



Member's claim form

08 MAR 2007

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

Constituency

JOHN BEKLOW  
BUCKINGHAM

Office use only

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, 3, 2007 to 31, 3, 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,050 : 00 p

Food

£ 100 : 00 p

Utilities

£ = 100 : 00 p

Council Tax/Rates

£ = 100 : 00 p

Telephone and telecommunications

£ = 50 : 00 p

Cleaning

£ : p

Service/maintenance

£ = 350 : 00 p

Repairs/insurance/security

£ = 50 : 00 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1,800 : 00 p

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

Date

6.3.2007

**Data protection**

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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

01 FEB 2007

About filling in this form

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Your details

Name in CAPITAL LETTERS

Constituency

JOHN BUCKWELL  
BUCKINGHAM

Office use only

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 1.2.2007 to 28.2.2007 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,100 : 00 p ✓

Food

£ 200 : 00 p ✓

Utilities

£ 50 : 00 p ✓

Council Tax/Rates

£ 100 : 00 p ✓

Telephone and  
telecommunications

£ 50 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ 300 : 00 p ✓

Repairs/Insurance/  
security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Total

£ 1,800 : 00 p

Please pay  
£1800.00

**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

Signature



MP

Date

1.2.2007 ✓

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



Member's claim form

02 JAN 2007

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

JOHN BELLON  
BUCKINGHAM

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 / 1 to 1 / 1

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(Interest only) or rent

£ 1,050 : 00 p

Food

£ 150 : 00 p

Utilities

£ -100 : 00 p

Council Tax/Rates

£ -100 : 00 p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ -350 : 00 p

Repairs/insurance/  
security

£ 50 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

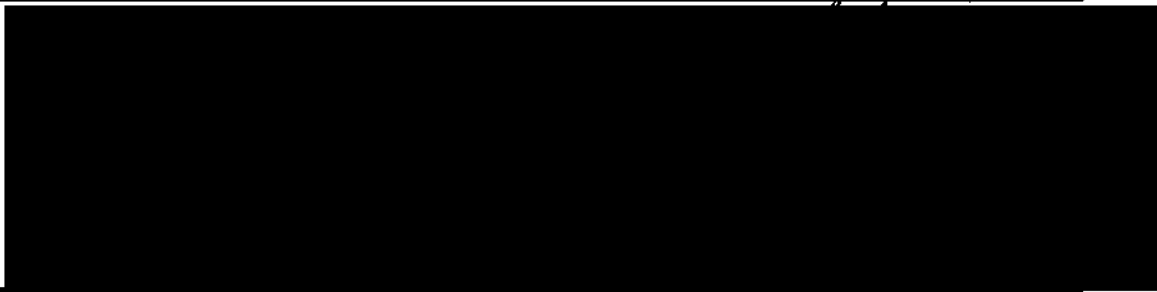
▶ please specify

Total

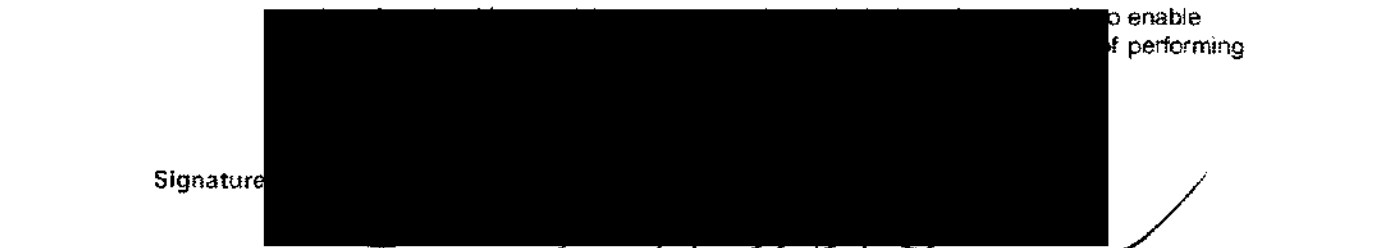
£ 1,800 : 00 p

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

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**



Signature

Date

27/007

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



Member's claim form

Members' Allowances

07 DEC 2006

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

JOHN BERCOW

Constituency

BUCKINGHAM

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 1.12.2006 to 31.12.2006

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1,050 : 00 p ✓

Food

£ = 100 : 00 p

Utilities

£ = 50 : 00 p

Council Tax/Rates

£ = 100 : 00 p

Telephone and telecommunications

£ \_\_\_\_\_ p

Cleaning

£ = 50 : 00 p ✓

Service/maintenance

£ = 350 : 00 p

Repairs/insurance/security

£ = 100 : 00 p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

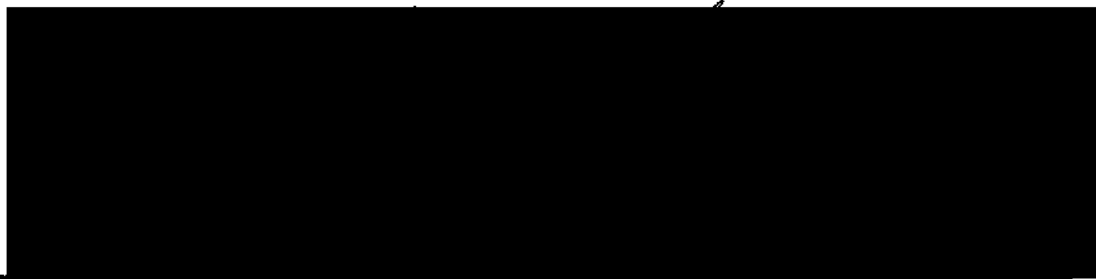
£ : p ▶ please specify \_\_\_\_\_

Total

£ 1,800 : 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  
[redacted] for the purpose of performing

Signature



Date

8.12.2006

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





14 NOV 2006

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

JOHN BUCKOW

Constituency

BUCKINGHAM

Office use only

Costs

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. 2006 to 30. 11. 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,050 : 00 p ✓

Food

£ = 200 : 00 p ✓

Utilities

£ = 100 : 00 p ✓

Council Tax/Rates

£ = 100 : 00 p ✓

Telephone and telecommunications

£ = 25 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ = 350 : 00 p ✓

Repairs/insurance/security

£ = 25 : 00 p ✓

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

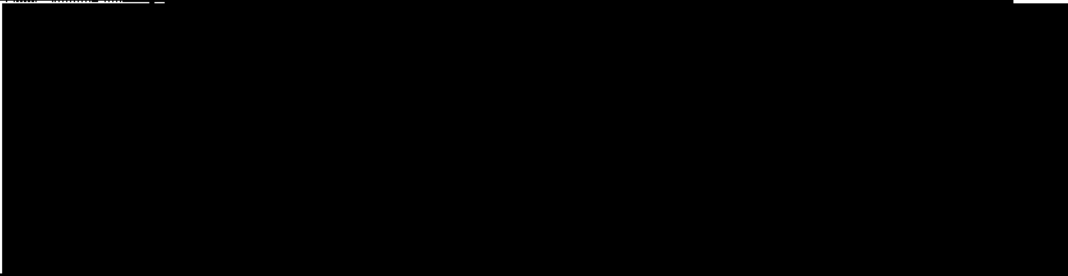
Total

£ 1,850 : 00 p

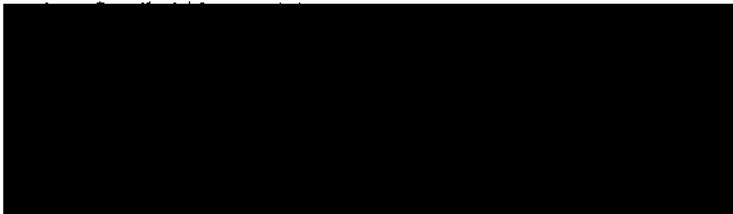
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**Details of second home** *if applicable*

**Address of second home**  
*for Additional Costs Allowance*



**Declaration**



...rily to enable  
 ...ose of performing

**Signature**

**Date**

15.11.2006

**Data protection**

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**Send your completed form to**

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



Additional Costs Allowance

VALIDATION

06 SEP 2006

AGA2

06 SEP 2006

Member's claim form RECEIVED

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

JOHN BERGOW

Constituency

BUCKINGHAM

Office use only

Costs

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, 9, 2006

to

30, 9, 2006 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,050:00 p

Food

£ 250:00 p

Utilities

£ 50:00 p

Council Tax/Rates

£ 100:00 p

Telephone and telecommunications

£ 75:00 p

Cleaning

£ : p

Service/maintenance

£ 350:00 p ✓

Repairs/insurance/security

£ 25:00 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

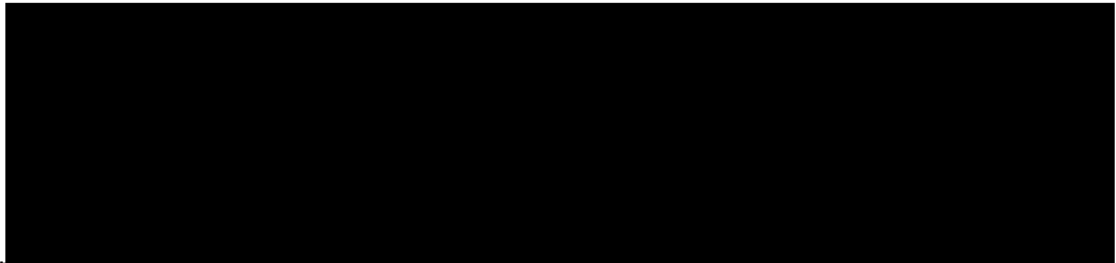
Total

£ 1,850:00 p

continued on page 2

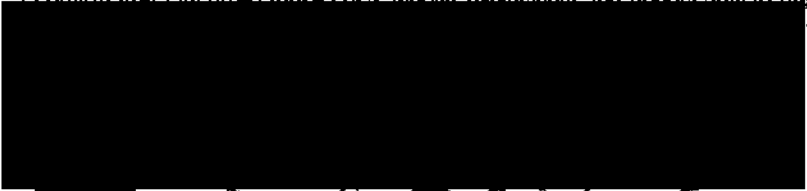
**Details of second home** *if applicable*

**Address of second home**  
*for Additional Costs Allowance*



**Declaration**

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



**Signature**

**Date**

5.9.2008

**Data protection**

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**Send your completed form to**

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



Additional Costs Allowance

QUALITY **ACA2**

Member's claim form

07 AUG 2006

ASSURANCE

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

JOHN BERLOW

Constituency

BUCKINGHAM

Office use only

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 those 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 1.8.2006 to 31.8.2006 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,050 : 00 p

Food

£ -100 : 00 p

Utilities

£ -100 : 00 p

Council Tax/Rates

£ -100 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ -50 : 00 p

Service/maintenance

£ -350 : 00 p ✓

Repairs/insurance/security

£ -50 : 00 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

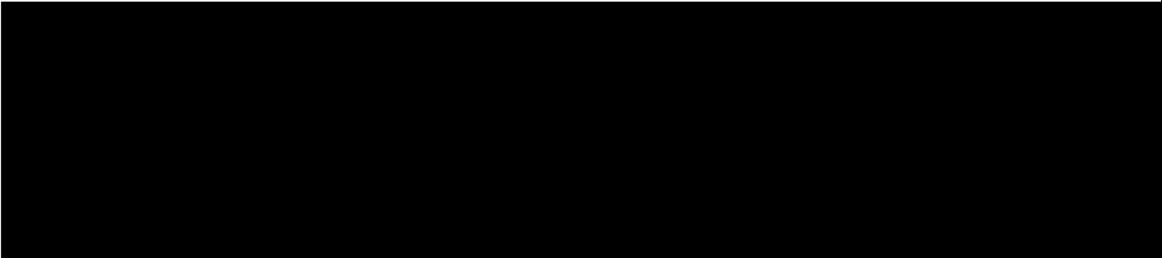
Total

£ 1,800 : 00 p

continued on page 2

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

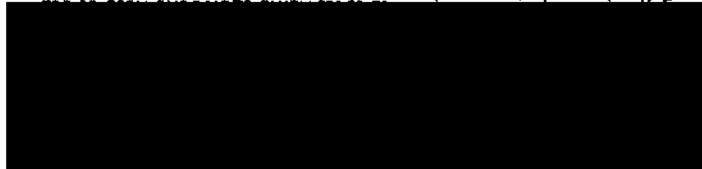
Address of second home  
for Additional Costs Allowance



**Declaration**

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

Signature



Date

7.8.2006

**Data protection**

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Send your completed form to

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



Member's claim form

09 04 2005

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JOHN BERKOW  
BOXTON SHAM

Constituency

Office use only

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 which receipts are not required

Please attach

- receipts or invoices for any hotel

Period of claim

from 1.7.2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,050 : 00 p

Food

£ 200 : 00 p

Utilities

£ 30 : 00 p

Council Tax/Rates

£ 80 : 00 p

Telephone and telecommunications

£ 25 : 00 p

Cleaning

£ 25 : 00 p

Service/maintenance

£ 350 : 00 p

Repairs/insurance/security

£ 50 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,800 : 00 p



Member's claim form

0 20 2006

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JOHN BERKOW  
BUCKINGHAM

Constituency

Office use only

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 1.7.2006 to 31.7.2006

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,050 : 00 p

Food

£ 200 : 00 p

Utilities

£ 20 : 00 p

Council Tax/Rates

£ 80 : 00 p

Telephone and telecommunications

£ 25 : 00 p

Cleaning

£ 25 : 00 p

Service/maintenance

£ 350 : 00 p

Repairs/insurance/  
security

£ 50 : 00 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1,800 : 00 p



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

**Address of second home**  
*for Additional Costs Allowance*

[Redacted area]

**Declaration**

[Redacted signature area]

enable performing

**Signature**

**Date**

S. F. 1006

**Data protection**

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**Send your completed form to**

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



Additional Costs Allowance

06/07

21 APR 2006

ACA2

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
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Your details

Name in CAPITAL LETTERS

JOHN BERLOW

Constituency

BUCKINGHAM

Office use only

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 1.4.2006 to 30.4.2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 4,050 : 00 p

Food

£ = 250 : 00 p

Utilities

£ = 50 : 00 p

Council Tax/Rates

£ - 100 : 00 p

Telephone and telecommunications

£ = 30 : 00 p

Cleaning

£ : p

Service/maintenance

£ = 350 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

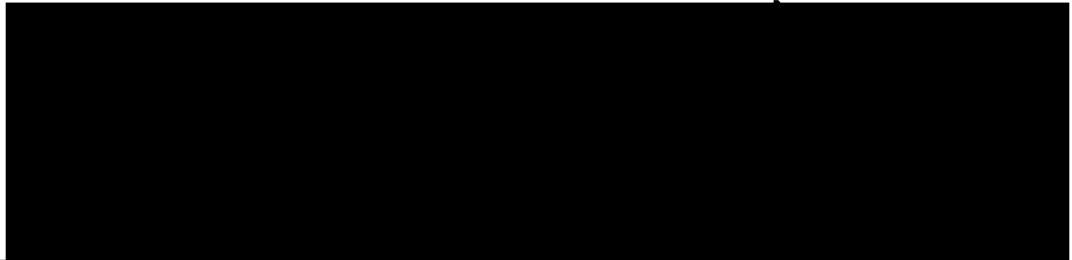
▶ please specify

Total

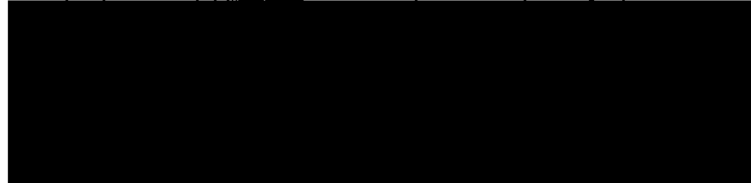
£ 1,830 : 00 p

**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  
of performing



Signature

Date

20th April  
2008

**Data protection**

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Send your completed  
form to

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



Additional Costs Allowance

0000000000  
ACA2

0000000000

Member's claim form

06/07

About filing in this form

- For details of costs you can claim for, see *Green Book* section 1.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JOHN BELCOW

Constituency

BUCKINGHAM

Office use only

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 1.5.2005 to 31.5.2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,050 : 00 p

Food

£ 250 : 00 p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and telecommunications

£ 15 : 00 p

Cleaning

£ : p

Service/maintenance

£ 350 : 00 p

Repairs/insurance/security

£ 15 : 00 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1,830 : 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  
of performing

Signature

Date

2-5-2006

**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



05 JUN 2006

Member's claim form

06/07

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

✓

Your details

Name in CAPITAL LETTERS

Constituency

JOHN BUCKOW  
BUCKINGHAM

Office use only

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 1.6.2006 to 30.6.2006 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,050 : 00 p

Food

£ = 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ = 100 : 00 p

Telephone and telecommunications

£ = 75 : 00 p

Cleaning

£ = 50 : 00 p

Service/maintenance

£ = 350 : 00 p

Repairs/insurance/security

£ = 75 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,800 : 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

Date

2nd June 2006

**Data protection**

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Send your completed  
form to

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



Additional Costs Allowance

ACA2

Member's claim form

12 MAR 2007

About filling in this form

- For details of costs you can claim for, see *Green Book* section 12.
- If you have any doubt about whether you can claim for a cost please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JOHN BELCOW

Constituency

BUCKINGHAM

Office use only

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 1.5.2006 to 31.3.2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ = 50:00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ = 100:00 p

Service/maintenance

£ = 100:00 p

Repairs/insurance/security

£ = 100:00 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 350:00 p

continued on page 2



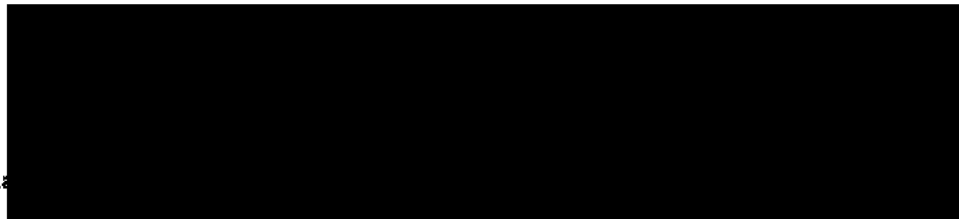
**Details of second home** *if applicable*

Address of second home  
for Additional Costs Allowance



**Declaration**

Signature



Date

12-3-2004 ✓

**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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