



Additional Costs Allowance

5843764  
\$14 27/8

ACA2

Member's claim form

26 AUG 2008

About filling in this form

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

INV. A 532608  
514602  
514500

Your details

Name in CAPITAL LETTERS

ROBERT NEIL

Constituency

BROMLEY & CHISLEHURST

Office use only

Costc

M NEILRBR

Supp/Res ID

[Redacted]

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £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 / 4 / 08 to 31 / 8 / 08

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 7125 : 40 p

(interest only) or rent

Food

£ : p

Utilities

£ 633 : 15 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

£ 7758 : 55 p

£1425.08 x 5 months (agreement already supplied)  
Council Tax April - August (incl.)

380134  
28/8

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

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

[Redacted]  
[Redacted] Postcode [Redacted]

**Declaration**

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

**Signature**

[Redacted] MP

**Date**

22/8/2008

**Data protection**

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

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

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

**Send your completed  
form to**

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



**COUNCIL TAX**  
FINANCIAL YEAR 2008/2009

*Next To Ctax*

PLEASE SEND ALL LETTERS TO: P.O BOX 126 BROMLEY BR1 3ZT  
COUNCIL TAX HELPLINE : 08451 300 330  
council.tax@bromley.gov.uk  
benefits@bromley.gov.uk

Please quote this reference  
on all communications

DIRECTOR OF RESOURCES, BROMLEY CIVIC CENTRE,  
STOCKWELL CLOSE, BROMLEY BR1 3UH

**\*\*FOR PERSONAL VISITS AND ENQUIRIES  
PLEASE SEE OVER\*\***

AREA :

DATE OF ISSUE : 12.03.2008

Address to which this notice applies.

MR R NEILL
49921415

Your property is in Council Tax band D. The 2008/2009 charge for this band is £1263.15, an increase of 3.7% on the previous year. The tax is made up as follows:-

LONDON BOROUGH OF BROMLEY	£953.33	(increase of 4.3% on last year)
GREATER LONDON AUTHORITY	£309.82	(increase of 2.0% on last year)

Further details are shown in the enclosed leaflet together with information on exemptions, discounts, other reductions, benefits and appeals.

ACCOUNT DETAILS	AMOUNT
Council Tax for period 01.04.2008 to 31.03.2009	£1263.15
	AMOUNT PAYABLE
	£1263.15

Please note that we may share your personal data within the council and/or with third parties where this is permitted under the DATA PROTECTION ACT 1998 or to facilitate compliance with our statutory functions.

THIS BILL IS BEING PAID BY DIRECT DEBIT

\*\* YOU NEED TAKE NO FURTHER ACTION \*\*

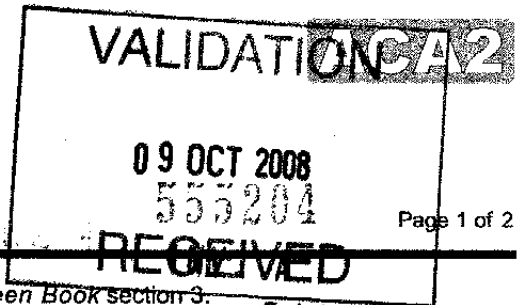
Date Due	Amount	Date Due	Amount
01.04.2008	£129.15	01.09.2008	£126.00
01.05.2008	£126.00	01.10.2008	£126.00
01.06.2008	£126.00	01.11.2008	£126.00
01.07.2008	£126.00	01.12.2008	£126.00
01.08.2008	£126.00	01.01.2009	£126.00

**Warning of Penalty :** If any discount or exemption is shown above you must tell the Council of any changes in your circumstances which could affect your entitlement. Failure to do so could lead to penalties of up to £200.



Additional Costs Allowance

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.

514602  
514500

Your details

Name in CAPITAL LETTERS

ROBERT NEIL

Constituency

BROMLEY & CHISLEHURST

Office use only

Costc

M NEILRBR

Supp/Res ID



Claim details

You can only claim for

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

5850155  
S-S 14/10/08

Period of claim

from 31 / 8 / 2008 to 9 / 10 / 2008

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2850 : 16 p ✓

(Sept & Oct)

Food

£ : p

387230  
AH 14/10

Utilities

£ : p

Council Tax/Rates

£ 252 : 00 p ✓

(Sept & Oct)

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

£ 3102 : 16 p

Mortgage agreement & council tax bill already submitted.

**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

\_\_\_\_\_ 9/10/2008 \_\_\_\_\_

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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

ACA2

399967 JW  
29.12.08

Member's claim form 17 DEC 2008

About filling in this form

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

INV. A 594903  
514602

Your details

Name in CAPITAL LETTERS

ROBERT NEIL

Constituency

Bromley & Chislehurst

Office use only

Costs

M N E I L R B R

Supp/Res ID

[Redacted]

Claim details

You can only claim for

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

RR  
BC

Period of claim

from 9 / 10 / 2008 to 9 / 12 / 2008

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2850 : 16 p x2

2 months (Nov, Dec)  
Mortgage grant claim  
Submitted to DFA

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 252 : 00 p x2

2 months. Bill along with HM

Telephone and telecommunications

£ : p

Cleaning

£ : p

5861319  
JE  
24/12

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3102 : 16 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 \_\_\_\_\_ rliament.

Signature

\_\_\_\_\_  
MP

Date

17/12/2008

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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

11 FEB 2009

About filling in this form

- For details of costs you can claim for, see *Green Book* section 9 NV.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

INV. A **622408**  
 514602  
 511500

Your details

Name in CAPITAL LETTERS

ROBERT NEIL

Constituency

BROMLEY & CHISLEHURST

Office use only

Costc

M N E I L R B R

Supp/Res ID

[Redacted]

Claim details

You can only claim for

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

Please list

Please attach

RR  
BC -

Period of claim

from 01 / 01 / 2009 to 11 / 02 / 2009 x2

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2850 : 16 p ✓

(2 months) (JAN & FEB)  
 5869069  
 RS 18/2/02  
 13/02/09

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 252 : 00 p ✓

(2 mths).

4080609  
 by 16/2/09

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

£ 3102 : 16 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

Signature

\_\_\_\_\_ MP

Date

11 / 2 / 2009

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Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Resources, House of Commons, London SW1A 0AA



Additional Costs Allowance

08 APR 2009

ACA2

Member's claim form

420703/4  
Cap 22

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.

654901

Your details

Name in CAPITAL LETTERS

ROBERT NEIL INV. A

Constituency

Bromley & Chislehurst 514602  
514500

Office use only

Costc

MNEILRBR

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £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 11/02/09 to 31/03/09

Total cost of hotel stays attach all receipts

£ : p

5880218

Mortgage payments (interest only) or rent

£ 1425 : 08 p ✓

S-S 21-4-09

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ ~~126.00~~ p. already claimed e' tot in full.

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

£ 1551 : 08 p

Pay £ 1425.08

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]  
[Redacted] Postcode [Redacted]

**Declaration**

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

Signature

[Redacted] MP

Date

7/4/2009

**Data protection**

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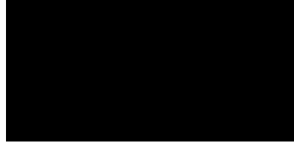
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form to

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

**PRIVATE AND CONFIDENTIAL**

Mr Bob Neill MP



Tel : 0207 219 [REDACTED]  
Fax : 0207 219 [REDACTED]  
Email : [REDACTED]@parliament.uk

17 April 2009

Dear Mr Neill

**Additional Costs Allowance (ACA) 2008/2009**

Thank you for your Additional Costs Allowance claim dated 7 April 2009, a copy of which is enclosed for ease of reference.

Our records show that you have already claimed an amount of £1,389.15 for council tax in this financial year (2008-2009). According to the copy of the invoice we hold the total amount should be £1,263.15 and therefore I have reduced your claim by £126.00.

However, this still leaves an overpayment to you of £126.00 and therefore I should be grateful if you will send a cheque for that amount made payable to "House of Commons: Members.

If, however you disagree with our calculations or you have any questions concerning this matter then please do not hesitate to contact me on the number shown above.

Yours sincerely



**Validation Officer**

DIRECTOR GENERAL OF RESOURCES **ANDREW WALKER CPFA**  
DIRECTORATES: **JANET RISSEN** (BUSINESS MANAGEMENT & DEVELOPMENT) **CHRIS RIDLEY MBA FCCA** (FINANCIAL MANAGEMENT)  
**TERRY BIRD** (OPERATIONS) **HEATHER BRYSON MA FCIPTD** (HUMAN RESOURCE MANAGEMENT & DEVELOPMENT)  
DEPARTMENT OF RESOURCES HOUSE OF COMMONS LONDON SW1A 0AA



Council Tax 2008/2009

	<b>Claimed</b>	<b>Actual Bill</b>
Apr-08		£ 1,263.15
May-08		
Jun-08		
Jul-08		
Aug-08	£ 633.15	
Sep-08		
Oct-08	£ 252.00	
Nov-08		
Dec-08	£ 252.00	
Jan-09		
Feb-09	£ 252.00	
Mar-09		
<b>Total</b>	<b>£ 1,389.15</b>	<b>£ 1,263.15</b>
Over claim	£ 126.00	