

08/09

0 1 MAY 2008



# Member's claim form

735. st )

Page 1 of 2

Λ	ιb	O	u	t f	HH	ng	1	H	1
ż					is				

- For details of costs you can claim for, see *Green Book* section 3. I NV .
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

514602 RR 514500

	please cail 020 7219 1340.	514500
Your details		
<b>Name</b> in CAPITAL LETTERS	MUK-HERBERT	
Constituency	ARVAGE & SIVTH BOWNS	
	Office use only  Costc/Cat 2 M H E R B N A R Supp/Res ID	
Claim details		
You can only claim for	costs you have actually paid	
Please list Please attach	<ul> <li>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.</li> <li>all items costing £250 or more and include receipts – except for food, for which receipts are not required.</li> <li>receipts or invoices for any hotel cost even if it is less than £250.</li> </ul>	
Period of claim	from 1,4,08 to 30,4,	<u>08</u>
otal cost of hotel stays attach all receipts	<u>£</u> : p	
Mortgage payments (interest only) or rent	E 1,893:35 p- 560715	. <b></b>
Food	E : p	18/0
Utilities	1£ : p	
Council Tax/Rates	E i p	
Telephone and telecommunications	£ ; p	
Cleaning	<u>£</u> : p	
Service/maintenance	£ : p	
Repairs/insurance/ security	£ ; p	
Other	£ ; p please specify	
Other	£ ; p please specify	

£1,893:35 p



	1 (1) (1) (2) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	Page 2 of
Details of second	home if applicable	to in the secretary of the first fir
Address of		
second home for Additional Costs Allowance	a new colon de la colon de <del>La colon de la colon de la</del>	Postcode
	Marine Marine Marine Marine	
Declaration		
N <sub>6</sub>	I confirm that I incurred these costs wholly, exclusively a me to stay overnight away from my only or main home to my duties as a Member of Parliament.	
Signature	and the first of the second of	MP
Date	22/4/0	
	TO THE SECOND SERVICES AND THE SECOND SERVICES AND THE SECOND SEC	
		· · · · · · · · · · · · · · · · · · ·
Data protection	The House of Commons Administration will process the information of administering and accounting for the Members' Estimate, material accordance with the rules agreed by the House of Commons at also be disclosed to the National Audit Office for audit purposes the House of Commons Administration or by its agents for the process.	king payments and keeping records in nd the Inland Revenue. The information will s. The information may also be used within
÷6	For the purposes of the Freedom of Information Act 2000 the H Authority and therefore the information it holds will fall within the	louse of Commons Administration is a Public
<u>⊈</u> √3	Under the Data Protection Act 1998, you have the right to see a the House of Commons Administration holds about you. If you notice or how your information is handled or about your rights uncall our Data Protection Officer on 020 7219 2032, who acts on	and receive a copy of any personal data that have questions about the contents of this order the Data Protection Act 1998, please

Department of Finance & Administration, House of Commons, London SW1A 0AA

the House).

Validation Team, Operations Directorate,

Send your completed

form to

SHOULD BE HERE IN THE STORY



08/09 Member's claim form

ACCOUNT OF ACCOUNT

0 1 MAY 2008



Page 1 of 2

JUU RR

About filling in	For details of costs you can claim for, see <i>Green Book</i> section 3.   NV . A 3983
this form	If you have any doubt about whether you can claim for a cost, please call <b>020 7219 1340</b> .
Your details	
Name	NICK HERBERT
in CAPITAL LETTERS  Constituency	ARVADER & SOUTH BOWNS
	Office use only Costc/Cat 2 M H E R B WA R Supp/Res ID
Claim details	
You can only claim for	<ul> <li>costs you have actually paid</li> <li>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.</li> </ul>
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 1,5,08 to 31,5,08
Total cost of hotel stays attach all receipts	E 1,893:35 p 76077 N 1515/8
Mortgage payments (interest only) or rent	£ 1,893:35 p 30711
Food	£ : p
Utilities	£ ; p
Council Tax/Rates	<u>Е</u> ; р
Telephone and telecommunications	LÉ : P
Cleaning	<u>£</u> : <u>p</u>
Service/maintenance	£ : p
Repairs/insurance/ security	£ ; p
Other	£ please specify

please specify

please specify

Total

Other

Other

£

£

£ 1,893:35

p

continued on page 2



		Page 2 of 2
Details of second	home if applicable	
Address of	1	
second home		er engleske fra 1886, som engligt fra 1886 ble
for Additional Costs Allowance	and the second of the second o	Postcode
	to a <b>ti</b> ta to cultivity and	e.
Declaration		
•		シンパ酸 
	I confirm that I incurred these costs wholly exclusively and me to stay overnight away from my only or main home for t my duties as a Member of Parliament.	
		rainte. Talini
Signature		<b>P</b>
Date	1/5/102	State of the state
		para di
	,我们们的人们也是有一种的人。	
****************************		
Data protection	The House of Commons Administration will process the information of administering and accounting for the Members' Estimate, making accordance with the rules agreed by the House of Commons and also be disclosed to the National Audit Office for audit purposes. The House of Commons Administration or by its agents for the purposes.	g payments and keeping records in the Inland Revenue. The information will he information may also be used within
19.00 19.00	For the purposes of the Freedom of Information Act 2000 the House Authority and therefore the information it holds will fall within the so	
•	Under the Data Protection Act 1998, you have the right to see and the House of Commons Administration holds about you. If you have notice or how your information is handled or about your rights under call our Data Protection Officer on 020 7219 2032, who acts on being the House).	e questions about the contents of this er the Data Protection Act 1998, please

Department of Finance & Administration, House of Commons, London SW1A 0AA

Validation Team, Operations Directorate,

Send your completed

form to



# Scanned Additional Costs Allowance

可以数据的通信



# Member's claim form

MEMBERS i 2 JUN 2008

About filling in this form

Other

Total

£

1,893

: 35

■ For details of costs you can claim for, see Green Book section 3. N.V. . . A

continued on page 2

•	please call <b>020 7219 1340</b> .	514602
Your details		514500
	MUK HERFORT	
in CAPITAL LETTERS  Constituency	ARVAGE & SIVIN JOHNS	RR
	Office use only  Costc/Cat 2 M H E R B N A R Supp/Res ID	
Claim details		
You can only claim for	<ul> <li>costs you have actually paid</li> <li>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.</li> </ul>	
Please list	all items costing £250 or more and include receipts – except for foo for which receipts are not required.	<b>d<sub>Kuthan</sub>,</b> was
Please attach	receipts or invoices for any hotel cost even if it is less than £250.	
Period of claim	from 1 , 6 , 08 to 30 , 6 ,	<u>ज</u> र
Total cost of hotel stays attach all receipts  Mortgage payments (interest only) or rent	E 1,893:35 p	7.7
Food	E: P 58314	
Utilities	IE: P	to particular
Council Tax/Rates	12/6	
Telephone and telecommunications	£ : p	. ♥
Cleaning	E: p 3600 c	) 0
Service/maintenance	<u>£</u> : p	0/5/9
Repairs/insurance/ security	£ : p	
Other	£ : p please specify	
Other	£ : p please specify	<u> </u>

please specify



#### 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

Date L 6 0

**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.

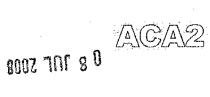
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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

ABBUNISTRATION HOUSEUF COMMONS		Page 1 of 2
About filling in this form  Your details	For details of costs you can claim for, see <i>Green Book</i> section 3 NV.  If you have any doubt about whether you can claim for a cost, please call <b>020 7219 1340</b> .	A 5100 514602 514500
Tour details		
Name in CAPITAL LETTERS  Constituency	MCK MERBERT ARVAGE & SOVIM DOWNS	
	Office use only  Costc MHERBNAR Supp/Res ID	
Claim details		- R
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		
Period of claim	from 1,7,08 to 31,7,08	- ·
otal cost of hotel stays attach all receipts Mortgage payments	E 1,893 : 35 p	c2-
(inlerest only) or rent	2 , 3 , 5 , 5	155
Food	<u>£</u> : p	5851552
Utilitles	£ : p	80 1
Council Tax/Rates	£ : Þ	17)
Telephone and telecommunications	<u>£</u> : p	
Cleaning	£ : p	·
Service/maintenance	E : P	
Repairs/insurance/ security	<u>£</u> : p	7
Other	£ : p please specify	
Other	£ : p please specify	

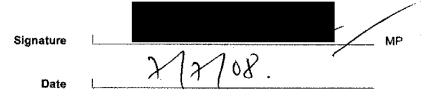
£1,893:35

Total

# 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.



#### 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

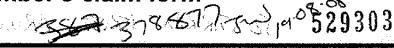
Validation Team, Operations Directorate,



5842808 Sy 1878



# Member's claim form



Page 1 of 2

About filling in

For details of costs you can claim for, see Green Book section 8.7 . A

this form		e any doubt : I <b>020 7219 1</b>		ether you can claim f	or a cost,	**	602 500
Your details							
Name	M	ICK H	ekbe	KT SN74 DU			
in CAPITAL LETTERS  Constituency	A	20/Vgc	LE	SN74 DO	WNJ		
	Office use Costc/Cat 2	only M H E	2 B N	A R Sup	/ p/Res ID		
tan a same a			:-		ì		
Claim details							
You can only claim for	additional e	ou to stay ov	olly, exclus	sively and necessarily vay from your only ou or Parliamentary dution	main hom	e	
Please list		sting £250 o		d include receipts – d.	except for	food,	
Please attach	receipts or	invoices for a	any hotel (	cost even if it is less	than £250		
Period of claim	from	<u>, 8 , </u>	08	Lto 31	, 8	, 08	
Total cost of hotel stays	£		n				
attach all receipts Mortgage payments	£ 1,89	3 : 3 5	<u>р</u>				
(interest only) or rent	* 1		es to	•	and the second		The state of the s
Food	£		<u> </u>	•		+ +1 +1	
Utilities	£	· :	ρ				
Council Tax/Rates	£	;	р				•
Telephone and	£	:	р				
telecommunications			<b>-</b>				
Cleaning	£	*	р				
Service/maintenance	£	:	p				
Repairs/insurance/ security	£		р				
Other	£	:	р	please specify	L		
Other	£	:	<u> </u>	please specify			-
Other :	£	:	p	please specify			

£ 1,893:35

Total

continued on page 2



		Page 2 of 2
Details of second	home if applicable	
Address of		
second home for Additional Costs Allowance		Postcode
	●後 とこまには Vige こと	•
Declaration		
Decidiation		T. C. C.
Signature	I confirm that I incurred these costs wholly exclusively and me to stay overnight away from my only or main home for my duties as a Member of Parliament.	
Date	13 8 08	
	Section 1995	to the second second second second
	and the second of the second o	
5754547878787844774478464446454545		
Data protection	The House of Commons Administration will process the information of administering and accounting for the Members' Estimate, making accordance with the rules agreed by the House of Commons and also be disclosed to the National Audit Office for audit purposes. The House of Commons Administration or by its agents for the purpose.	ng payments and keeping records in the Inland Revenue. The information will The Information may also be used within
	For the purposes of the Freedom of Information Act 2000 the Hou Authority and therefore the information it holds will fall within the surpose Under the Data Protection Act 1998, you have the right to see and the House of Commons Administration holds about you. If you have notice or how your information is handled or about your rights undecall our Data Protection Officer on 020 7219 2032, who acts on be the House).	cope of that Act.  I receive a copy of any personal data that we questions about the contents of this er the Data Protection Act 1998, please

Department of Finance & Administration, House of Commons, London SW1A 0AA

Validation Team, Operations Directorate,

Send your completed

form to



Your details

## **Additional Costs Allowance**

07 007 7079



# Member's claim form

Page 1 of 2

About	filli	ng	in
	hie	for	m

- For details of costs you can claim for, see Green Book section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

554003

Name	MU NORGERT	INV. A
in CAPITAL LETTERS  Constituency	ARUNDER & FOUTH DOWNS	514602
	Office use only  Costc MHERBNAR 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 1 , 1 , 08 to 31 , 10 , C	12 (xz)
Total cost of hotel stays attach all receipts  age p (interest only) or rent Food	1	386836 8-5 13/10/08
Utilities	<u>E</u> : p	
Council Tax/Rates	£ : p	
Telephone and telecommunications	<u> </u>	
Cleaning	<u>£</u> ; <u>p</u>	
Service/maintenance	£ ; p	
Repairs/insurance/ security	<u>£</u> : p	
Other	£ : p   please specify	
Other	£ : p please specify	TTTE VENEZANT BESTE EN ELVANI BAN FINI ASSOCIATION (BANGE)
Other	£ : p please specify	
Total	£ 3,786:70 p	continued on page 2

## Details of second home if applicable Address of second home for Additional Postcode Costs Allowance Declaration I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament. Signature MP 2001 2007 Date The House of Commons Administration will process the information you provide on this form for the purpose Data protection 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).

Department of Finance & Administration, House of Commons, London SW1A 0AA

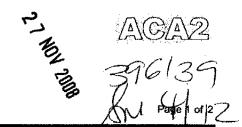
Validation Team, Operations Directorate,

Send your completed

form to



# Member's claim form



About filling in this form

- For details of costs you can claim for, see Green Book section 3.NV.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

A 58121

	please call 020 7219 1340.	514500
Your details		
Name L	NICK HERBERT	
in CAPITAL LETTERS  Constituency	ARUNAEL & SINTH DOWNS	
3	Office use only	The state of the s
	Costc MHERBNAR Supp/Res ID	The state of the s

Ol-1 1- (-1)-				· · · · · · · · · · · · · · · · · · ·				
Claim details								r
You can only claim for		you have						Bc -
	to en	able you i	to stay o	vernight av	sively and necessari way from your only o ir Parliamentary dut	or main home	9	<b>9</b> C 0
Please list				- ·	l include receipts –		od,	
			-	not require				
Please attach	m receip	pts or invo	oices for	any hotel	costs.			
Period of claim	from	1 ,	<i>l</i> + <sub>/</sub>	08	<sub>_to</sub> 30		^	
tal cost of hotel stays  attach all receipts	£	TO A THE STREET WAS AND LANGUAGE	:	р				
Mortgage payments (interest only) or rent	£	<u>,893</u>	: 3	<u>ς</u> -		19	7700	
Food	£		:	р		50	5 +44 0 001	2
Utilities	£		:	р			091	12
Council Tax/Rates	£		:	р				
Telephone and telecommunications	<u>£</u>		;	р				
Cleaning	£	·	:	p				
Service/maintenance	£		:	р				
Repairs/insurance/ security	£		:	p				
Other	£	······································	:	р	please specify	L	***************************************	
Other	£		*	р	please specify			
Other	£		*	Þ	please specify	<u> </u>		
Total	£ 1,2	893	: 35	p _			continued o	n page 2



Page 2 of 2

Address of second home	L					
for Additional Costs Allowance	L	·			Postcode	
laration						
iaration						
	me to stay overni	ght away from	my only or m		ecessarily to enable purpose of perform	
,		ght away from	my only or m			
Signature	me to stay overni	ght away from	my only or m			
_	me to stay overni my duties as a M	ght away from	my only or m	ain home for the		
Signature Date	me to stay overni	ight away from	my only or m	ain home for the		
_	me to stay overni my duties as a M	ight away from	my only or m	ain home for the		

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,



596145 6M4112

Member's claim form

Page 1 of 2

About	filli	ng	in
ŧ	his	for	m

- For details of costs you can claim for, see *Green Book* section 3. INV. A 581205
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

514602

	please call 020 7219 1340.	5 1 4 5 0 2
Your details		F 1 / F 0 0
Name	MCK HERBERT	
in CAPITAL LETTERS  Constituency	ARUNDER & SOUTH DOWNS	
	Office use only  Costc MHERBWAR 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.	13c
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 1 , 12 , 08 to 31 , 12 ,	08
Total cost of hotel stays attach all receipts	E 1,893:35 p	
Morigage payments (interest only) or rent		
Food	<u>Е</u> : .p	7948
Utilitles	£ : p	04/12
Council Tax/Rates	<u>£</u> : p	
Telephone and telecommunications	<u>£</u> : <u>p</u>	
Cleaning	<u>E</u> : p	
Service/maintenance	<u><b>f</b></u> ; <u>p</u>	
Repairs/insurance/ security	<u>£</u> : p	
Other	£ : p please specify	
Other	£ : p please specify	The state of the s
Other	£ : p please specify	
Total	£ 1 893:35 p	continued on page 2



Page 2 of 2

Details of second	home	if applicable		
Address of second home for Additional Costs Allowance	<u></u>			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.

#### **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,







# Member's claim form

Page 1 of 2

About filling in this form

- For details of costs you can claim for, see Green Book section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

600307

Your details		
Name	MUK HERBERT INV	
in CAPITAL LETTERS	ARUNDEL & SOUTH DOWNT	514602
Constituency	7116014007 301111 001111	514500
	Office use only  Costc MHERBNAR Supp/Res ID	The second secon
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.	5863273 5-5 1211/09
Please list	all items costing £25 or more and include receipts – except for food, for which receipts are not required.	3-3 (20)
Please attach	🥦 receipts or invoices for any hotel costs.	
Period of claim	from 1 , 1 , 0 9 to 31 , 1 , 0 9	) 
Total cost of hotel stays attach all receipts (interest only) or rent	£ 1,893:35 p	
Food	<u>£</u> : p	~ ~°
Utilities	E : P	77
Council Tax/Rates	<u>£</u> ; <u>p</u>	( - \)
Telephone and telecommunications	<u>£</u> ; p	JC 15/1
Cleaning	<u>f</u> ; p	1,
Service/maintenance	<u>£</u> ; p	
Repairs/insurance/ security	<u>£</u> : p	
Other	£ : p please specify	
Other		
Other	£ ; p please specify	
Total	£1,893:35 p	continued on page 2



	Page
tails of second	home if applicable
Address of	
second home	
for Additional Costs Allowance	Postcode.
claration	
	I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing
	my duties as a Member of Parliament.
Signature	MP
Date	5/1/08
Data protection	The House of Commons Administration will process the information you provide on this form for the pur 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 also be disclosed to the National Audit Office for audit purposes. The information may also be used with 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 P 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 the House of Commons Administration holds about you. If you have questions about the contents of thi 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 the House).

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

Send your completed

form to



Your details

### **Additional Costs Allowance**



# Member's claim form

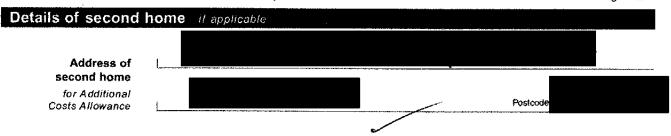
Page 1 of 2

About	filli	ng	ir
+	hic	for	•

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

514602

Name	MCK HERBERT	
in CAPITAL LETTERS  Constituency	ARUMOR & SNOW DOWNS	
	Office use only  Costc MHERBNAR 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.	RR BC -
Please list	all items costing £25 or more and include receipts – except for food for which receipts are not required.	5867946
Please attach	響 receipts or invoices for any hotel costs.	5-5 962109
Period of claim	from 1, 2,09 to 28,2	09
Total cost of hotel stays attach all receipts Mortgage payments (Interest only) or rent	£ 1,893:35 p	7026
Food	<u>£</u> : p	+026 10/02.
Utilities	<u>£</u> : p	10/02.
Council Tax/Rates	£ ; p	
Telephone and telecommunications	<u>£</u> ; p	
Cleaning	<u>£</u> : p	
Service/maintenance	<u>£</u> : p	
Repairs/insurance/ security	£ : p	
Other	£ : p please specify	
Other	£ : p please specify	·····
Other	£ : p please specify	****
Total	£1,893:35 p	continued on page 2



### Declaration

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

Signature \_\_\_\_\_\_\_MP

#### **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,



Other

Other

Total

## **Additional Costs Allowance**

5.5 11-3-09



# Member's claim form

0 4 MAR 2009

ADMINISTRATION HOUSE OF COMMONS		•	Page 1 of 2
About filling in this form		an claim for, see <i>Green Book</i> section 3 NV , but whether you can claim for a cost,	A 634200 514602
Your details			
Name in CAPITAL LETTERS  Constituency	Office use only Costc MHER	FERT  L FOVTH DOWN  BLOCK Supp/Res ID	
		POPULATION AND AND AND AND AND AND AND AND AND AN	nger Land and Common reported also an electrical size in the electrical size in the electrical size of the electrical size in the electri
Claim details			
You can only claim for	to enable you to stay overn	id , exclusively and necessarily incurred night away from your only or main home ing your Parliamentary duties.	RR Bc-
Please list	all items costing £25 or mo for which receipts are not r	ore and include receipts – except for food, required.	
Please attach	s receipts or invoices for any	hotel costs.	
Period of claim	from 1 , 3 , 0	9 10 31,3,0	9
Total cost of hotel stays attach all receipts  Mortgage payments (interest only) or rent	£ 1,893:35	<u>ρ</u>	682
Food	£	<u>p</u>	Y 1 1
Utilities	£ :	5	1013
Council Tax/Rates	£ :	р	·
Telephone and telecommunications	£ :	р	
Cleaning	£ :	<u>p</u>	
Service/maintenance	£ :	ρ	
Repairs/insurance/ security	£ :	р	
Other	£ ;	p please specify	

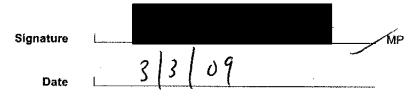
p

Page 2 of 2

# Address of second home 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.



#### 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,