional Costs Allowance

Member's claim form

Received  
17 FEB 2005  
Parliamentary Administration

Form ACA2  
Page 1 of 2

About filing 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 JOYCE

Constituency

PACKIRK WEST

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 01/10/05 to 28/02/05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1500 : 00 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

£ 1500 : 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

Signature

MP

Date

16 Dec 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.

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- 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