



Scanned
Additional Costs Allowance

VALIDATION ACAA2
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Page 1 of 2

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.

398001

Your details

Name in CAPITAL LETTERS

Greg Clark INV. A

Constituency

Tunbridge Wells 514602

Office use only
Costc MCLARQTU Supp/Res ID

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 1 4 108 to 30 14 108 ✓

Total cost of hotel stays attach all receipts £ : p

Mortgage payments (interest only) ~~interest~~ £ 3000 : 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 £ 3000 : p

5827788
23 19/5

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Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

[Redacted Address] ,
[Redacted Address] Postcode [Redacted 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.

Signature

[Redacted Signature] MP

Date

6/5/08

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