



Member's claim form

10 DEC 2007

Members' Allowances

About filling 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 1592.

Your details

Name in CAPITAL LETTERS

JOHN BELLOW

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.
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 1.12.2007 to 31.12.2007

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** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

Date

10.12.2007

**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

13 NOV 2007

## 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

JOHN BELLOW

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 1.11.2007 to 30.11.2007

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

£ 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

**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

Signature

Date

12.11.2007.

**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

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



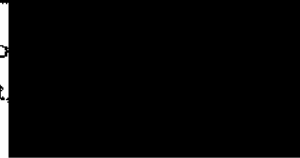
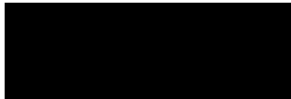
# Member's claim form

09 OCT 2007

Members' Allowances

About filling 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 1592.



## Your details

Name  
in CAPITAL LETTERS

JOHN BEKCOU

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.
- 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 1.10.2007 to 31.10.2007

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

£ : 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

**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

n  
n

Signature

Date

8th October 2007. ✓

**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



# 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

JOHN BELLON

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.
- 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, 2008 to 31, 3, 2008

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,000 : 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

£ 1,000 : 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] of performing

Signature

Date

[redacted]  
2ND MARCH 2008

**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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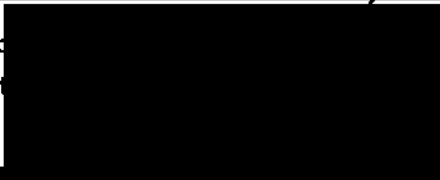


# Member's claim form

## Members' Allowances

About filling in this form

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

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.
- 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, 2, 2008 to 29, 2, 2008 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,050.00 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

£ 1,050.00 p ✓



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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

Date

4.2.2008.

**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 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 BERCOU

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.
- 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 1.1.2008 to 31.1.2008

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

£ = 50 : 00 p

Service/maintenance

£ = 350 : 00 p

Repairs/insurance/  
security

£ 1,327 : 92 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3,127 : 92 p

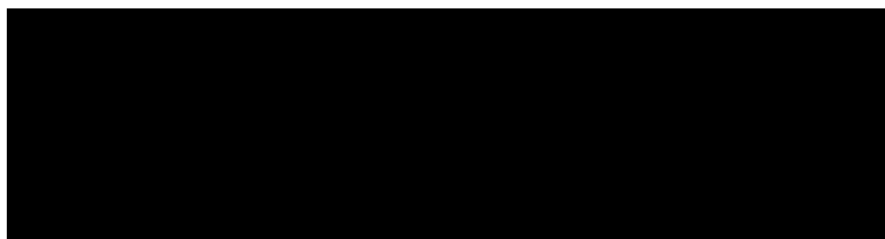
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

Date



8.1.2008

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

**A CUSTOMER AND INVOICE DETAILS**

Mr/Mrs/Ms Mr Berrow

Invoice No [REDACTED]

Date 20 / 12 / 07

Address [REDACTED]

[REDACTED]

**B WORK DESCRIPTION - THIS SECTION MUST BE COMPLETED ACCURATELY AND EXPLAINED VERBALLY TO THE CUSTOMER**

ISOLATED SUPPLIES TO SYSTEM & DRAINED DOWN - INSTALLED NEW HOT WATER ZONE VALVE AND THREE PEERAN WITH ELHEAD VALVES, FITTED PROGRAMMER, DIGITAL WIRELESS ROOM THERMOSTAT AND CYLINDER THERMOSTAT. REWIRED SYSTEM. CARRIED OUT FULL STRIP DOWN SERVICE TO BOLLER. RE ASSEMBLED, REFILLED & TESTED

We are unable to fully guarantee this job. See Recommendations

Warning Notice Issued in accordance with Gas & Safety Regulations.

**MATERIALS USED**

ZONE VALVE, RADIATOR VALVES, ROOM & CYLINDER THERMOSTATS, PROGRAMMER

**RECOMMENDATIONS**

SYSTEM WOULD BENEFIT FROM HAVING THERMOSTATIC RADIATOR VALVES ON ALL RADIATORS AS DISCUSSED

Hourly Rate £ 90 per hour + Mat + VAT

Fixed Price £ : +VAT

**C COST DETAILS - CUSTOMER MUST NOT MAKE PAYMENT UNLESS SATISFIED THAT PROCEDURES BELOW HAVE BEEN COMPLIED WITH**

1. Working Times, Total no. of hours worked and Breakdown of Labour and Materials are correct. 2. Material collection charges (if any) have been approved by the customer. 3. Mobile phone usage has been job related and any breaks have not been charged for.

Labour	£ 840 : 00
Materials	£ 290 : 14
Sub Total	£ 1130 : 14
AT @ 17.5%	£ 197 : 78
<b>TOTAL COST</b>	<b>£ 1327 : 92</b>
Deposit	£ :
Balance	£ :



# 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

Constituency

JOHN BERCOFF  
BUCKINGHAM

## Claim details

Notes

You can only claim for

Please list

Please attach

- costs you have
- 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 1.9.2007 to 30.9.2007

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1,050 : 00 p ✓

Food

£ 200 : 00 p ✓

Utilities

£ 50 : 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

[Redacted Signature]

[Redacted Date] 1.9.2007 ✓

able  
forming

**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



20 AUG 2007

ACA2

Member's claim form

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

JOHN BELCOW

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 1.8.2007 to 31.8.2007

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

£ 50 : 00 p

Service/maintenance

£ 350 : 00 p

Repairs/insurance/security

£ 264 : 37 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,064 : 37 p



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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

Date

17.8.2007

**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

**A CUSTOMER AND INVOICE DETAILS**

Mr/Mrs/Ms Mr BERLOW

Invoice No [REDACTED]

Date 16 / 8 / 07

Address [REDACTED]

[REDACTED]

**B WORK DESCRIPTION - THIS SECTION MUST BE COMPLETED ACCURATELY AND EXPLAINED VERBALLY TO THE CUSTOMER**

ATTEND SITE TO MEET EON/CARS ENGINEER  
 TO RECTIFY PROBLEM WITH MASCORATOR  
 ENGINEER STAIR DOWN PUT CHECK TO  
 FIND SPURTS TOTAL BLOCKED IN PUT  
 NO RESPONSIBILITY TO OURSELF'S  
 MATERIALS USED TEST LEAVE IN ORDER

We are unable to fully guarantee this job. See Recommended work  Warning Notice Issued in accordance with Gas & Safety Regulations.

**RECOMMENDATIONS / COMMENTS**

THIS PROBLEM IS NOT DOWN TO  
 INSTALLATION WHAT SO EVER

Further work is costed as below:  
 Hourly Rate £ : per hour + Max.+VAT  
 Fixed Price £ : +VAT

**C COST DETAILS (see rate information overleaf) - CUSTOMER SHOULD NOT MAKE PAYMENT UNLESS PROCEDURES (1,2,3.) BELOW HAVE BEEN COMPLIED WITH**

1. Working Times, Total no. of hours worked & Breakdown of Labour & Materials are correct & shown. 2. Material collection charges (if any) have been approved by the customer & are fully justifiable. 3. Mobile phone usage has been job related, minimal & breaks not charged for.

Labour	£ 225.00
Materials	£ <del>300.00</del>
Sub Total	£ 225.00
VAT @ 17.5%	£ 39.37
<b>TOTAL COST</b>	<b>£ 264.37</b>
Deposit	£ :
Balance	£ :



Member's claim form

About filling 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 BERGOW ✓

Constituency

BUCKINGHAM

Office use Costs/Cat 2

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, 2007 to 31, 7, 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** *if applicable*

X  
X  
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.

X  
Signature

MP

X  
Date

7.7.2007. ✓

**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

VALIDATED 26 JUN 2007 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 BERCOW

Constituency

BUCKINGHAM

Office use only

Costs/Cat 2

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 1.6.2007 to 30.8.2007

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ : p

(interest only) or rent

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ = 933 : 14 p

Other

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ = 933 : 14 p

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

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

**Declaration**

**Signature**

**Date**

25.6.2007

**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

Mrs Bercow ✓  
[REDACTED]

**ESTIMATE**

No [REDACTED]

12<sup>th</sup> June 2007

Dear [REDACTED]

Following our recent visit and our conversation regarding the above-mentioned property it gives us much pleasure in submitting our estimate to carry out the following works.

Prior to commencement of works all areas will be protected with dustsheets as appropriate. These will be removed and replaced on a daily basis.

**Macerator Works**

- To remove defective Saniflo x 2 macerator.
- To re-fix W.C. pan to floor.
- To supply and fit Edincare macerator altering pipework to suit new installation.
- To rewire, test and leave in good working order.

All for the total estimated sum of	£ 794.17	
Plus V.A.T @ the current rate	£ 138.97	
<b>Total</b>	<b>£ 933.14</b>	✓

Assuring you of our prompt attention at all times, in anticipation of a favourable reply.

Should you require any further assistance please do not hesitate to contact the above forementioned telephone number.

Yours sincerely



Additional Costs Allowance

07/08

AGA2

08 JUN 2007

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  
Constituency

JOHN BEKCOU  
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 those 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 1.6.2007 to 30.6.2007 ✓

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

£ : p

Cleaning

£ 50 : 00 p ✓

Service/maintenance

£ 350 : 00 p ✓

Repairs/insurance/security

£ 150 : 00 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,900 : 00 p ✓



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

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

Signature

Date

enable  
performing

7.6.2007

**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

X



Additional Costs Allowance

07/08

ACA2

### Member's claim form

03 MAY 2007

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 1340.

### Your details

Name in CAPITAL LETTERS

JOHN BELLOW

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.

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 an

Period of claim

from 1.5.2007 to 31.5.2007

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments

(interest only) or rent

£ 4,100 : 00 p

Food

£ 100 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and telecommunications

£ 50 : 00 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

£ 1,900 : 00 p

Pay £ 350-00

continued on page 2



Additional Costs Allowance

07/08

ACA2

Member's claim form

03 MAY 2007

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 1340.

Your details

Name in CAPITAL LETTERS

JOHN BROWN

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.

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 1.5.2007 to 31.5.2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,100 : 00 p

Food

£ 100 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 100 : 00 p

Telephone and telecommunications

£ 50 : 00 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

£ 1,900 : 00 p

Pay £ 1,550-00

continued on page 2

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

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

Signature

Date

2ND MAY 2007

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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

01/08

ACA2

05 APR 2007

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 BERLOW

Constituency

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.

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, 2007 to 30, 4, 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ = 1,100 : 00 p

Food

£ = 100 : 00 p

Utilities

£ = 100 : 00 p

Council Tax/Rates

£ = 100 : 00 p

Telephone and telecommunications

£ = 50 : 00 p

Cleaning

£ = 50 : 00 p

Repairs/maintenance

£ = 350 : 00 p

Repairs/insurance/security

£ = 50 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,900 : 00 p

They 350 - 00.  
~~1,550 - 00~~

J S [redacted] Bercow

Acting as agents for:

Address for Notices:

### INVOICE

For information only - payment made by Direct Debit/Standing Order

Premises: [redacted]




Please make your cheque payable to:

Bank Account Number:

Sort Code:


Date	Description	Paid	Net	VAT	C
25/03/2007	Ground Rent Quarterly in Adv 25/03/2007-23/06/2007	0.00	5.00	0.00	OS
25/03/2007	S/C on Acct Quarterly in Adv 25/03/2007-23/06/2007	0.00	1,246.75	0.00	OS

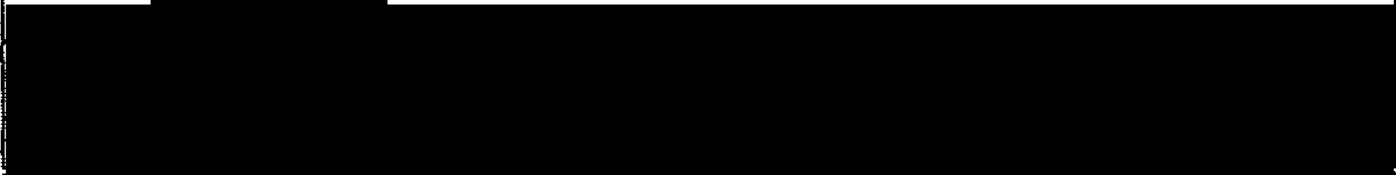
Code	Net	VAT	PREVIOUSLY PAID	0.00
OS Outside Scope	1,251.75	0.00	INVOICED NET	1,251.75
			VAT	0.00
			PREVIOUS ARREARS	0.00
			AMOUNT DUE	1,251.75

<b>J S</b> <b>Bercow</b> 	Acting as agents for: 
	Address for Notices: 

**INVOICE**

**For information only - payment made by Direct Debit/Standing Order**

**Premises:** 



Date	Description	Paid	Nett	VAT	C
25/12/2005	Ground Rent Quarterly in Adv 25/12/2005-24/03/2006	0.00	5.00	0.00	OS
25/12/2005	S/C on Acct Quarterly in Adv 25/12/2005-24/03/2006	0.00	1,149.50	0.00	OS

Code	Nett	VAT	PREVIOUSLY PAID	0.00
OS Outside Scope	1,154.50	0.00	INVOICED NETT	1,154.50
			VAT	0.00
			PREVIOUS ARREARS	0.00
			AMOUNT DUE	1,154.50



Additional Costs Allowance

01/08

ALGAZ

### 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 BEACON

Constituency

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.

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 1.4.2007 to 30.4.2007.

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ = 1,100 : 00 p ✓

Food

£ = 100 : 00 p

Utilities

£ = 100 : 00 p

Council Tax/Rates

£ = 100 : 00 p

Telephone and telecommunications

£ = 50 : 00 p

Cleaning

£ = 50 : 00 p

Repairs/maintenance

£ = 350 : 00 p

Repairs/insurance/security

£ = 50 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,900 : 00 p

Pay  
£1,550-00

continued on page 2



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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

Date

2.4.2007

**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



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

JOHN BERLOW

Constituency

BOCKINGHAM

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 1.4.2007 to 31.3.2008

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ - 207 - 57 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

£ 207 : 57 p ✓

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

Date

[Redacted Signature]

11.4.2008

enable  
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