

Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

**Member Supplier ID** [REDACTED]

**Pay recipient**

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

**Text** may 05

**Invoice No.** 26/5/05

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

Pay £ 1145.80

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

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

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

\* Financial Processing purposes only

Registered by (initials & date)

[REDACTED] 2.6.MAY.2005

Posted by (initials & date)

2.7.MAY.2005 [REDACTED]



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

RICHARD BACON

Constituency

SOUTH NORFOLK

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 May, 2005 to May, 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,235 : 00 p ✓ ÷ 26/31 £1035.80

Food

£ 110 : 00 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

£ 1335 : 00 p PAY £1145 - 80

**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 serve the House for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

26<sup>th</sup> May 2005**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



# Member's claim form

**Members' Allowances**

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name   
In CAPITAL LETTERS

Constituency

## Claim details

**Notes**

You can only claim for

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

Please list

Please attach

Period of claim from  /  /  to  /  /

Total cost of hotel stays  £  :  p  
*attach all receipts*

Mortgage payments  £  :  p  
*(interest only) or rent*

Food  £  :  p

Utilities  £  :  p

Council Tax/Rates  £  :  p

Telephone and telecommunications  £  :  p

Cleaning  £  :  p

Service/maintenance  £  :  p

Repairs/insurance/security  £  :  p

Other  £  :  p ▶ please specify

Other  £  :  p ▶ please specify

Other  £  :  p ▶ please specify

Total  £  :  p

Financial Processing }

Transaction No. ....

Registration No. ....



**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 a/c exists)

**Text**

1/4/04 - 11/4/04



**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

~~04\_05~~ / 05\_06

**Expenditure type (Cat5) :**



£552.83

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

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

/
/
/
/
/
/

\* Financial Processing purposes only

Registered by (initials & date)



6/6/05

Posted by (initials & date)

.....



# Member's claim form

27 MAY 2005

## 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

RICHARD BACON

Constituency

SOUTH NORFOLK

## Claim details

### Notes

You can only claim for

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

Please list

Please attach

Period of claim

from April 1<sup>st</sup> 2005 to April 11<sup>th</sup> 2005

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 452 : 83 p

Food

£ 100 : 00 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

£ 552 : 83 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

26 May 2005

**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



02 JUN 2005

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

RICHARD BACON

Constituency

SOUTH NORFOLK

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 June 2005

to June 2005

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 1,235 : 00 p

(interest only) or rent

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,235 : 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 me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of the House of Commons.

Signature

Date

  
18<sup>th</sup> June 2005

**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

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

RICHARD BACON

Constituency

SOUTH NORFOLK

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 May 2005 to May 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 220 : 00 p ✓

Utilities

£ 379 : 96 p ←

Council Tax/Rates

£ 60 : 00 p ✓

Telephone and telecommunications

£ 96 : 85 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 756 : 81 p

Electricity 107-62  
 Water 272-34  
 (Bar enclosed) 379-96

**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

[Redacted Signature] MP

Date

3 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

Date  
23rd May 2005

Water Services

MR R BACON

---

**Seven day notice of intended proceedings**

Overdue amount £272.34



Additional Costs Allowance

ACA2

05/06

Member's claim form

17 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

RICHARD BACON

Constituency

SOUTH NORFOLK

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 May 2005 to June 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 124 - : 00 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

£ 124 - : 00 p

continued on page 2

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

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

**Declaration**

I confirm  
me to s  
my dut

and necessarily to enable  
for the purpose of performing

**Signature**

MP

**Date**

16 June 2005

**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

22 JUN 2005

About filling in this form

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

Your details

Name in CAPITAL LETTERS

RICHARD BACON

Constituency

SOUTH NORFOLK

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 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 June 2005

to June 2005

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ : p

Food

£ 300 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 73 : 90 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 373 — : 90 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

**Signature**

MP

**Date**

21 June 2005

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





Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name in CAPITAL LETTERS

RICHARD BACON

Constituency

SOUTH NORFOLK

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 July 2005 to July 2005

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 1235 - 00 p ✓

Food

£ 100 : 00 p

Utilities

£ \_\_\_\_\_ : \_\_\_\_\_ p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ \_\_\_\_\_ : \_\_\_\_\_ p

Cleaning

£ \_\_\_\_\_ : \_\_\_\_\_ p

Service/maintenance

£ 143 : 99 p (Gas service)

Repairs/insurance/security

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p ▶ please specify \_\_\_\_\_

Total

£ 1538 - 99 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

7 July 2005

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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**Send your completed  
form to**

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



# Member's claim form

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

RICHARD BACON

Constituency

SOUTH NORFOLK

## Claim details

### Notes

You can only claim for

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

Please list

Please attach

Period of claim

from APRIL 2004 to APRIL 2004

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,235 : 00 p ✓

Food

£ 280 : 00 p

Utilities

£ 229 : 80 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 294 : 30 p

▶ please specify

Soft furnishings/Cushions & cushion covers

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,079 : 10 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I have provided the information necessary to enable  
me to stay at home for the purpose of performing  
my duties as a Member of the House of Commons.

Signature

Date

20 April 2004

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

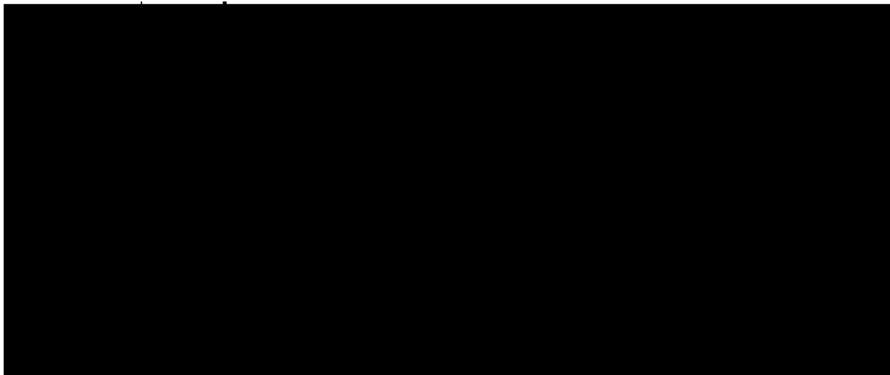
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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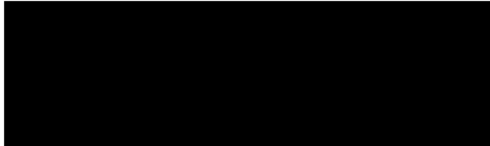
Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



THAI TAFFETA LAVENDER CUSHION

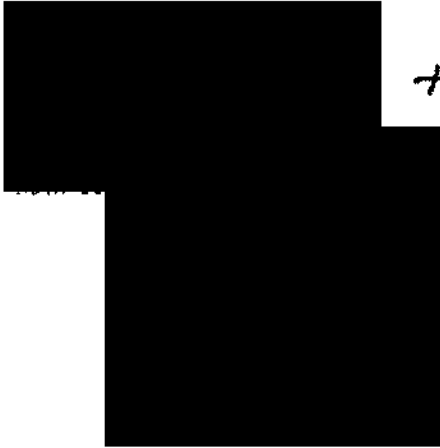
363245	19.95
Total To Pay	£19.95
Cash Tendered	£20.00
Change	0.05





MAKERFIELD CUSHION PAD 40CM/16	
680367	42.75
9 @ 4.75	
THAI TAFFETA LAVENDER CUSHION	
363245	39.90
2 @ 19.95	
THAI TAFFETA RED CUSHION COVER	
363236	39.90
2 @ 19.95	
LINARA VIOLET CUSHION COVER 40	
393645	39.90
2 @ 19.95	
STRIPE LINEN WHITE/NATURE 45CM	
480814	111.90
2 @ 55.95	
Total To Pay	£274.35

£274.35  
£274.35



+ 19.95

294.30



Member's claim form



Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.



Your details

Name in CAPITAL LETTERS

RICHARD BACON

Constituency

SOUTH NORFOLK

Claim details

Notes

You can only claim for

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

Please list

Please attach

Period of claim

from MAY, 2004

to MAY, 2004

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,235 : 00 p

Food

£ 280 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,515 : 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 me to perform my duties as a Member of the House of Commons for the purpose of performing my duties as a Member of the House of Commons.

Signature

Date

20 May 2004

**Data protection**

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- National Audit Office staff.

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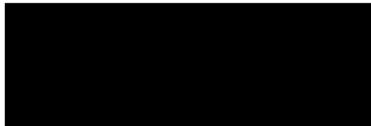
Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA





Member's claim form



Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

RICHARD BACON

Constituency

SOUTH NORFOLK

Claim details

Notes

You can only claim for

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

Please list

Please attach

Period of claim

from JUNE 2004

to JUNE 2004

Total cost of hotel stays attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments (interest only) or rent

£ 1,235 : 00 p

Food

£ 280 : 00 p

Utilities

£ 580 : 94 p

Council Tax/Rates

£ 117 : 00 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

£ 2,212 : 94 p

Gas 280.65  
 Electricity 78.57  
 Water 221.72

**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 on duty in the course of performing my duties as

Signature

Date

9 June 2004

**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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**REMINDER TO PAY YOUR GAS BILL**

27 May 2004

MR R BACON

Dear Customer,

Payment of this bill is overdue

**£280.65**



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Constituency

SOUTH NORFOLK

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Please list

Please attach

Period of claim

from JULY 2004

to JULY 2004

Total cost of hotel stays  
*attach all receipts*

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
*(interest only) or rent*

£ 1,235 : 00 p

Food

£ 280 : 00 p

Utilities

£ \_\_\_\_\_ : \_\_\_\_\_ p

Council Tax/Rates

£ \_\_\_\_\_ : \_\_\_\_\_ p

Telephone and telecommunications

£ \_\_\_\_\_ : \_\_\_\_\_ p

Cleaning

£ \_\_\_\_\_ : \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/security

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£ 1,515 : 00 p

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

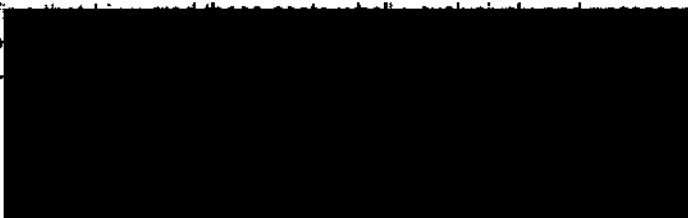
Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that the information provided is true and correct to the best of my knowledge and belief, and I declare that I have not provided any false or misleading information to enable me to claim the Additional Costs Allowance. I understand that it is my duty to provide accurate information to enable the House to perform its duties.

Signature

Date

  
18<sup>th</sup> July 2004

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## Your details

Name  
in CAPITAL LETTERS

RICHARD BACON

Constituency

SOUTH NORFOLK

## Claim details

### Notes

You can only claim for

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

Please attach

Period of claim

From AUGUST 2004 to AUGUST 2004

Total cost of hotel stays  
attach all receipts

£                      p

Mortgage payments  
(interest only) or rent

£ 1,235 : 00 p

Food

£ 280 : 00 p

Utilities

£ 54 : 66 p (Electricity)

Council Tax/Rates

£                      p

Telephone and telecommunications

£ 108 : 75 p

Cleaning

£                      p

Service/maintenance

£                      p

Repairs/insurance/  
security

£                      p

Other

£ 236 : 65 p ✓ please specify Paint/Decorating costs

Other

£                      p ▶ please specify

Other

£                      p ▶ please specify

Total

£ 1,915 : 06 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 main home for the purpose of performing my duties.

Signature

Date

12 August 2004

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## Your details

Name  
in CAPITAL LETTERS

RICHARD BACON

Constituency

SOUTH NORFOLK

## Claim details

### Notes

You can only claim for

Please list

Please attach

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

Period of claim

from September 1 2004 to September 1 2004

Total cost of hotel stays  
attach all receipts

£            :            p

Mortgage payments  
(interest only) or rent

£ 1,235 : 00 p

Food

£ 280 : 00 p

Utilities

£            :            p

Council Tax/Rates

£            :            p

Telephone and telecommunications

£            :            p

Cleaning

£            :            p

Service/maintenance

£            :            p

Repairs/insurance/  
security

£            :            p

Other

£            :            p

▶ please specify \_\_\_\_\_

Other

£            :            p

▶ please specify \_\_\_\_\_

Other

£            :            p

▶ please specify \_\_\_\_\_

Total

£ 1,515 : 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 me to stay overnight away from my only or main home for the purpose of performing my duties.

Signature

Date



1<sup>st</sup> September 2004

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## Members' Allowances

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## Your details

Name in CAPITAL LETTERS

RICHARD BACON

Constituency

SOUTH NORFOLK

## Claim details

### Notes

You can only claim for

Please list

Please attach

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Period of claim

from October 2004

to October 2004

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 1,235 : 00 p

Food

£ 280 : 00 p

Utilities

£ \_\_\_\_\_ : \_\_\_\_\_ p

Council Tax/Rates

£ \_\_\_\_\_ : \_\_\_\_\_ p

Telephone and telecommunications

£ \_\_\_\_\_ : \_\_\_\_\_ p

Cleaning

£ \_\_\_\_\_ : \_\_\_\_\_ p

Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/security

£ 20 : 00 p

(Electrical repairs)

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£ 1,535 : 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 me to stay overnight away from my only or main home for the purpose of performing my duties as

Signature

Date

4 October 2004

**Data protection**

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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 November 2004 to December 2004 ✓

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 2,470 : 00 p ✓

Food

£ 560 : 00 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

£ 3,030 : 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  
me to claim the Additional Costs Allowance for the purpose of performing  
my duties as a Member of the House of Commons.

Signature

Date

2 December 2004

**Data protection**

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Your details

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Constituency

SOUTH NORFOLK

Claim details

Notes

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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 JANUARY 2005 to JANUARY 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,235 : 00 p

Food

£ 280 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 605 : 00 p

Telephone and telecommunications

£ 110 : 60 p

Double phone socket - cleaning

£ 4 : 99 p

Fixing drains Service/maintenance

£ 14 : 97 p

Repairs/insurance/security

£ : p

Other

£ 765 : 27 p

Other

£ : p

Other

£ : p

£ 3015 : 83 p

Sheets, pillowcases, tablecloth, napkins	155-80
Cushions, photo frames	116-90
Blanket	120-00
Cups, Saucers, glasses, Teapot	32-90
3 table lamps, shades, & desk lamp	330-00
Light bulbs	2-67
Coffee filter device	7-00
<b>Total</b>	<b>765-27</b>

- ▶ please specify
- ▶ please specify
- ▶ please specify

range of household items for the flat (see breakdown on right)

**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

13 January 2005

**Data protection**

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Date of Issue: 14-APR-2004

MR R BACON

Address of property (if different)

**Council Tax demand notice  
2004 to 2005**

Total

605.00







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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 February 2005 to March 2005

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 2,470 : 00 p ✓ (1,235 x 2 months)

Food

£ 99 : 07 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

£ 2,569 : 07 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.

Signature

MP

Date

1st March 2005

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