



Member's claim form

About filling in this form

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

Your details

Name
in CAPITAL LETTERS

PHILIP HAMMOND

Constituency

Runnymede & Weybridge

Office use only

Costs

Claim details

You can only claim for

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

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from 1 / 10 / 07

to 31 / 12 / 07

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments

(interest only) or rent

£ 6,625.00 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

£ 6,625.00 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

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

Signature

MP

Date

4/1/08

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

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

PHILIP HAMMOND

Constituency

Runnymede & Weybridge

Office use
Costs

Claim details

You can only claim for

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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.

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 1 1 0 8 to 3 1 3 1 0 8

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 3,200 : — 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

£ 3,200 : 00 p ✓

Details of second home *if applicable*

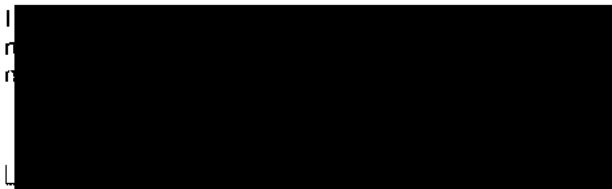
Address of
second home
for Additional
Costs Allowance



Declaration

I declare that the information provided is true and correct and is necessary to enable the purpose of performing

Signature



MP

Date

10/4/08

Data protection

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Additional Costs Allowance

ACA2

Member's claim form

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Your details

Name in CAPITAL LETTERS

PHILIP HAMMOND

Constituency

RUNNYMEDE & WEYBRIDGE

Office use only

Costs

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 01/07/07

to 30/09/07 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 6,625.00 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 6,625.00 p ✓

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

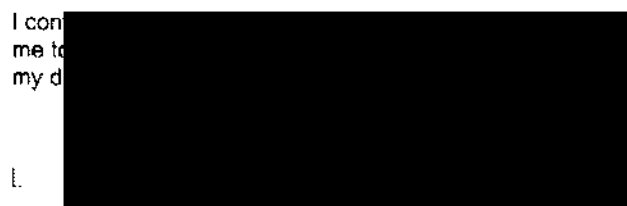


Postcode

Declaration

I confirm that the information provided is true and correct, and is necessary to enable me to claim the Additional Costs Allowance for the purpose of performing my duties.

Signature



Date

2/10/07 ✓

Data protection

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Member's claim form

About filling in this form

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Your details

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Costs

Claim details

You can only claim for

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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.

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, 07

to 30, 6, 07 x3

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 6,625.00 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

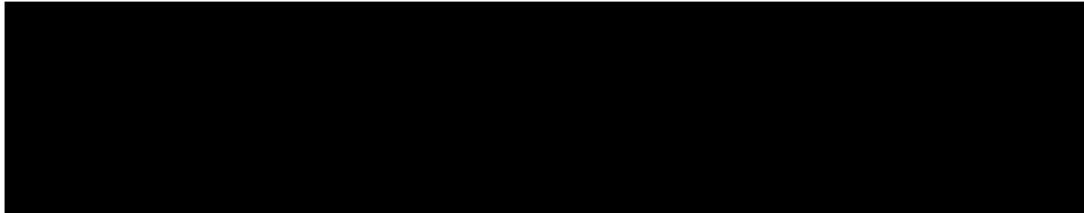
▶ please specify

Total

£ 6,625.00 p

Details of second home *if applicable*

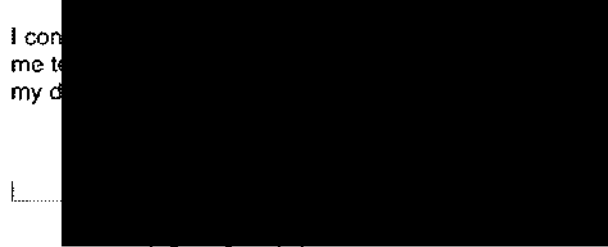
Address of second home
for Additional Costs Allowance



Declaration

I confirm that the information provided is true and correct and necessary to enable me to complete my declaration for the purpose of performing my duties.

Signature



MP

Date

17/7/07

Data protection

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