



Additional Costs Allowance

0000 0000 001

ACA2

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.

545605

Your details

Name in CAPITAL LETTERS

MARK LANCASTER

INV. A

Constituency

North East Milton Keynes

514602

514500

Office use only

Costc

M LANCMMI

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £25 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel costs.

Please list

Please attach

383691
AH 22/9

Period of claim

from 01 10 08 to 30 10 08

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only)

£ 8448 : 00 p (£1408 x 6 months)

Food

£ 589 : 00 p (6 months)

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

£ 9037 : 00 p

5847063.
22/9.

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]
[Redacted] Postcode [Redacted]

✓

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

17 Sept 2008

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



Member's claim form

08 OCT 2008 555105

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.

INV. A
514602
514500

Your details

Name in CAPITAL LETTERS

MARK LANCASTER

Constituency

NE MILTON KEYNES

Office use only

Costs

M LANCMML

Supp/Res ID

[Redacted]

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 £25 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel costs.

OCT

Please list

Please attach

5850130
S-S 14/10/08

Period of claim

from 01 / 09 / 08

to 30 / 09 / 08

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1408 : 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

£ 1408 : 00 p

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]
[Redacted] Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing [Redacted] duties as a Member of Parliament.

Signature

[Redacted] MP

Date

16 Oct 2008

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



Additional Costs Allowance

ACA2

11 NOV 2008

Member's claim form

373306

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.

514602

514500

Your details

Name in CAPITAL LETTERS

MARK LANCASTER

Constituency

NE MILTON KEYNES

Office use only

Costc

M LANCMMI

Supp/Res ID

[Redacted]

Nov

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 £25 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel costs.

RR
BC ✓
392727
2077/11

Period of claim

from 01 / 11 / 08 to 30 / 11 / 08

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments

(interest only) or rent

£ 1408 .00 p ✓

Food

£ : p

Utilities

£ 83 .36 p (1/3 of attached bill)

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

£ 1491 : 36 p ✓

5855246
CC 17/11

continued 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 as a Member of Parliament.

Signature

MP

Date

11 Nov 2008

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



Date of Bill
19 October 2008
This is not a tax invoice

Any questions?

Call us on
0845 052 0000

We're open Monday to Friday
8.00am until 8.00pm and Saturday
8.00am until 6.00pm.

Account number

Mr Graham Stuart

Page 1 of 4

Electricity bill

For electricity supplied to [redacted]
Date of this bill 19 October 2008 (We sent your last bill on 4 July 2008)

We have estimated your reading

Latest electricity reading **2806** estimated on 18 October 2008.

Please pay **£250.07** ÷ 3 = £83.35

Please pay now using the payment slip below. Alternatively, you can find details of our other payment methods on the back of this bill. Please make cheques out to 'E.ON' and write '0118 8976 3320' (your account number) on the back.

Your prompt payment discount: to continue to get a 3% prompt payment discount off your bill, please pay within 14 days of the date of this bill.

See the back for a summary →

Girobank
Girobank plc Newcastle G1R 8AA

E.ON

bank giro credit



158
288
24

Reference

Credit account number

Amount due
No fee payable at PO counter

[redacted]

157 8464

£ 250.07

Cheque payable to POST OFFICE LTD

Signature

Cash

Date

Cheque

Cashier's stamp and initials

Mailnet Collection A/C E.ON UK PLC

57-84-64

Please do not write below this line or fold this payment slip

X



Member's claim form

09 DEC 2008

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.

587301

Your details

Name in CAPITAL LETTERS

MARK LAWASTER

INV: A

Constituency

NE MILTON KEYNES

514602

514500

Office use only

Costc

M LAMCMMI

Supp/Res ID

Dec

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 £25 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel costs.

Period of claim

from 01 / 11 / 08

to 30 / 11 / 08

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest on)

£ 1408 : 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

£ 1408 : 00 p ✓

392765 p 15/12/08

5859537
CC 12/12

continued on page 2

8 BM

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]
[Redacted] Postcode [Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted] MP

Date

8 Dec 2008

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



Additional Costs Allowance

ACA2

Member's claim form

1^o JAN 2009

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.

606908

Your details

Name in CAPITAL LETTERS

MARK LANCASTER

INV. A

Constituency

NE MILTON KEYNES

514602

514500

Office use only

Costs

M LANCM1

Supp/Res ID

[Redacted]

San

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 £25 or more and include receipts - except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel costs.

5864721
JW
20.01.09

Period of claim

from 01/01/09

to 31/01/09

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only)

£ 1408 : 00 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 70 : 20 p ✓

(1/3 of attached bill)
70.18

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1478 : 20 p

continued 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 as a Member of Parliament.

Signature

MP

Date

15 Jan 2009

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

04 FEB 2009

589



Additional Costs Allowance

ACA2

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.

INV. A 618005
514602
514500

Your details

Name in CAPITAL LETTERS

MARK LANCASTER

Constituency

NE MILTON KEYNES

Office use only

Costs

M LANCMKI

Supp/Res ID

[Redacted]

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 £25 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel costs.

Please list

Please attach

RR
Bc

Period of claim

from 01/04/2008 to 28/02/2009

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1408 : 00 p ✓

Food

£ ~~2480~~ : 00 p

Utilities

£ 1,891 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ ~~3888~~ : 00 p

£ 3,299.00 ✓

5869060

RS 13/02/09

408062

8/16/2/09

▶ please specify

▶ please specify

▶ please specify

continued on page 2

Feb

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Postcode

[Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

02 Feb 2009

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

Mark Lancaster MP - Food Claim

	Total
April	£ 269.32
May	£ 264.87
June	£ 327.06
July	£ 298.45
Aug	£ 48.34
Sept	£ 75.23
Oct	£ 296.34
Nov	£ 317.08
Dec	£ 301.12
Jan	£ 282.19
Feb	£ -
March	£ -
	£2,480.00

From: LANCASTER, Mark
Sent: 10 February 2009 16:57
To: [REDACTED]
Subject: RE: ACA claim

Dear [REDACTED]

Thank you for the email,.

Having checked I am confident they are an entirely separate group of receipts.

That said and whilst I appreciate I am well within the claim limit, because there is a small element of doubt now in my mind since I disposed of the first batch of receipts after putting the claim in last September, I think it is only right that you remove the £589 already claimed from the current claim, which will make it £1891.

Many thanks

Mark

Mark Lancaster TD MP
Member for North East Milton Keynes
Shadow Minister for International Development
HOUSE OF COMMONS
LONDON SW1A 0AA
tel: 0207 [REDACTED]
fax: 0207 [REDACTED]

Disclaimer:

This e-mail is confidential to the intended recipient. If you have received it in error, please notify the sender and delete it from your system. Any unauthorised use, disclosure, or copying is not permitted. This e-mail has been checked for viruses, but no liability is accepted for any damage caused by any virus transmitted by this e-mail.

From: [REDACTED]
Sent: 10 February 2009 16:16
To: LANCASTER, Mark
Subject: RE: ACA claim
Importance: High

Dear Mr Lancaster

I have checked the claim and there is no breakdown provided, except stating that the £589.00 was for 6 months food.

Please bear in mind that you are more than welcome to come in to the office to go through your claims if you feel it would be beneficial.

Regards
[REDACTED]

From: LANCASTER, Mark
Sent: 10 February 2009 16:11
To: [REDACTED]
Subject: RE: ACA claim

Hi [REDACTED]

Did I give any breakdown for the food on ACA claim on the 17th Sept?

Kind regards

Mark

Mark Lancaster TD MP
Member for North East Milton Keynes
Shadow Minister for International Development
HOUSE OF COMMONS
LONDON SW1A 0AA
tel: 0207 [REDACTED]
fax: 0207 [REDACTED]

Disclaimer:

This e-mail is confidential to the intended recipient. If you have received it in error, please notify the sender and delete it from your system. Any unauthorised use, disclosure, or copying is not permitted. This e-mail has been checked for viruses, but no liability is accepted for any damage caused by any virus transmitted by this e-mail.

From: [REDACTED]
Sent: 10 February 2009 15:01
To: LANCASTER, Mark
Subject: ACA claim
Importance: High

Dear Mr Lancaster

As discussed with regards to your claim for food on your ACA, please see the below breakdown of what you have claimed to date.

ACA claim 17th Sept 08 - for the period 01/04/08 - 30/09/08, claimed £589.00

ACA claim 2nd Feb 09 - For the period 01/04/08 - 28/02/09, claimed £2,480.00 (has not been paid yet)

Please let me know how you wish to proceed.

Kind Regards
[REDACTED]

[REDACTED] Validation Team

5876381 30/3/09



Additional Costs Allowance

ACA2

Member's claim form

23 MAR 2009

mk

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.

643306

Your details

Name in CAPITAL LETTERS

MARK LANCASTER

NV. A

Constituency

NORTH EAST MILTON KEYNES

514602

5500

Office use only

Costc

M LANCMMI

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £25 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel costs.

Period of claim

from 01 / 03 / 09

to 31 / 03 / 09

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 3909 : 67 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

£ 3909 : 67 p

416304

GP 3 1/3

B E

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]
[Redacted] / [Redacted] Postcode [Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted] MP

Date

20 March 2009

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



18th March 2009

Mark Lancaster

Lettings

Invoice Number:

Re:

Rental for the first instalment of one month of the term of the tenancy of one year at £425.00 per week due before the signing hereof

£1,841.67

Deposit

£1,700.00

Tenant administration fee

£320.00

VAT on tenant administration fee at 15%

£48.00

Amount Due

£3,909.67

VAT No. 429606536

requires cleared funds on the signing of the contract.

accepted means of payment are:

Visa, Mastercard, Maestro, American Express, Diners Club

Telegraphic transfer

Cash or Banker's Draft paid at this office

Our Bank details for the purpose of telegraphic transfers are as follows:

Account name:

From the UK:

From overseas:

We do not consider funds paid in over the counter at a high street bank to be cleared funds until we have received confirmation from our bank of receipt of these funds. As this confirmation can take up to a week to arrive, we do not recommend this as a method of payment.



Member's claim form

17 MAR 2009

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.13.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

INV. A 641703
514602
514500

Your details

Name in CAPITAL LETTERS

MARK LANCASTER

Constituency

NE MILTON KEYNES

Office use only

Costs

MLANCMML

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £25 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel costs.

RR
BC

Please list

Please attach

Period of claim

from 01 / 03 / 09 to 31 / 03 / 09

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1408 : 00 p ✓

Food

£ 179 : 32 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

£ 1587 : 32 p ✓

5874826
CC 20/03

414863
S.S 20-3-09

continued on page 2

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

[Redacted address field]

Postcode

[Redacted postcode field]

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

[Redacted signature]

MP

Date

16/03/2009

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