



Member's claim form

05/06

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

PATRICK McLOUGHLIN

Constituency

WEST DERBYSHIRE

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 / 3 / 06 to 31 / 3 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 895 : p

Food

£ 300 : p

Utilities

£ : p

Council Tax/Rates

£ 174 : p

Telephone and telecommunications

£ : p

Cleaning

£ 225 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1594 : - p

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

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

**Declaration**

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

**Signature**



MP

**Date**

5 / April 06.

**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



28 FEB 2006

ACA2

Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

PATRICK McLOUGHLIN

Constituency

WEST DERBYSHIRE



Claim details

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- 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.
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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 2 / 06

to 28 / 02 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 895. : p ✓

Food

£ 250 : p ✓

Utilities

£ 50. : p ✓

Council Tax/Rates

£ 174. : p ✓

Telephone and telecommunications

£ : p ✓

Cleaning

£ 225. : p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

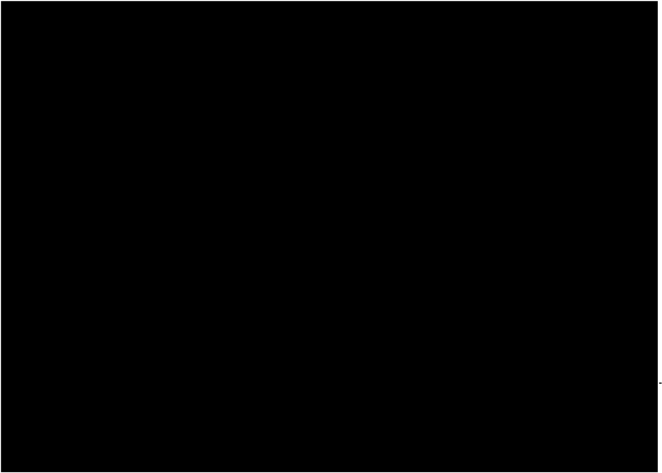
Other

£ : p

▶ please specify

Total

£ 1694 : — p



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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

MP

Date

26/Febr/06.

**Data protection**

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



Member's claim form

31 JAN 2006

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

PATRICK McLOUGHLIN ✓

Constituency

WEST DERBYSHIRE

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 / 1 / 06 to 31 / 1 / 06

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 895 : p

Food

£ 250 : p

Utilities

£ : p

Council Tax/Rates

£ 174 : p

Telephone and telecommunications

£ : p

Cleaning

£ 225 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 200 : p

① \* Other

£ 847. : p ✓

▶ please specify Bathroom Repair

Other

£ : p

▶ please specify

Other

£ : p

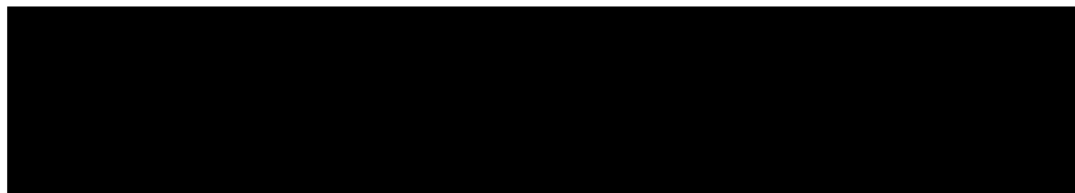
▶ please specify

Total

£ 2591. ✓ p

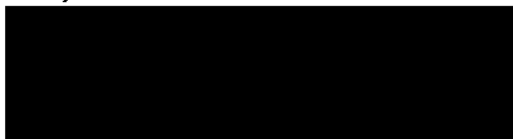
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature



MP

Date

30 January 06.**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

McLoughlin

Date: 02/01/2006

Time: 10:46

DB22 5JT

Tel:

Mob:

Account :

Your Ref

Our Ref :

Contact

Page: 1

Product	Quantity	Unit Price		Total
60000000700 POLO 550 CERAMIC BASIN & VANITY UNIT 660,	1	189.00	EA 0.00%	189.00 210
60000000730 POLO 1050 CERAMIC BASIN & VANITY UNIT	1	319.01	EA 0.00%	319.01
20004011000 ZURICH MONO BASIN MIXER CHR	2	59.00	EA 0.00%	118.00
20004011040 ZURICH DECK BATH SHOWER MIXER CHR	1	84.99	EA 0.00%	84.99
60006000020 FRAGUE CLOSE COUPLED WC COMPLETE INC SOFT CLOSE SEAT	1	126.00	EA 0.00%	126.00
00000000125 Delivery charge, inside the M25 & within 4 miles of branch	1	10.00	EA 0.00%	10.00

883.00

Goods 720.85  
VAT 126.15  
Total 847.00



Additional Costs Allowance

ACA2

Member's claim form

04 JAN 2006

About filling in this form

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Your details

Name in CAPITAL LETTERS

PATRICK McLOUGHLIN

Constituency

WEST DERBYSHIRE

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 / 12 / 05 to 31 / 12 / 05.

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 895 : — p ✓

Food

£ 300 : p ✓

Utilities

£ : p

Council Tax/Rates

£ 174 : — p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 225 : — p ✓

Service/maintenance

£ 100 : p ✓

Repairs/insurance/security

£ 200 : p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify /

Other

£ : p

▶ please specify

Total

£ 1894 : — p

continued on page 2



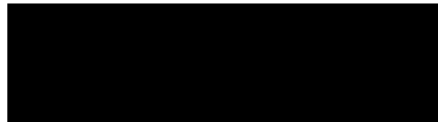
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

2/2/06.**Data protection**

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



Member's claim form

29 NOV 2005

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Your details

Name in CAPITAL LETTERS

PATRICK McLOUGHLIN ✓

Constituency

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Please list

Please attach

Period of claim

from 1 / 11 / 05 to 30 / 11 / 05.

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 895. : p ✓

Food

£ 300 : p ✓

Utilities

£ : p

Council Tax/Rates

£ 174. : p ✓

Telephone and telecommunications

£ : p ✓

Cleaning

£ 225. : p

Service/maintenance

£ : p ✓

Repairs/insurance/security

£ 100 : p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1695 : ✓ p

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

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

**Declaration**

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

**Signature**



MP

**Date**

28/11/05.

**Data protection**

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Your details

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Constituency

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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 10 / 05 to 31 / 10 / 05.

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 895 : p ✓

Food

£ 300 : p ✓

Utilities

£ 100 : p ✓

Council Tax/Rates

£ 174. : p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 225. : p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

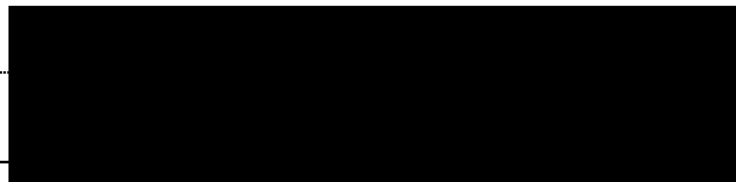
£ : p ▶ please specify

Total

£ 1694. : p ✓

**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

31 / Oct / 05.**Data protection**

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Member's claim form

04 OCT 2005

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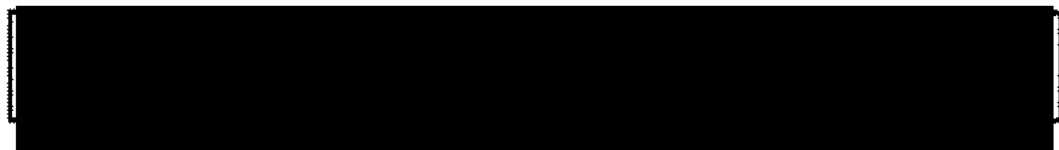
Your details

Name in CAPITAL LETTERS

PATRICK McLOUGHLIN.

Constituency

WEST DERBYSHIRE.



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 / SEP / 05 to 30 / SEP / 05.

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 895 : p

(interest only) or rent

Food

£ 300 : p

Utilities

£ : p

Council Tax/Rates

£ 174 : p

Telephone and telecommunications

£ : p

Cleaning

£ 225 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

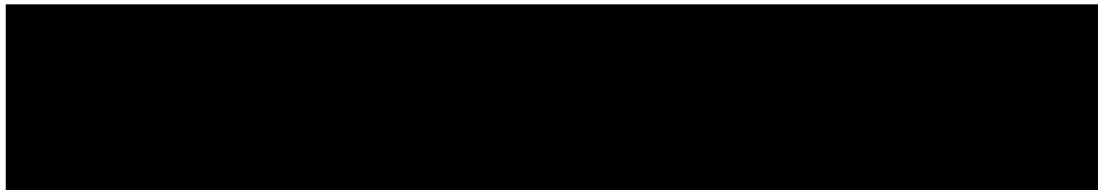
Total

£ 1594 : - p

continued on page 2

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

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



✓

**Declaration**

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

30. 9. 05.

**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

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedicated

**Text** [REDACTED]

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

~~04\_05~~ / 05\_06

**Expenditure type (Cat5) :** [REDACTED]

*Please Pay £1769*

\* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held	<input checked="" type="checkbox"/>
Addresses comply with central records	<input checked="" type="checkbox"/>
Invoices relate to 2 <sup>nd</sup> home address	<input checked="" type="checkbox"/>
Budget checked	<input checked="" type="checkbox"/>
Claim signed	<input checked="" type="checkbox"/>
Claim correctly dated	<input checked="" type="checkbox"/>

\* Financial Processing purposes only

Registered by (initials & date) [REDACTED]

Posted by (initials & date) [REDACTED]





Member's claim form

01 SEP 2005

About filling in this form

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Your details

Name in CAPITAL LETTERS

PATRICK McLOUGHLIN

Constituency

WEST DERBYSHIRE

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You can only claim for

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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 8 / 05. to 31 / 8 / 05.

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 895 : p

Food

£ 275. : p

Utilities

£ : p

Council Tax/Rates

£ 174. : p

Telephone and telecommunications

£ : p

Cleaning

£ 225. : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 200. : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

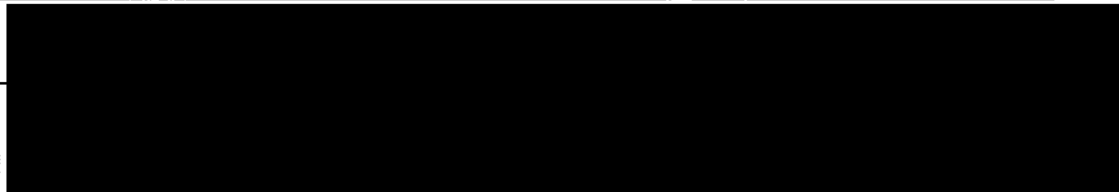
Total

£ 1769 : - p

continued on page 2

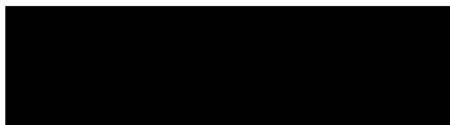
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

31 / Aug / 05**Data protection**

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Additional Costs Allowance

ACA2

Member's claim form

02 AUG 2005

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Your details

Name in CAPITAL LETTERS

PATRICK McLOUGHLIN

Constituency

WEST DERBYSHIRE

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 July '05 to 31 July '05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 895 : - p

Food

£ 300 : - p

Utilities

£ : p

Council Tax/Rates

£ 174 : - p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : - p

Service/maintenance

£ : p

Repairs/insurance/security

£ 200 : p

Other

£ 1388 : 64 p

please specify See invoice

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 3157 : 64 p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

[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

Signature

[Redacted Signature]

Date

11 Aug 05

**Data protection**

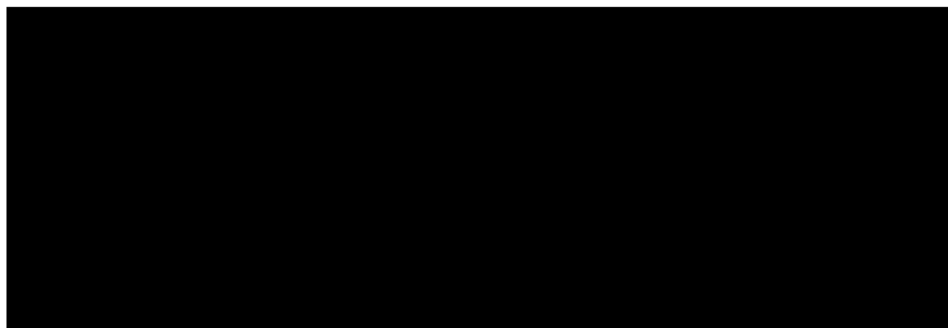
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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.

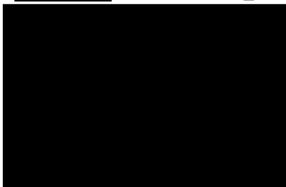
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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



 McCloughlin



Date: July 15<sup>th</sup> 05

Please find enclosed invoice for the re-painting external, all work was carried out as per estimate.

Labour Cost	£1,280.00
Material Cost	£ 108.64
Total Cost	£1,388.64





Member's claim form

04 JUL 2005

About filling in this form

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

Your details

Name in CAPITAL LETTERS

PATRICK McLOUGHLIN

Constituency

WEST DERBYSHIRE

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 June 05 to 30 June 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 895 : p

Food

£ 250 : p

Utilities

£ : p

Council Tax/Rates

£ 174 : p

Telephone and telecommunications

£ : p

Cleaning

£ 225 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 100 : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

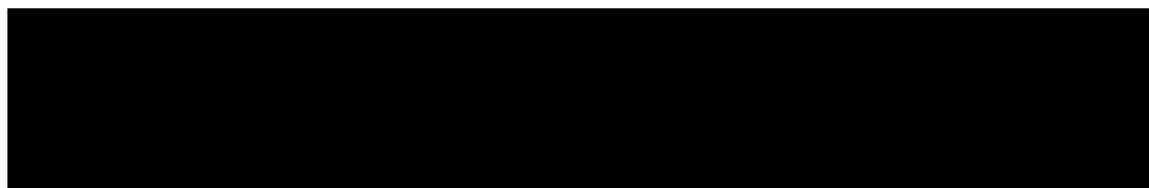
Total

£ 1644 : - p

06 JUL 2005

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

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



✓

**Declaration**

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

**Signature**

MP

**Date**

2 July 05.

**Data protection**

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**Send your completed  
form to**

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



Additional Costs Allowance

05/06/05

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

PATRICK McLOUGHLIN

Constituency

WEST DERRYSHIRE

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.

Please list

Period of claim

from 5 / 05 / 05. to 31 / 5 / 05.

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 895. : p

26/31 = £750.65 767.00

Food

£ 250. : p

Utilities

£ : p

Council Tax/Rates

£ 174 : p

26/31 = £145.94 24 JUN 2005

Telephone and telecommunications

£ : p

Cleaning

£ 200 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Should be £1362.94

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1519. : p

£ 1096.59 pay £266.35





Additional Costs Allowance



05/06/05

Member's claim form

02 JUN 2005

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

PATRICK McLOUGHLIN

Constituency

WEST DERBYSHIRE

Office use only

Cost/Cat 2

A

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 5 / 05 / 05. to 31 / 5 / 05.

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 895. : p

26/31 - £750.65 767

Food

£ 250. : p

Utilities

£ : p

Council Tax/Rates

£ 174 : p

26/31 - £145.94

Telephone and telecommunications

£ : p

Cleaning

£ 200 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

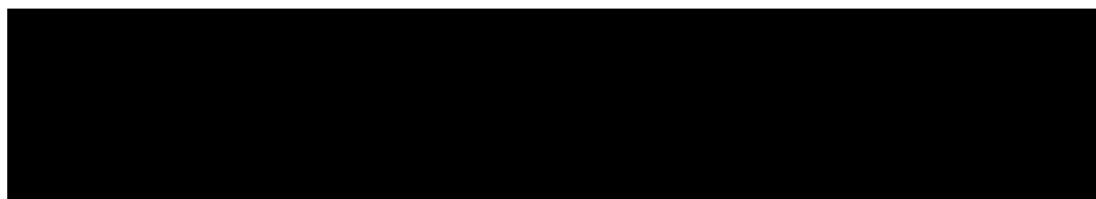
Total

£ 1519. : p

£ 1096.59

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

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

**Declaration**

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

**Signature**



MP

**Date**

1 June 2005.

**Data protection**

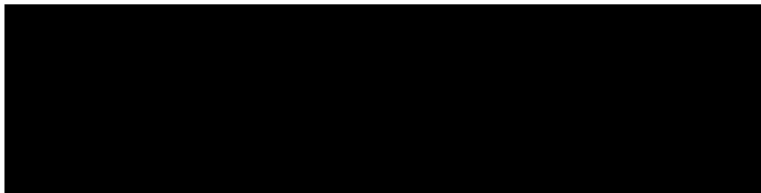
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**Send your completed  
form to**

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



Financial Processing }

Transaction No. ....

Registration No. ....

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedicated a/c exists)

**Text**

e. period of claim)

**Invoice No.** 8/5/05

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

Pay £612.31.

\* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held	<input checked="" type="checkbox"/>
Addresses comply with central records	<input checked="" type="checkbox"/>
Invoices relate to 2 <sup>nd</sup> home address	<input checked="" type="checkbox"/>
Budget checked	<input checked="" type="checkbox"/>
Claim signed	<input checked="" type="checkbox"/>
Claim correctly dated	<input checked="" type="checkbox"/>

\* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)



# Member's claim form

10 MAY 2005

05/06

## 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

PATRICK McLOUGHLIN

Constituency

WEST DERBYSHIRE

## 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 / 4 / 05 to 11 / 4 / 05.

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 300 : 00 p ✓

Food

£ 100 : p ✓

Utilities

£ 75 : p

Council Tax/Rates

£ 174 : 50 p

Telephone and  
telecommunications

£ : p

Cleaning

£ 100 : - p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 100 : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

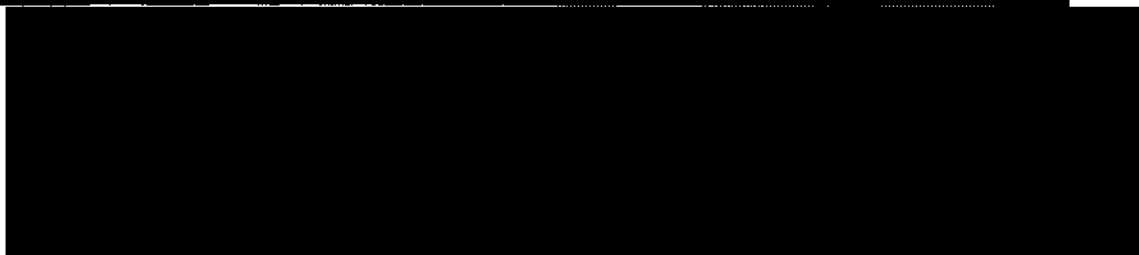
£ 849 : 50 p

612.31

$\div 30 = 12.48 \times 11 \text{ days} = 137.31$

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

MP

Date

8/6/05.

**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