



Additional Costs Allowance

Member's claim form

07 MAR 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 1592.

Your details

Name in CAPITAL LETTERS

STEVE WESS

Constituency

NORTHAVON

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 01 10 3 1 06

to 31 10 3 1 06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 678.00 p ✓

Food

£ 106.00 p ✓

Utilities

£ 46.00 p ✓

Council Tax/Rates

£ - p

Telephone and telecommunications

£ 20.00 p ✓

Cleaning

£ : p

Service/maintenance

£ 694.75 p ✓

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,538.75 p

**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 my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

6 / 3 / 06.

**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

# APPLICATION FOR PAYMENT

Application Date : [REDACTED]

Application No: [REDACTED]

Steven John WEBB Esq  
[REDACTED]

Account No:  
[REDACTED]

Due Date: 25Dec2005

Terms : Quarterly  
in ADVANCE

Re: [REDACTED]

THIS APPLICATION DOES NOT INCLUDE CASH  
RECEIVED AFTER: 14Feb2006

	Amount	Balance
Previous Application Total :		643.25
26/10/2005 Payment Received with Thanks	643.25CR	0.00
Charges Due in ADVANCE For the Period: 25/12/2005 to 24/03/2006 ON ACCOUNT SERVICE CHARGE	694.75	694.75

TOTAL AMOUNT DUE : 694.75



Claim form

03 FEB 2006

Members' Allowances

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

STEVE WEBB

Constituency

NORTHAVON

Claim data...

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 01 / 02 / 06

to 28 / 02 / 06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 678 - 00 p ✓

Food

£ 120 - 00 p ✓

Utilities

£ 46 - 00 p ✓

Council Tax/Rates

£ 48 - 00 p ✓

Telephone and telecommunications

£ 20 - 00 p ✓

Cleaning

£ : p

Service/maintenance

£ 25 - 00 p ✓

Repairs/insurance/  
security

£ : p

Other

£ 50 - 00 p ✓

▶ please specify

overnight bag

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 987 - 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 Parliament.

Signature

MP

Date

2/2/06

**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.

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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



Additional Costs Allowance

Member's claim form

29 DEC 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

STEVE WEBB

Constituency

NORTHAM

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 01 / 11 / 05

to 31 / 1 / 06 X3

= 3 MONTHS

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2,034 : 00 p ✓

Food

£ 330 : 00 p ✓

Utilities

£ 138 : 00 p ✓

Council Tax/Rates

£ 144 : 00 p ✓

Telephone and telecommunications

£ 60 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,706 : 00 p

**Details of second home** *If applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted address information]

**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

[Redacted signature]

Date

23 / 12 / 05

**Data protection**

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Additional Costs Allowance

Member's claim

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

STEVE WEBB

Constituency

NORTHAMPTON

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 01/10/05 to 30/10/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 678.00 p ✓

Food

£ 85.00 p ✓

Utilities

£ 46.00 p ✓

Council Tax/Rates

£ 48.00 p ✓

Telephone and telecommunications

£ 20.00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

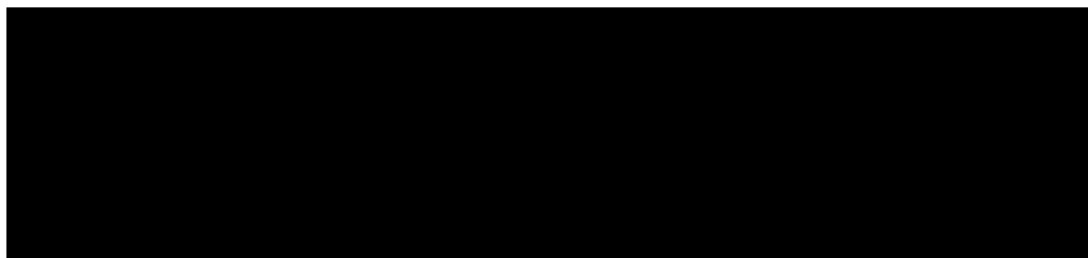
Total

£ 877.00 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

Signature

 P

Date

2 / 10 / 05

**Data protection**

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Additional Costs Allowance

Member's c

24 OCT 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

STEVE WEBB /

Constituency

NORTHAVON

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 / 10 / 05 to 30 / 10 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 668 ÷ 25 p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 668 ÷ 25 p

Further claim

**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

..... 21 / 10 / 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

# REMITTANCE ADVICE

Application Date : 29Sep2005

Application No: [REDACTED]

Steven John WEBB Esq  
[REDACTED]

Account No:  
097/0001/006

Due Date: 29Sep2005

Terms : Quarterly  
in ADVANCE

THIS APPLICATION DOES NOT INCLUDE CASH  
RECEIVED AFTER: 28Sep2005

Re: [REDACTED]

Amount	Balance
--------	---------

Previous Application Total :		718.38
29/07/2005 Payment Received with Thanks	718.38CR	0.00
Charges Due in ADVANCE For the Period: 29/09/2005 to 24/12/2005 ON ACCOUNT SERVICE CHARGE	643.25	643.25

[REDACTED]

**REMITTANCE  
ADVICE**

Application Date : 29Sep2005

Application No: [REDACTED]

Steven John WEBB Esq

Account No: [REDACTED]

Due Date: 29Sep2005

Terms : Quarterly  
in ADVANCE

THIS APPLICATION DOES NOT INCLUDE CASH  
RECEIVED AFTER: 28Sep2005

Re: [REDACTED]

-----  
Amount                      Balance  
-----

Previous Application Total :		25.00
29/07/2005 Payment Received with Thanks	25.00CR	0.00
Charges Due in ADVANCE For the Period: 29/09/2005 to 24/12/2005 GROUND RENT	25.00	25.00



Additional Costs Allowance

# Member's claim form

06 SEP 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

STEVE WEBB

Constituency

NORTHAVON

## 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 01 / 09 / 05

to 30 / 09 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 678.00 p

Food

£ : p

Utilities

£ 46.00 p

Council Tax/Rates

£ 48.00 p

Telephone and  
telecommunications

£ 20.00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 792.00 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 my duties as a Member of Parliament.

Signature

[Redacted]

Date

5 / 9 / 15

**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



# Member's claim form

## Members' Allowances

About filing 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

STEVE WEBB M.P.

Constituency

NORTHAVON.

## 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 01/08/05

to 31/05/05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 678.00 p

Food

£ : p

Utilities

£ 46.00 p

Council Tax/Rates

£ 48.00 p

Telephone and  
telecommunications

£ 20.00 p

Cleaning

£ + p

Service/maintenance

£ + p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

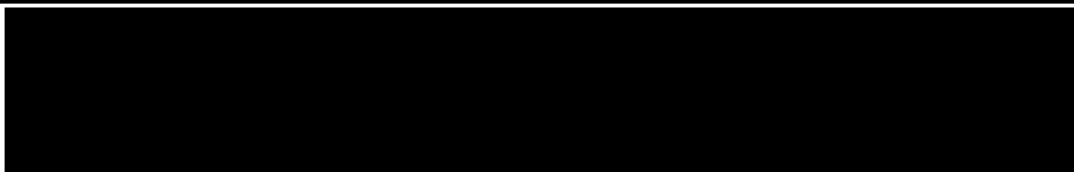
Total

£ 792.00 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 Parliament.

Signature



Date

1/8/05

**Data protection**

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



Additional Co

Member's

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

STEVE WESSB

Constituency

NORTHAVON

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 01/07/05

to 31/07/05

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

£ 743 : 38 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 743 : 38 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

Signature



Date

19 / 7 / 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

# REMITTANCE ADVICE

Application Date: 29 Jun 2005

Application No: [REDACTED]

Steven John WEBB Esq  
[REDACTED]

Account No: [REDACTED]

Due Date: 24 Jun 2005

Terms: Quarterly  
IN ADVANCE

Re: [REDACTED]

THIS APPLICATION DOES NOT INCLUDE CASH  
RECEIVED AFTER: 28 Jun 2005

Amount	Balance
--------	---------

Previous Application Total :	25.00
------------------------------	-------

13/06/2005 Payment Received with Thanks	25.00 CB	0.00
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Charged Due IN ADVANCE For the Period: 24/06/2005 to 28/09/2005 GROUND RENT	25.00	25.00
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# REMITTANCE ADVICE

Application Date : 29 Jun 2005

Application No: [REDACTED]

Steven John, WLBB Esq  
[REDACTED]

Due Date: 24 Jun 2005

Term: Quarterly  
in ADVANCE

THIS APPLICATION DOES NOT INCLUDE CASH  
RECEIVED AFTER: 28 Jun 2005

Ref: [REDACTED]

Amount	Balance
--------	---------

Previous Application Total :		643.05
05/05/2005 Payment Received with Thanks	643.05	0.00
Charges Due in ADVANCE for the Period: 24/06/2005 to 28/09/2005		
ON ACCOUNT SERVICE CHARGE	643.05	643.05
ERC Year Ended 31/12/04	75.00	718.05

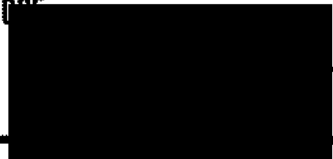


Additional [redacted] ce [redacted]

**ACA2**

# Member's claim form

13 JUL 2005



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.

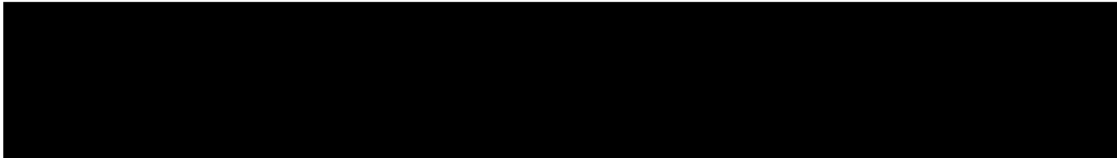
## Your details

Name  
in CAPITAL LETTERS

STEVE WEBB

Constituency

NORTHAVON



## 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 01/07/05 to 31/07/05 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 678.00 p ✓

Food

£ 100.00 p

Utilities

£ 46.00 p

Council Tax/Rates

£ 48.00 p

Telephone and telecommunications

£ 20.00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 892.00 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

Date

12 / 7 / 05

**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



# Additional Costs Allowance

## Member's claim form

09 JUN 20

### About filling in this form

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### Your details

Name  
in CAPITAL LETTERS

STEVE WEBB

Constituency

NORTHAVON

### Claim details

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- 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.

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Please attach

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

Period of claim

from 01 / 06 / 05

to 30 / 06 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 678.00 p

Food

£ 100.00 p

Utilities

£ 58.00 p

Council Tax/Rates

£ 48.00 p

Telephone and  
telecommunications

£ 20.00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

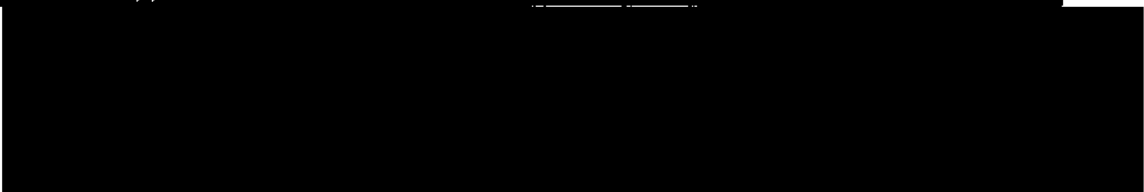
£ 904.00 p

please pay



**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**



**Date**

5/6/05

**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



Additional Costs A

05/06

Member's claim form

514500

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

STEVE WEBB

Constituency

NORTHAVON

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 / 05 / 05 to 31 / 05 / 05

Total cost of hotel stays attach all receipts

£ : p  $\frac{25}{31} = £ 568.64$

Mortgage payments (interest only) or rent

£ 678 : 00 p

Food

£ 100 : 00 p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and telecommunications

£ 20 : 00 p

Cleaning

£ : p  $\frac{67}{91} = £ 492.00$

Service/maintenance

£ 688 : 25 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,554 : 25 p

pay

1444.89

**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**



**Date**

10 / 5 / 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.

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**Send your completed  
form to**

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

# REMITTANCE ADVICE

Application Date : 24Mar2005

Application No: [REDACTED]

Steven John WEBB Esq  
[REDACTED]

Account No:  
[REDACTED]

Due Date: 25Mar2005

Terms : Quarterly  
in ADVANCE

Re: [REDACTED]

THIS APPLICATION DOES NOT INCLUDE CASH  
RECEIVED AFTER: 23Mar2005

	Amount	Balance
Previous Application Total :		25.00
07/02/2005 Payment Received with Thanks	25.00CR	0.00
Charges Due in ADVANCE For the Period: 25/03/2005 to 23/06/2005 GROUND RENT	25.00	25.00

05/06  
**REMITTANCE  
ADVISE**

Application Date : 24Mar2005

Application No: [REDACTED]

Steven John WEBB Esq  
[REDACTED]

Account No:  
[REDACTED]

Due Date: 25Mar2005

Terms *7/10/15*  
Quarterly  
in ADVANCE

Re: [REDACTED]

THIS APPLICATION DOES NOT INCLUDE CASH  
RECEIVED AFTER: 23Mar2005

	Amount	Balance
Previous Application Total :		643.25
07/02/2005 Payment Received with Thanks	643.25CR	0.00
Charges Due in ADVANCE For the Period: 25/03/2005 to 23/06/2005 ON ACCOUNT SERVICE CHARGE		
	<i>643.25</i>	<i>643.25</i>

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

**Text**

1/4

**Invoice No.**

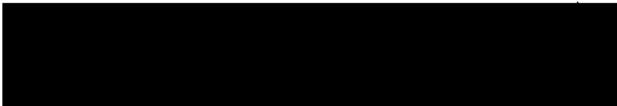
**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5):** £299.20



\* 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"/>

\* Financial Processing purposes only

Registered by (initials & date)

1/4

Posted by (initials & date)

13 APR 2005



Additional Costs Allowance

Member's claim form

PARLIAMENTS SERVICES Form ACA2  
 04 APR 2005 Page 1 of 2  
 RECEIVED

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

STEVE WESSB

Constituency

NORTHAVON

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 01 / 04 / 05

to 30 / 04 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 678 : 00 p

Food

£ 30 : 00 p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 48 : 00 p

Telephone and telecommunications

£ 20 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 816 : 00 p

÷ 30 £21.20 x 11 days  
= £233.20

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



Date

1 / 4 / 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