Members' Allowances

Form ACA2 Page 1 of 2

Additional Costs Allowance Member's claim form



About filling in

this form

- m 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	<u> </u>	JOHN	Au	STIN	!!!	
in CAPITAL LETTERS Constituency	ı	ERTH	d. _	HAMESME	A-D	
Claim details						
Notes						
You can only claim for	38 additio		illy, exclusi	•	incurred to enable you t erforming your Parkame	- "
Please list		ns costing £250 o t required.	r more and	l include receipts - e	except for food, for which	receipts
Please altach	⊯ receip	ts or invoices for a	iny hotel o	ost even if it is less t	han £250.	
Period of claim	from	1 1 051	04	to 31	105104	
Total cost of hotel stays attach all receipts	٤	:	<u>p</u>			
Mortgage payments (interest only) or rent	٤	349 : 7	-3 p			
Food	£	:	p			
Utilities	£	;	р			
Council Tax/Rates	Ę	83: 0	<i>O</i> p			
Telephone and telecommunications	£	<u>.</u>	р			
Cleaning	£	······	p			
Service/maintenance	<u>£</u>	<u> 98 : 1</u>	6 p			
Repairs/insurance/ security	£	<u>:</u>	р			
Other	<u>£</u>		р	please specify		
Other	Įξ	:	р	piease specify	1	
Other	Ĺ £	<u> </u>	р	please specify		
Total	£ 5	30 : 8	9 p		cont	inued on page 2

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		
Signature	<u> </u>		
Date	15-6-04		
Data protection	The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.	>4111	
	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 y incurred the expense.	/OU	
	If you have any concerns about how your information is handled, please call our Data Pro Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.	tection	

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

Send your completed form to

Total

Form ACA2 Page 1 of 2

continued an page 2

(4) (1) (4)	Additional Costs Allowance
	Member's claim form
Finance & Administration House of Commons	
Members' Allowances	

About filling in this form	For details of costs you can claim for, see <i>Green Book</i> 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	J- Austin
Constituency	ERITY & THANESMEAD
Claim details	
Notes	
You can only claim for	
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 / 04/04 to 30/04/04
Total cost of hotel stays attach all receipts	£ : p
Mortgage payments (interest only) or rent	E 349 : 73p
Food	<u>£</u> : p
Utilities	ε 106 : 11 p
Council Tax/Rates	£ 85:64p
Telephone and telecommunications	. £
Cleaning	£ : p
Service/maintenance	£ 38:67 p
Repairs/insurance/ security	£ : p
Other	£ 1 % : 9 % p
Other	£ : p please specify
Other	£ : p please specify

£ 599:13 p

Total

	home if applicable
Address of second home	<u></u>
for Additional	
Costs Allowance	Pastcade
nlavati a v	
claration	
	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	15-6-04
*******************************	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
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 y incurred the expense.
	·····

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

Send your completed form to





Member's claim form

Members' Allowances

Your details

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.

Name		AUSTIN
in CAPTIAL LETTERS Constituency	I ERITH .	THANESMEAT
deliberacio		
Claim details		
Notes		
You can only claim for	≅ costs you have actually paid	
		ly and necessarily incurred to enable you to stay overnight or the purpose of performing your Parliamentary duties.
Please list	all items costing £250 or more and in are not required.	nclude receipts – except for food, for which receipts
Please attach	receipts or invoices for any hotel cos	t even if it is less than £250.
***************************************		2
Period of claim	from 106104	10 30 106 104
Total cost of hotel stays attach all receipts	<u>ξ</u> : ρ	
Mortgage payments (interest only) or rent	t£ 369 : 52 p	
Food	£ : p	
Utilities	£ : p	
Council Tax/Rates	£ \$3:00p	
Telephone and telecommunications	<u>£</u> : p	
Cleaning	£ : p	
Service/maintenance	E 119:97 p	
Repairs/insurance/ security	ε 302 : 23 p	
Other	£ ; p	please specify
Other	<u>£</u> : p	please specify
Other	<u>, £ : p</u>	please specify
Total	£ 874 : 72p	continued on page 2



AND THE		
Address of second home	diamonatura wa	
for Additional Costs Allowance	1	Postcode
eclaration		
eclaration	I confirm that I incurred these costs wholly, me to stay overnight away from my only or my duties as a Member of Parliament.	
		main home for the purpose of performing
eclaration Signature	me to stay overnight away from my only or	
	me to stay overnight away from my only or	main home for the purpose of performing
_	me to stay overnight away from my only or	main home for the purpose of performing

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

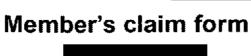
Members' Allowances Section, Operations Directorate,



Members' Allowances :

Additional Costs Allo

Form ACA2 Page 1 of 2





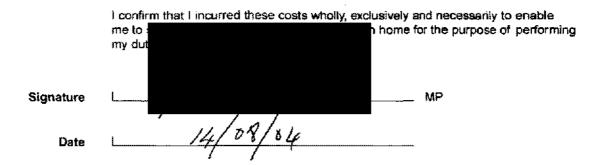
About filling in this form

- 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 1592.

Your details	
Name in CAPITAL LETTERS	Earth & THAMERABAD
Constituency	ERTH & THAMBENBAD
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 1 07 104 10 31 1 07 1 04
Total cost of hotel stays attach all receipts	£ ; p
Mortgage payments (interest only) or rent	£ 390 : 03p
Food	£ ; p
Utilities	£ 306 : 54 p
Council Tax/Rates	£ 83:00 p
Telephone and telecommunications	<u>£</u> : <u>p</u>
Cleaning	<u>£</u> : p
Service/maintenance	£ 14:67 p
Repairs/insurance/ security	£ : p
Other	£ 270 : 09 p please specify
Other	£ : p please specify
Other	£ : p please specify
Total	E 1064: 33 p

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

Declaration



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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Send your completed form to

Members' Allowances Section, Operations Directorate,

Members' Allowances

Additional Costs Allowance

ACA2 e 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 1592.

Your details		
Name	Tour	AUSTIN
in CAPITAL LETTERS	<i>A</i>	_
Constituency	ERITH	+ THAMESMEAD
Claim details		
Notes		·
You can only claim for	 costs you have actually paid additional expenses wholly, exclusive away from your only or main hor 	usively and necessarily incurred to enable you to stay overnight me for the purpose of performing your Parliamentary duties.
Please list	all items costing £250 or more a are not required.	and include receipts - except for food, for which receipts
Piease attach	receipts or invoices for any hote	cost even if it is less than £250.
Period of claim	from 1 / 08/04	10 341-08/104.
Total cost of hotel stays attach all receipts	<u>£</u> : p	
Mortgage payments (interest only) or rent	1º 390:03p	
Food	£ : p	
Utilities	£ ; p	
Council Tax/Rates	£ \$3:00p	
Telephone and telecommunications	£ : p	
Cleaning	<u>£</u> : p	• •
Service/maintenance	E 20:96 p	
Repairs/insurance/ security	<u>£</u> : p	
Other	£ ; p	please specify
Other	£ ; p	please specify
Other	£ ; p	please specify
Total	£ 493 : 99p	continued on page 2

Details of second	Transport of Constitution to			
Details of Second	nome it applicable			
Address of second home				
for Additional				
Costs Allowance	<u>L</u>	Postcode		
Declaration				
Decidiation				
	I confirm that I incurred these costs wholly, exclusively and nee to stay overnight away from my only or main home for the my duties as a Member of Parliament.			
Signature	MP	•		
Date	6/11/64			

Data protection	The rules governing payments made from the Additional Coskeep the information we ask for on this form.	ats Allowance say we must		
	The information you give will be seen by:			
	staff who are responsible for processing Members' Addit claims and travel claims	ional Costs Allowance		
	National Audit Office staff.			
	We will normally keep the information you give for three year incurred the expense.	s following the year in which you		
	If you have any concerns about how your information is han Officer on 020 7219 3659, who acts on behalf of the Data C			

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

Send your completed form to



Member's claim form

Form ACA2 Page 1 of 2

continued on page 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 1592.

Your details	
Name	I JOHN AMSTIN
in CAPITAL LETTERS	
Constituency	ERITH & THANKSAD
Claim details	
<u></u>	
Notes You can only claim for	Costs you have actually paid
755 ban any ciam ki	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
Piease attach	腦 receipts or invoices for any hotel cost even if it is less than £250.
I 4 4 B 4 4 7 P A W 4 4 7 P P P A P A P P P P P A P A P A P A P	
Period of claim	from 1109104 to 30109104
Total cost of hotel stays	£ : p ,
attach all receipts	
Mortgage payments (interest only) or rent	E 410:61 pt When sut
Food	£ : p
Utilities	<u> </u>
Council Tax/Rates	,£ 83 : 00 p
COUNCE TAXINGCO	
Telephone and telecommunications	£ : p
Cleaning	£ : p
Cleaning	<u>£</u> ; p
Service/maintenance	£ : p
Repairs/insurance/	<u>£</u> : p
security	<u></u>
Other	£ : p please specify
Other	£ ; p please specify
2	
Other	£ : p

493 :61 P

Total

Address of	i	
second home	·	
for Additional Costs Allowance	<u></u>	Postcode
claration		
	confirm that i incurred these costs wholly, exclusive	
	i confirm that i incurred these costs wholly, exclusion me to stay overnight away from my only or main homy duties as a Member of Parliament.	
	me to stay overnight away from my only or main ho	
Signature	me to stay overnight away from my only or main ho	ome for the purpose of performing
Signature	me to stay overnight away from my only or main ho	
Signature Date	me to stay overnight away from my only or main ho	ome for the purpose of performing
-	me to stay overnight away from my only or main ho	ome for the purpose of performing
-	me to stay overnight away from my only or main ho	ome for the purpose of performing

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 ciaims 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,



Members' Allowances

Additional Costs Allowance

rm ACA2 Page 1 of 2

Member's claim form

About filling in

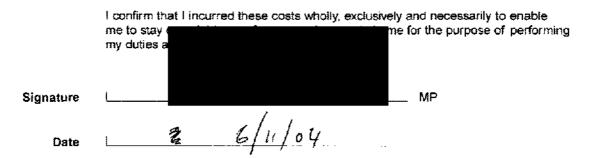
this form

- 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 1592.

Your details	
Name	JOHN AUSTIN
in CAPITAL LETTERS Constituency	ERITH & THAMESMEAD
Constituency	
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 63104 to 31110104
Total cost of hotel stays attach all receipts	£ : p
Mortgage payments (interest only) or rent	£ 410 : 61 p
Food	£ : p
Utilities	£ 402 : 13 p
Council Tax/Rates	£ 33:00 p
Telephone and telecommunications	<u>£</u> ; p
Cleaning	£ : p
Service/maintenance	<u>ξ</u> : p
Repairs/insurance/ security	<u>£</u> : p
Other	£ : p please specify
Other	£ : p please specify
Other	£ : p please specify
Total	£ 8 9 5 : 74 p continued on page 2



Declaration



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
- M National Audit Office staff.

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Send your completed form to

Members' Allowances Section, Operations Directorate,

O FINANCIA & ADMINISTRATION HOUSE OF COMMONS

Additional Costs Allowance

Form ACA2 Page 1 of 2

Member's claim form

Members' Allowances

About filling in this form

- E 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.

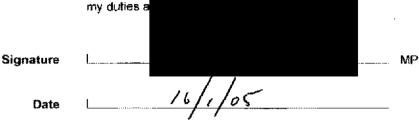
Your details		
Name	JOHN ANSTIN	
in CAPITAL LETTERS		
Constituency	ERITH & THAN	1054E40
Claim details		
Notes		
You can only claim for	■ costs you have actually paid	
		and necessarily incurred to enable you to stay overnight
Maa		the purpose of performing your Parliamentary duties.
Please list	all items costing £250 or more and included are not required.	lude receipts - except for food, for which receipts
Please attach	a receipts or invoices for any hotel cost e	even if it is less than £250.
Period of claim	from 111104	to 30111104
	•	
Total cost of hotel stays attach all receipts	<u>£</u> : p	/
Mortgage payments	1£ 410 : 61 p V	
(interest only) or rent		
Food	<u>£</u> : p	

Utilities	<u>i</u> £ : p	
Council Tax/Rates	, £ 83 : 00 p	
Telephone and telecommunications	<u> </u>	
Cironina	ᣠ; p	
Cleaning	£ ; p	
Service/maintenance	<u>£</u> ; р	
Maria de la compansión de		
Repairs/insurance/ security	(£ ; p	
Other	j£ : p ↓	please specify
•	<u> </u>	
Other	£ : p	please specify
5.1		A standard market
Other	£ : p	please specify
	2 (22 ()	
Total	E 493:61 P	continued on page 2

Address of second home for Additional Costs Allowance Posto

Declaration

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



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

Form ACA2 Page 1 of 2

continued on page 2

Member's claim form

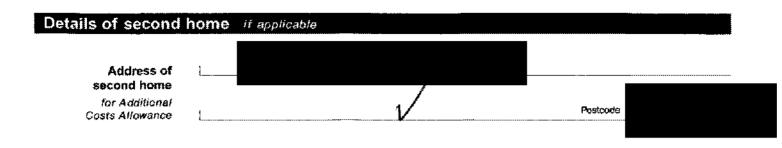
Members Allowances

About filling in this form

Total

- 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	JOHN AUSTIN
in CAPITAL LETTERS Constituency	ERITH & THAMESMEAD
Constituency	
Claim details	
Notes	
You can only claim for	職 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	trom 1/12/04 to 31/12/44
Total cost of hotel stays attach all receipts	<u>ε</u> : ρ
Mortgage payments (interest only) or rent	E 410: 61p
Food	£ 106:08p
Utilities	<u> </u>
Council Tax/Rates	£ \$3:00 p
Telephone and telecommunications	<u>£</u> : p
Cleaning	£ ; p
Service/maintenance	<u>£</u> ; p
Repairs/insurance/ security	<u>f</u> : p
Other	£ : p please specify
Other	£ : p please specify
Other	£ : p please specify



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

Data protection

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Send your completed form to

Members' Allowances Section, Operations Directorate,

Financial Processing } Validation Claim Summary S	Transaction N Registration N	
Please write or print clearly & at		
Member Supplier ID		
Pay recipient (NB Financial Processing t		
Text (40 characters max)		
•••••		
Invoice date (i.e. date of claim	1)	12/3/05./
arranta siste (i.e. date of claim	• •	
Invoice No.		
Account cada / Allawanca		
Account code / Allowance		
Members cost centre (Cat1)		
Financial Year/PIRO (Cat2)		04/05
Expenditure type (Cat5) :		
		£ 165-08.
Total	•	£
Comments:		
* Validation purposes only (please	tick to indicate	compliance)
Mortgage documentation held		
Addresses comply with central rec		
Invoices relate to 2nd home address	S	
Budget checked		
Claim signed		
Claim correctly dated	J	<u></u>
* Financial Processing purposes or	nly	
Registered by (initials & date)		
Posted by (initials & date)		•••••••••••••••••••••••••••••••••••••••

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Form ACA2 Page 1 of 2

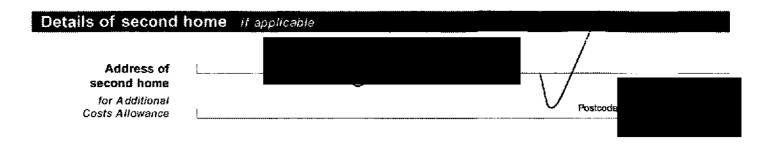
Member's claim form



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	l		TOHN	AUSTIN
in CAPITAL LETTERS Constituency	<u></u>	EA	L (TH	+ THAMERMRAD
Claim details				
Notes				
You can only claim for	🖾 add		vholly, exclus	ively and necessarily incurred to enable you to stay overnight e for the purpose of performing your Parliamentary duties.
Please list		ems costing £250 not required.	or more an	d include receipts – except for food, for which receipts
Please attach	S rece	ipts or invoices fo	or any hotel o	cost even if it is less than £250.
Period of claim	from	17/01	105	16 31101105
Total cost of hotel stays attach eil receipts	£	;	р	
Mortgage payments (interest only) or rent	£	:	<u>p</u>	
Food	£	106 :	<u> 980</u>	
Utilities	£	:	р	
Council Tax/Rates	<u>£</u>	*	<u>p</u> _	
Telephone and telecommunications	٤		<u>p</u>	
Cleaning	£	:	р	
Service/maintenance	£	4 	P	
Repairs/insurance/ security	£	:	р	<i>f</i>
Other	£		<i>ф</i>	please specify
Other	£	:	р	please specify
Other	£	:	Þ	please specify
Total	£	165:	08 p	continued on page 2



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 dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performing my dutien as a Mamhar of Regional to the purpose of performance and the perfo

Signature

Date

12.07-06

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
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Send your completed form to

Members' Allowances Section, Operations Directorate,

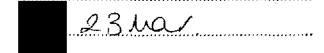
Enancial Processing	Transaction No.		
Financial Processing }	Registration No.		
Validation Claim Summary S Please write or print clearly & at			ACA
Member Supplier ID			ř
Pay recipient (NB Financial Processing to check)	whether a dedicated	a/C exists)	
Text (40 characters max)			

Invoice date (i.e. date of claim)	12/3/05	./
Invoice No.			
Account code / Allowance			
Members cost centre (Cat1)			
Financial Year/PIRO (Cat2)			on/02 ~
Expenditure type (Cat5) :			
Total		£	0-61
Comments:			
* Validation purposes only (please	tick to indicate comp	pliance)	
Mortgage documentation held			
Addresses comply with central reco			
Invoices relate to 2 nd home address	5		
Budget checked			·
Claim signed			<u> </u>

Registered by (initials & date)

Posted by (initials & date)

Claim correctly dated



^{*} Financial Processing purposes only



Member's claim form

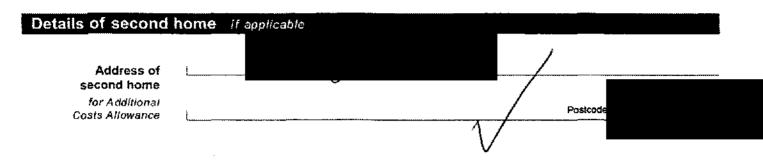
Form ACA2

Members' Allowances

About filling In this form

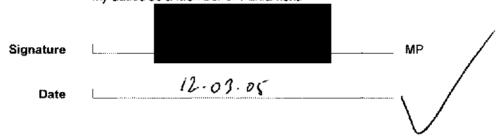
- For details of costs you can claim for, see Green Book section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

	•
Your details	
Name in CAPITAL LETTERS Constituency	Brith & Thamemand
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	trom 1 1 02 1 05 to 28 1 02 1 05
Total cost of hotel stays attach all receipts	<u>£</u> : p
Mortgage payments (interest only) or rent	£ 410 : 61 p
Food	<u>£</u> : p
Utilities	<u>£</u> : p
Council Tax/Rates	<u>£</u> : p
Telephone and telecommunications	<u>£</u> : p
Cleaning	<u>£</u> : p
Service/maintenance	<u>£</u> : p
Repairs/insurance/ security	<u> </u>
Other	£ : p please specify
Other	£ : p please specify
Other	£ : p please specify
Total	£ 410 : 61 p continued on page 2



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
- 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,