



# 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

JAMES ARBUTHNOT

Constituency

NORTH EAST HAMPSHIRE

Office use only

Costc M

Supp/Res ID 7 1

## 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 £25 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel costs.

Period of claim

from 1 / SEPT / 2008

to 31 / JAN / 2009

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

£ 2,580 : 00 p

Service/maintenance

£ 3,568 : 56 p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 6,148 : 56 p

I am aware that according to your calculations there is £4,914.52 available in my allowance and that this claim will therefore exhaust the remainder of the allowance.

[Redacted]

invoices attached  
receipts attached

[Redacted]

▶ please specify

▶ please specify

▶ please specify

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

Address of  
second home  
for Additional  
Costs Allowance

[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 as a Member of Parliament.

Signature

[REDACTED]

MP

Date

3 Feb 2009

**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