



# Member's claim form

03 APR 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

JAN PEARSON

Constituency

BUDLEY SOUTH

## 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 01 / 03 / 06 to 31 / 03 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 800 : 00 p ✓

Food

£ 328 : 81 p ✓

Utilities

£ 190 : 36 p ✓

Council Tax/Rates

£ 146 : 00 p ✓

Telephone and telecommunications

£ 103 : 20 p ✓

Cleaning

£ 200 : 00 p ✓

Service/maintenance

£ 211 : 40 p ✓

Repairs/insurance/security

£ 220 : 00 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2199 : 77 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

[Redacted Signature]

MP

Date

31 / 3 / 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



18 MAR 2003



## 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

DAN PEARSON ✓

Constituency

DUDLEY SOUTH



## 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 01 / 02 / 06 to 28 / 02 / 06

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 800 : 00 p ✓

Food

£ 373 : 59 p ✓

Utilities

£ 226 : 18 p

Council Tax/Rates

£ 150 : 00 p

Telephone and telecommunications

£ 110 : 21 p

Cleaning

£ 200 : 00 p

Service/maintenance

£ 180 : 00 p

Repairs/insurance/  
security

£ 220 : 60 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2250 : 58 p

Enclosed proof of mortgage interest - please pass to relevant section.



**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

10/3/06

**Data protection**

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Send your completed  
form to

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



Member's claim form

07 FEB 2006

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

IAN PEARSON ✓

Constituency

DUDLEY SOUTH

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

Period of claim

from 01 01 06 to 31 01 06

Total cost of hotel stays attach all receipts

£ p

Mortgage payments (interest only) or rent

£ 350.70 p

Food

£ 275.49 p ✓

Utilities

£ 22.00 p ✓

Council Tax/Rates

£ 146.00 p ✓

Telephone and telecommunications

£ 74.66 p ✓

Cleaning

£ 160.00 p ✓

Service/maintenance

£ 180.12 p ✓

Repairs/insurance/security

£ 190.70 p ✓

Other

£ p please specify

Other

£ p please specify

Other

£ p please specify

Total

£ 2008.27 p

Please Pay £800.00 Rest of the claim has been paid on 14/02/06

PLEASE PAY £800.00 ✓



Member's claim form

07 FEB 2006

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

JAN PEARSON

Constituency

DUDLEY SOUTH

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

Period of claim

from 01 01 06 to 31 01 06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 800.00 p -

Food

£ 275.49 p ✓

Utilities

£ 212.00 p ✓

Council Tax/Rates

£ 146.00 p ✓

Telephone and telecommunications

£ 94.66 p ✓

Cleaning

£ 160.00 p ✓

Service/maintenance

£ 180.12 p ✓

Repairs/insurance/security

£ 140.00 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

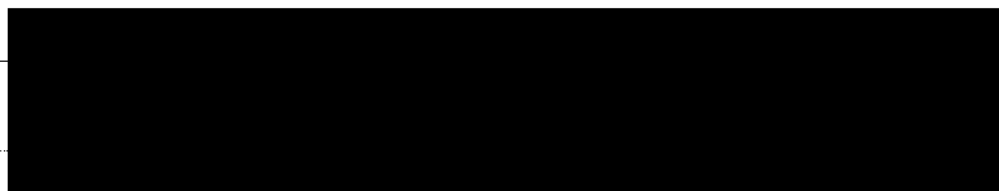
£ : p ▶ please specify

Total

£ 2008.27 p Please Pay £1208.27

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

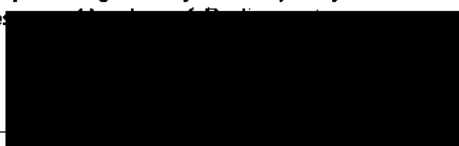
Address of  
second home  
for Additional  
Costs Allowance



**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

5/2/06

**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

03 JAN 2006

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

DAN DEARSON

Constituency

DUDLEY SOUTH

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 01 / 12 / 05 to 31 / 12 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 800 : 00 p ✓

Food

£ 393 : 44 p ✓

Utilities

£ 192 80 p ✓

Council Tax/Rates

£ 146 : 00 p ✓

Telephone and telecommunications

£ 105 : 14 p ✓

Cleaning

£ 160 : 00 p ✓

Service/maintenance

£ 160 : 00 p ✓

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1957 : 38 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

31/12/05

**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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# Member's claim form

## Members' Allowances

*NB Still waiting for a new mortgage interest statement from my Building Society. Will forward*

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

IRON PEARSON V

Constituency

DUDLEY SOUTH

## 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 01 / 10 / 05

to 30 / 10 / 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 695 : 00 p ✓

Food

£ 388 : 24 p ✓

Utilities

£ 129 : 10 p ✓

Council Tax/Rates

£ 146 : 00 p ✓

Telephone and telecommunications

£ 103 : 20 p ✓

Cleaning

£ 100 : 00 p ✓

Service/maintenance

£ 200 : 00 p ✓

Repairs/insurance/security

£ 1077 : 00 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

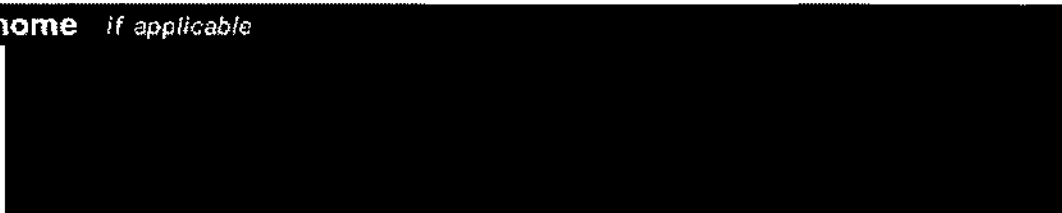
▶ please specify

Total

£ 1951 : 54 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

L



MP

Date

L

21/12/05

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



Additional Costs Allowance

Member's claim form

1 10 1007 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

IAN PEARSON

Constituency

DUDLEY SOUTH

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 / 05 to 31 / 10 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 625 : 00 p

Food

£ 212 : 37 p

Utilities

£ 136 : 40 p

Council Tax/Rates

£ 146 : 00 p

Telephone and telecommunications

£ 102 : 60 p

Cleaning

£ 200 : 00 p

Service/maintenance

£ 180 : 00 p

Repairs/insurance/security

£ 96 : 00 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1698 : 37 p

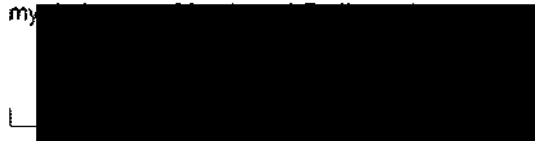
**Details of second home** *if applicable*

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

Signature



MP

Date

6/11/05

**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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form to

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



Member's claim form

11 OCT 2005

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

JON PEARSON

Constituency

DUNDEE SOUTH

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 / 05

to 30 / 09 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 625 : 00 p

Food

£ 278 : 90 p

Utilities

£ 86 : 40 p

Council Tax/Rates

£ 146 : 00 p

Telephone and telecommunications

£ 111 : 24 p

Cleaning

£ 200 : 00 p

Service/maintenance

£ 170 : 00 p

Repairs/insurance/security

£ 142 : 17 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

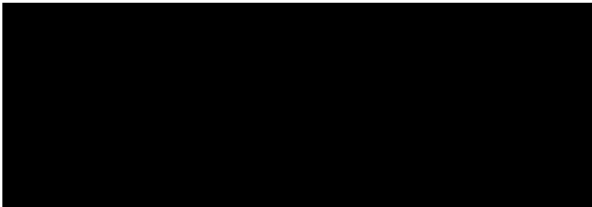
£ : p

▶ please specify

Total

£ 1759 : 71 p

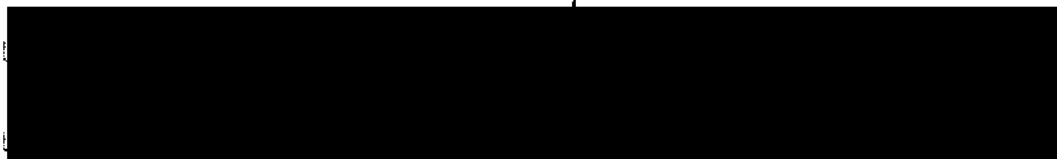
continued on page 2



13 OCT 2005

**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

9/10/05

**Data protection**

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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

12 SEP 2005

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

IAN PEARSON

Constituency

INDLEY SOUTH

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 / / to / /

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 625:00 p

Food

£ 219:46 p

Utilities

£ 146:40 p

Council Tax/Rates

£ 154:00 p

Telephone and  
telecommunications

£ 111:05 p

Cleaning

£ 200:00 p

Services/maintenance

£ 226:34 p

Repairs/insurance/  
security

£ 135:00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1817:25 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

3/9/05

**Data protection**

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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

DAN PEARSON

Constituency

DUDLEY SOUTH

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 01 / 07 / 05

to 31 / 07 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 625 : 00 p

Food

£ 277 : 93 p

Utilities

£ 86 : 40 p

Council Tax/Rates

£ 146 : 00 p

Telephone and telecommunications

£ 98 : 70 p

Cleaning

£ 220 : 00 p

Service/maintenance

£ 160 : 00 p

Repairs/insurance/security

£ 110 : 44 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

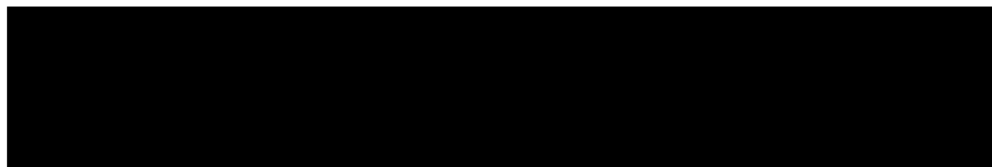
▶ please specify

Total

£ 1724 : 47 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

2/8/05

**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:

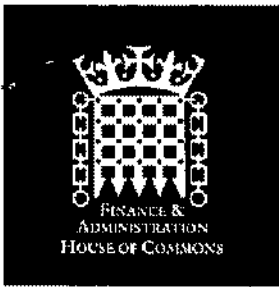
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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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

05 JUL 2005

05/06

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

DAN PEARSON

Constituency

DUDLEY SOUTH

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 01 / 06 / 05 to 30 / 06 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 625:00 p

Food

£ 286:64 p

Utilities

£ 210:15 p

Council Tax/Rates

£ 146:00 p

Telephone and telecommunications

£ 112:00 p

Cleaning

£ 200:00 p

Service/maintenance

£ 241:20 p

Repairs/insurance/security

£ 180:00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1900:99 p

08 JUL 2005

**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

Signature

[Redacted]

MP

Date

3/7/05

**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

Financial Processing }

**Validation Claim Summary S**

Please write or print clearly & at

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check v

**Text**

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

Pay £511.23.

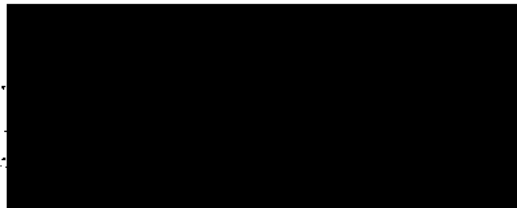
*\* Validation purposes only (please tick to indicate compliance)*

|   |                                     |
|---|-------------------------------------|
| 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)





# Member's claim form

10 MAY 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

IAN PEARSON

Constituency

INDLEY SOUTH

## 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 / 04 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 625 : 00 p

Food

£ 106 : 44 p

Utilities

£ 86 : 50 p

Council Tax/Rates

£ 154 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 160 : 00 p

Repairs/insurance/  
security

£ 85 : 00 p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 1296 : 94 p

$\div 30 = \pounds 20.83 \times 11 \text{ days} = \pounds 229.16$

$\div 30 = \pounds 15.96 \times 11 \text{ days} = \pounds 175.63$

▶ please specify

▶ please specify

▶ please specify

511.23

**Details 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.

Signature

MP

Date

9/5/05

**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





Additional Costs Allowance

ACA2

05/06

Member's claim form

01 JUN 2005

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

IAN PEARSON

Constituency

DUDLEY SOUTH

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

[Redacted] 50.

Period of claim

from Swearing in to 30/05/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 625:00 p  $\frac{26}{31} = £ 524.19$

Food

£ 296:12 p ✓

Utilities

£ 232:45 p

Council Tax/Rates

£ 146:00 p

Telephone and telecommunications

£ 96:98 p

Cleaning

£ 220:00 p

Service/maintenance

£ 160:00 p

Repairs/insurance/security

£ 212:13 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1988:68 p = £ 1715:68

**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

..... 31/5/05 .....

**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