



Additional Costs Allowance  
Member's claim form

Form ACA2  
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11 DEC 2007  
VALIDATION  
12 DEC 2007  
RECEIVED

Members' Allowance

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

BEN BRADSHAW

Constituency

EXETER

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 1/04/07 to 30/12/07 x9

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 15,108.93 p ✓

Food

£ : p

Utilities

£ 997.83 p x9

Council Tax/Rates

£ 1,809.00 p x9

Telephone and telecommunications

£ : p

Cleaning

£ 771.43 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 622.80 p

Other

£ 405.00 p

▶ please specify Telephone

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 19,714.99 p ✓

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**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 10 Dec 07

**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:

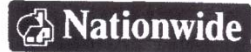
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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

**PAYMENT DETAILS**



<b>ACCOUNT NUMBER</b> [REDACTED]		
GROSS INTEREST RATE 7.24% EFFECTIVE FROM 1st AUGUST 2007		
MONTHLY MORTGAGE PAYMENT	(7.24%)	£863.07
TOTAL MONTHLY PAYMENT DUE FROM AUGUST 2007		£863.07

Account paid by Direct Debit – we will collect your new monthly payments automatically.

<b>ACCOUNT NUMBER</b> [REDACTED]		
GROSS INTEREST RATE 7.24% EFFECTIVE FROM 1st AUGUST 2007		
MONTHLY MORTGAGE PAYMENT	(7.24%)	£815.70
TOTAL MONTHLY PAYMENT DUE FROM AUGUST 2007		£815.70

Account paid by Direct Debit – we will collect your new monthly payments automatically.