



Richard Bacon, M.P.

MEMBER OF PARLIAMENT FOR SOUTH NORFOLK

House of Commons  
London SW1A 0AA

To: Fees Office

26 March 2008

21 MAR 2008

Dear Sir

Please credit the enclosed cheque for £65<sup>00</sup>  
to my Additional G.P. Allowance account.  
This is for an old armchair which I bought  
last October and decided on the ACOA but  
which we have decided will not really fit  
in the London flat. Accordingly we will be  
using the armchair in Norfolk and I  
therefore would like the claim credited back.

Dick Bacon,  
Yours sincerely,



## Additional Costs Allowance

AGA2

## Member's claim form

Page 1 of 2

About filling in  
this form

- For details of costs you can claim for, see *Green Book* section 1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERSRICHARD 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 MARCH 2008to MARCH 2008Total cost of hotel stays  
*attach all receipts*

£ : p

£ 1,538 - 33 pMortgage payments  
(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

Other

£ : p

► please specify \_\_\_\_\_

Other

£ : p

► please specify \_\_\_\_\_

Total

£ 1,538 - 33 p

Please pay

continued on page 2

£ 1,538.04

**Details of second home**

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 other main home for the purpose of performing

Signature

Date

18<sup>th</sup> March 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



## Additional Costs Allowance

ACA2

## Member's claim form

About filling in  
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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.

## 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 FEBRUARY 2008

to FEBRUARY 2008

Total cost of hotel stays  
*attach all receipts*

£ : p

£ 1538 : 33 p

Mortgage payments  
(interest only) or rent

£ : p

£ 280 : 00 p

Food

Utilities

Council Tax/Rates

Telephone and  
telecommunications

Cleaning

Service/maintenance

Repairs/insurance/  
security

Other

Other

Other

Total

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ 1,818 : 33 p

please specify

\_\_\_\_\_

please specify

\_\_\_\_\_

please specify

\_\_\_\_\_

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  
[REDACTED] away from my only or main home for the purpose of performing



✓  
Signature

Date

8 February 2008 ✓

**Data protection**

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## Additional Costs Allowance

ACA2

## Member's claim form

Page 1 of 2

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this form

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## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON  
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 JANUARY 2008 to JANUARY 2008

Total cost of hotel stays  
attach all receipts

£ : p

£ 1,538 - 33 p

Mortgage payments  
(interest only) or rent

## Food

£ : p

£ 280 - 00 p

## Utilities

£ : p

## Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

## Cleaning

£ : p

£ 30 - 00 p

## Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

£ 104 - 90 p

please specify

Vacuum Cleaner

## Other

£ : p

£ 15 - 00 p

please specify

Ironing board

## Other

£ : p

please specify

## Total

£ : p

£ 1,968 - 23 p

continued on page 2

**Details of second home**

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

2 JANUARY 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.

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## Additional Costs Allowance

ACA2

## 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 items 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 1<sup>st</sup> December 2007 to 1<sup>st</sup> December 2007Total cost of hotel stays  
attach all receipts

£ : p

395

Mortgage payments  
(interest only) or rent

£ : p

(1) Bench / Linen box

## Food

£ : p

(2) Large chest of draws

395

## Utilities

£ : p

(3) Small chest of draws

185

## Council Tax/Rates

£ : p

(4) Wardrobe

395

Telephone and  
telecommunications

£ : p

1370

## Cleaning

£ : p

with discount

£ 1300 - 00

## Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

please specify 4 items of furniture as above.

## Other

£ 1,300 - 00 p

please specify

## Other

£ : p

please specify

## Other

£ : p

please specify

## Total

£ 1,300 - 00 p

continued on page 2

✓

**Details of second home**

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

4 December 2007**Data protection**

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## INVOICE

DATE

1/12/07.

To. Grey Bench	395-	"
*To. Grey CHESS.*	395-	"
To. BWE chest.	185	"
To. Grey. WARDROBE.	395-	"
*Originally £80 more than this, hence total discount of £150.)	1450 00	
DISC:-	150 00	
To less	<u>£1300- 00</u>	
V.A.T.		
TOTAL	1300 + 00	10



## Member's claim form

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.

## 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 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 NOVEMBER 2007 to DECEMBER 2007 ✓

Total cost of hotel stays  
attach all receipts

£ : p

£ 1,538 - 33 p ✓

Mortgage payments  
(interest only) or rent

Food

£ : p

£ 280 - 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 38 - 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

please specify

\_\_\_\_\_

Other

£ : p

please specify

\_\_\_\_\_

Other

£ : p

please specify

\_\_\_\_\_

Total

£ 1,856 - 33 p ✓

continued on p.

**Details of second**

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

30 November 2007**Data protection**

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## Additional Costs Allowance

ACAG2

### Member's claim form

Page 1 of 2

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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.

##### 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 November 20<sup>th</sup> 2007 To Nov. 20<sup>th</sup> 2007

##### Total cost of hotel stays *attach all receipts*

£ : p

##### Mortgage payments (interest only) or rent

£ : p

##### Food

£ : p

##### Utilities

£ : p

##### Council Tax/Rates

£ 380 - : 16 p

Council Tax for new flat

##### 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

£ 380 - : 16 p

continued on page 2

**Details of second**

**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

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form to**

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

Date of Issue: 06-NOV-2007

MR BACON

Address of property

**Council Tax demand notice  
2007/2008**

Percentage (%) Change From Last Year  
2.0 % Increase  
5.3 % Increase

461.75  
371.41

Council Tax for your property 2007 to 2008                    3.4 % Increase

833.16

Charge for Period 17-OCT-2007 - 31-MAR-2008

Period

Adjustments

380.16

380.16



## Member's claim form

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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.

#### Please list

- all items costing £250 or more and include receipts – except for those 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 1<sup>st</sup> November 2007

to 7<sup>th</sup> November 2007

#### 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

£ : p

#### Repairs/insurance/ security

£ : p

#### Other

£ 100 : 68 p

#### Assorted household items:

Electric bulbs  
Camcorders  
Kitchen containers/jars  
Biscuits  
Cleaning fluid

Kitchen Scissors  
Kitchen rubber bin  
Kettle  
Tape measure  
Cleaning items

please specify

#### Other

£ 83 : 44 p

please specify

please specify

#### Other

£ : p

please specify

#### Total

£ 200 : 62 p

continued on page

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

Date

8 November 2007

**Data protection**

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## Additional Costs Allowance

ACA2

## Member's claim form

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 something, please call 020 7219 1340.

of 2

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD RACON

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 October 2007

to October 2007

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
(interest only) or rent

£ : p

## Food

£ 280 - 00 p

## Utilities

£ : p

## Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

## Cleaning

£ 24 - 00 p

## Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

## Other

£ 330 - 00 p

## Other

£ 29 - 99 p

## Other

£ : p

## Total

£ 658 - 99 p

A selection of cheap second-hand  
furniture as attached (2 receipts attached):

Armchair	65.00
Standard lamp	19.00
Small mahogany side table	42.00
Small mahogany cabinet	65.00
Tripod table	2.50
Hall table	9.00
Folding table	44.00
Nest of two tables	7.00
Total:	253.50
Actually charged:	250.00
Bookcase	80.00
Total	330.00

please specify

please specify

please specify

Second-hand furniture as itemised  
above (receipts attached)  
KITCHEN EQUIPMENT

continued on page 2

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

[REDACTED]  
cessarily to enable  
purpose of performing

Signature

Date

31 October 2007

**Data protection**

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Validation Team, Operations Directorate,  
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27/11/2007

£250 received from Mr R. Baker  
in payment for armchair, standard lamp,  
2 mahogany cabinets, tripod table, hall table  
folding table + 4 chairs. Rest of 2 tables

[REDACTED]

27/12/2017

E80 received from Mr R. Bacon in  
payment for bookcase

[REDACTED]



## Additional Costs Allowance

ACCA2

### Member's claim form

Page 1 of 2

#### About filling in this form

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#### Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON  
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 19 OCTOBER 2007

to 30 November 2007

Total cost of hotel stays  
attach all receipts

£ : p

£ 4393 - 70 p

Mortgage payments  
(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

£ 4,393 - 70 p

3,786 - 83

606 - 87

~~£ 4,393 - 70~~

continued on page

**Details of second**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

Signature

Date

18<sup>th</sup> October 2007

essarily to enable  
purpose of performing

**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

Initial Invoice

TO: Mr R M Bacon

Date: 12-Oct-07

Description	Amount	Amount	Amount
Rental Payment for period 19/10/2007 - 18/11/2007	£1,538.33		£1,538.33
Deposit- 6 weeks rental	£2,130.00		£2,130.00
Tenancy agreement fee	£100.00	£17.50	£117.50
Check in fee	£100.00	£17.50	£117.50
Credit reference fee	£23.50		£23.50
Telephone fee	£1.00		£1.00
<b>TOTAL</b>			<b>£3,927.83</b>
Less Reservation Fees received	£141.00		£141.00
<b>Balance due prior to move in</b>			<b>£3,786.83</b>

**2nd Month Pro-Rata Invoice**

TO : Mr R M Bacon

Date: 12-Oct-07

DESCRIPTION	AMOUNT
[REDACTED]	
Rental Payment for period 19/11/2007 - 30/11/2007	
SUB TOTAL	£608.87
TOTAL	£608.87

PARTICULARS

1. DATE OF THIS AGREEMENT:	2007
2. LANDLORD:	[REDACTED]
3. LANDLORD'S ADDRESS:	[REDACTED]
4. TENANT:	Richard Michael Bacon
5. TENANT'S ADDRESS:	[REDACTED]
6. PREMISES:	[REDACTED]
7. TERM:	One year from the Term Commencement Date
8. TERM COMMENCEMENT DATE:	19 <sup>th</sup> October 2007
9. TERM EXPIRY DATE:	18 <sup>th</sup> October 2008
10. RENT:	£1,538.33 per month
11. SECURITY DEPOSIT:	£2,130.00
12. AGENT	[REDACTED]



## Additional Costs Allowance

ACA2

### Member's claim form

[Redacted]

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.

#### Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 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 8 October 2007

to 11 October 2007 ✓

✓

##### Total cost of hotel stays *attach all receipts*

£ 697 + 30 p

##### Mortgage payments (interest only) or rent

£ : p

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

[Redacted]

Other

£ : p

please specify

[Redacted]

Other

£ : p

please specify

[Redacted]

Total

£ 697 : 30 p

✓

continued on pa

**Details of second home**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

Signature

Date

12 October 2007 ✓**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



TOTAL

£697.30



Mr Richard Bacon

INFORMATION INVOICE

Room No.  
Arrival  
Departure  
Page No.  
Folio No.  
Cashier N  
User ID  
Date

Date	Text	Charges GBP	Credits GBP
	Room Service All Day Bev	8.61	
	Accommodation	195.00	
	VAT 17.5%	34.13	
	Newspaper	0.65	
	Accommodation	195.00	
	VAT 17.5%	34.13	
	Accommodation	195.00	
	VAT 17.5%	34.13	
	Newspaper	0.65	
			697.30
	Total:	697.30	697.30
	Balance	0.00 GBP	
	Total incl. VAT	697.30 GBP	
	Net Amount	593.63 GBP	
	VAT 17.5%	103.67 GBP	( 696.00)
	VAT Exempt	0.00 GBP	( 1.30)



## Member's claim form

About filling in  
this form

- For details of costs you can claim for, see *Green Guide to Parliamentary Expenses*.
- If you have any doubt about whether you can claim a particular cost, please call 020 7219 1340.

### Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 3 October 2007

to 4 October 2007

Total cost of hotel stays  
*attach all receipts*

£ 124 - 24 p

Mortgage payments  
(interest only) or rent

£ : p

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

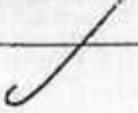
Total

£ 124 - 24 p

continued on page 2

**Details of second home if applicable**

Address of  
second home  
*for Additional  
Costs Allowance*

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

**Declaration**

Signature

Date

  
4 October 2007

**Data protection**

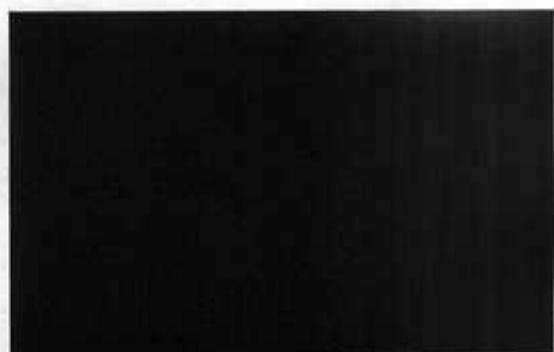
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Send your completed  
form to

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



10/SL

£124.24



Mr Richard Bacon

INVOICE

Room No.  
Arrival  
Departure  
Page No.  
Folio No.  
Cashier No.  
User ID  
Date

Date	Text	Charges GBP	Credits GBP
	Room Service All Day Food	24.36	
	Accommodation	85.00	
	VAT 17.5%	14.88	
		124.24	
	Total:	124.24	124.24
Balance	0.00 GBP		
Total incl. VAT	124.24 GBP		
Net Amount	105.73 GBP		
VAT 17.5%	18.51 GBP	( 124.24)	

Date 26 March 2008

Pay House of Commons - Members  
Sixty five pounds only

Only

£ 65 — 00

TE

## CHEQUE RECEIPTS.

ment. Please ensure that the form  
the form being returned by the

This form may be used for multiple cheques which are coded to the same account and analysis codes. In this case, the total value of cheques should be given in the amount column and a note of the number of cheques included in the total should be made in the remarks box. A general description for the receipts may be given, but details of the invoice/reference for each payment should be written on the reverse of each cheque.

## 1. TO BE COMPLETED BY DEPARTMENTS

Date of Cheque:

26/03/08

Cheque Number:

Cheque Payee:

RICHARD BACON MP.

Account Code	Amount £	Cost C	Piro	Who	Exp_Type	Description
	65-00					refund .
Total	65 - 00					

## COMPLETED BY:

Signature:

Name:

Date:

27/3/08.

## REMARKS:

refund of claim for chair

See overleaf for Finance Office action.



## Additional Costs Allowance

ACA2

### Member's claim form

#### 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

Constituency

RICHARD BACON

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.

Please list

Please attach

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

Period of claim

from 1 October 2007 to 3 October 2007

Total cost of hotel stays  
attach all receipts

£ 535 - 45 p

Mortgage payments  
(interest only) or rent

£ : p

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

£ 535 - 45 p

continued on page 2

**Details of second home if applicable**

Address of  
second home  
for Additional  
Costs Allowance

[Redacted Address]

Postcode

**Declaration**

Signature

Date

3 October 2007**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

Mr Richard Bacon

Member No. :  
A/R Number :  
Group Code :  
Company Name :

Room No  
Arrival  
Departure  
Folio/Invo  
Cashier  
Page  
Date

Date	Description	Charges £	Credit £
	City Cafe Dinner [REDACTED]	28.77	
	*Accommodation	198.58	
	Newspaper [REDACTED]	0.70	
	Minibar	9.00	
	Minibar	1.30	
	Minibar	1.30	
	Minibar	3.40	
	Minibar	1.90	
	Minibar	1.50	
	City Cafe Dinner [REDACTED]	50.77	
	*Accommodation	257.33	
	Newspaper [REDACTED]	0.70	
	Minibar	6.80	
	If		
	Minibar	4.50	
	If [REDACTED]		
			535-45
			<u>      </u>
			566.55

Date 3 October 2007

Pay House of Commons Member Only

Four hundred and sixtieth three pounds £ 463 - 77  
Seventy seven pence only

OTE

## CHEQUE RECEIPTS.

Comment: Please ensure that the form  
the form being returned by the

This form may be used for multiple cheques which are coded to the same account and analysis codes. In this case, the total value of cheques should be given in the amount column and a note of the number of cheques included in the total should be made in the remarks box. A general description for the receipts may be given, but details of the invoice/reference for each payment should be written on the reverse of each cheque.

## 1. TO BE COMPLETED BY DEPARTMENTS

Date of Cheque:

10/10/07

Cheque Number:

Cheque Payee:

Richard Bacon MP

Account Code	Amount £ p	Cost C	Piro	Who	Exp_Type	Description
	463 - 77					Refund of Council Tax.
Total	463 - 77					

## COMPLETED BY:

Signature:

Name:

Date:

4/10/07

Please send this form together with the cheque and any background documentation (e.g. invoice or request for payment) to the Finance Office for processing.

See overleaf for Finance Office action.



## Additional Costs Allowance

AGA2

### Member's claim form

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.

#### Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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.

##### Please list

##### Please attach

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

##### Period of claim

from 18 Sept 2007

to 19 Sept 2007

##### Total cost of hotel stays attach all receipts

£ 355 - 16 p

##### Mortgage payments (interest only) or rent

£ : p

##### 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

£ 355 - 16 p

continued o

**Details of second home**

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 claim additional costs allowance for my second home for the purpose of performing

Signature

Date

19 September 2007**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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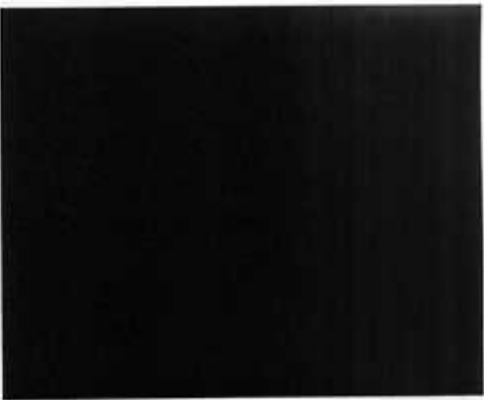
**Send your completed  
form to**

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



TOTAL

£355.16



Mr Richard Bacon

INVOICE

Room No.  
Arrival  
Departure  
Page No.  
Folio No.  
Cashier N  
User ID  
Date

Date	Text	Charges GBP	Credits GBP
	Dinner Food	68.46	
	Accommodation	244.00	
	VAT 17.5%	42.70	
			355.16
	Total:	355.16	355.16

Balance 0.00 GBP  
Total incl. VAT 355.16 GBP  
Net Amount 302.26 GBP  
VAT 17.5% 52.90 GBP ( 355.16)



## Member's claim form

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.

RECEIVED

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD RACON

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 26/07/2007

to 27/07/2007

Total cost of hotel stays  
*attach all receipts*

£ 158 : 63 p ✓

Mortgage payments  
(interest only) or rent

£ : p

## 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

£ 158 : 63 p ✓

continued on page 2 ➤

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

Address of  
second home  
*for Additional  
Costs Allowance*

Postcode

**Declaration**

Signature

Date

18 September 2007

ssarily to enable  
purpose of performing

**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

Mr Richard Bacon

Member No. :  
A/R Number :  
Group Code :  
Company Name :

Room No.  
Arrival  
Departure  
Folio/Invoice  
Cashier  
Page  
Date

Date	Description	Charges £	Credit £
	Room & Breakfast Rate	158.63	
	Visa		158.63
	Minibar	6.80	
	Minibar		1.90
	Minibar	1.30	
	Cash		10.00
	Total	168.63	168.63
	Balance		0.00

VAT Breakdown £

Net at 17.5%	£	143.51
Total Amount Net	£	143.51
Vat at 17.0%	t	25.12
Total Bill	£	168.63

Signature : \_\_\_\_\_



## Member's claim form

1 of 2

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 something, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 JULY 2007

to JULY 2007

Total cost of hotel stays  
*attach all receipts*

£ 303 - 63 p

Mortgage payments  
(interest only) or rent

£ 300 - 63 p

## Food

£ : p

## Utilities

£ : p

## Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

## Cleaning

£ : p

## Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

## Other

£ : p

VALIDATION

RECEIVED

## Other

£ : p

please specify

please specify

please specify

## Other

£ : p

## Total

£ 303 : 63 p

pay  
£ 300 - 63 ,

continued on page 2

**Details of second**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

Signature

Date

31 July 2007**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

Room  
Arr. date  
Dep date  
Pax.

Guest  
Invoice nr.

Bacon R

Reservation

		1	Room Charge Minibar Beverage	GBP
				142,00
				3,00

	Perc.	Gross	VAT	Total
Room Rev.	17,50 %	108,60	19,00	127,60
F&B	17,50 %	14,81	2,59	17,40
Total		123,41	21,59	145,00
				145,00

Mr Richard Bacon

Member No. :  
A/R Number :  
Group Code :  
Company Name :

Room No  
Arrival  
Departure  
Folio/Invoice  
Cashier  
Page  
Date

Date	Description	Charges £	Credit £
	Room Charge	158.63	
	Newspaper	0.70	
	Daily Telegraph	1.70	
	Minibar	20.00	
	24-07-1987	428	
	20-07-1987	179.33	179.33
	Total	179.33	179.33
	Balance	0.00	0.00

VAT Breakdown £

Net at 17.5%	£	152.03
Net at Zero%	£	0.70
Total Amount Net	£	152.73
Vat at 17.5%	£	26.60
<b>Total Bill</b>	£	<b>179.33</b>

Signature :

Claim ref 158-63



## Member's claim form

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 something, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 JULY 2007

to JULY 2007

Total cost of hotel stays  
*attach all receipts*

£ : p

£ 1,235 : 00 p

Mortgage payments  
(interest only) or rent

## Food

£ : p

£ 280 : 00 p

## Utilities

£ : p

## Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

## Cleaning

£ 60 : 00 p

## Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

## Other

£ : p

please specify

## Other

£ : p

please specify

## Other

£ : p

please specify

## Total

£ 1,575 : 00 p

continued on page 2

**Details of second**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to carry out my work as a Member of Parliament for the purpose of performing my

Signature

Date

4 JULY 2007

**Data protection**

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## 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

Constituency

RICHARD BACON

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 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 2007

to JUNE 2007

Total cost of hotel stays  
*attach all receipts*

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ \_\_\_\_\_ : \_\_\_\_\_ p

## Food

£ 58 : 00 p

## Utilities

£ \_\_\_\_\_ : \_\_\_\_\_ p

## Council Tax/Rates

£ \_\_\_\_\_ : \_\_\_\_\_ p

Telephone and  
telecommunications

£ 160 : 28 p

## Cleaning

£ \_\_\_\_\_ : \_\_\_\_\_ p

## Service/maintenance

£ \_\_\_\_\_ : \_\_\_\_\_ p

Repairs/insurance/  
security

£ \_\_\_\_\_ : \_\_\_\_\_ p

## Other

£ 258 : 00 p

please specify

2x framed prints

## Other

£ 143 : 00 p

please specify

Coffee Table

## Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

please specify

## Total

£ 619 : 28 p

✓

continued on p.

**Details of second**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
[REDACTED] for the purpose of performing [REDACTED]

Signature

Date

21 June 2007

**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

TITLE / DESCRIPTION 2 x PRINTS OF ROME

CONDITION GOOD IMAGE SIZE \_\_\_\_\_

DRY MOUNT YES  NO

MOUNT 1 REF. SEE BELOW

MOUNT 2 REF. \_\_\_\_\_

MOUNT WIDTH 7cm B; 6cm ST SHOWING OF  
EX. SITING PAPER ON PRINT; 4 CM TSB BLACK;  
8 cm WHITE V GROOVE

SPECIAL REQUIREMENTS:

2 x £129<sup>00</sup>

COST	<u>£258<sup>00</sup></u>
PAYMENT	
BALANCE	

ALL PRICES INCLUSIVE OF VAT @ 17.5%



## Additional Costs Allowance

ACA2

## Member's claim form

DATION

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.

RECEIVED

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD J BACON

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.

07/08

Please list

Please attach

Period of claim

from JUNE 2007

to JUNE 2007

Total cost of hotel stays  
attach all receipts

£ : p

£ 1,235 - 00 p

Mortgage payments  
(interest only) or rent

Food

£ : p

280 : - 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1,575 - 00 p

continued on page 2

**Details of second**

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

4 JUNE 2007

**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).

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Department of Finance & Administration, House of Commons, London SW1A 0AA



## Additional Costs Allowance

01/08

CA2

## Member's claim for

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.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BAGGON  
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 MAY 2007

to MAY 2007

Total cost of hotel stays  
attach all receipts

£ : p

£ 1,235.00 p

Mortgage payments  
(interest only) or rent

## Food

£ : p

£ 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

£ 1,575.00 p

continued on page 2

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to carry out my duties and responsibilities in the purpose of performing

Signature

Date

4 May 2007

**Data protection**

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## Member's claim form

Page 1 of 2

About filling in  
this form

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## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 APRIL 2007

to APRIL 2007

Total cost of hotel stays  
*attach all receipts*

£ 1,235.00 p

Mortgage payments  
(interest only) or rent

Food

£ : p

Utilities

£ 681.68 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

£ 1,916.68 p

continued on page 2

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

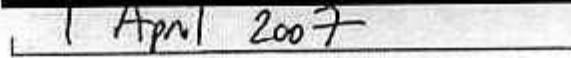
**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable [redacted] purpose of performing [redacted]

Signature



Date



1 April 2007

**Data protection**

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Date of Issue: 17-MAR-2007

BACON

Address of property

**Council Tax demand notice  
2007/2008**

Percentage (%) Change From Last Year

2.0 % Increase  
5.3 % Increase

Council Tax for your property 2007 to 2008

3.4 % Increase

377.80  
303.88

Charge for Period 01-APR-2007 - 31-MAR-2008

Adjustments

Period

681.68

681.68

681.68



## Additional Costs Allowance

ACA2

## Member's claim form

05 MAR 2

About filling in  
this form

- For details of costs you can claim for, see *Green Book* section 1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 MARCH 2007

to MARCH 2007

Total cost of hotel stays  
attach all receipts

£ : p

£ 1,235 - 00 p

Mortgage payments  
(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

pay

£ 613-33

continued on page 2

**Details of second home**

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

15 March 2007**Data protection**

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## Additional Costs Allowance

31 JAN 2007

ACCA2

## Member's claim form

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.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 FEBRUARY 2007 to FEBRUARY 2007 ✓

Total cost of hotel stays  
*attach all receipts*

£ : p

£ 1,235 : 00 p ✓

Mortgage payments  
(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

continued on page 2

**Details of second home**

Address of  
second home:  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
me to carry out my duties as a Member of Parliament in the course of performing  
my functions as a Member of the House of Commons.



Signature

L

Date

1<sup>st</sup> February 2007**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**



## Additional Costs Allowance

ACAA2

02 JAN 2007

## Member's claim form

Page 1 of 2

About filling in  
this form

- For details of costs you can claim for, see *Green Book* section 1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON  
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

## Please attach

- 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 JANUARY 2007

to JANUARY 2007

Total cost of hotel stays  
attach all receipts

£ : p

£ 1,235 : 00 p

Mortgage payments  
(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

£ 1235 : 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



Signature

Date

1<sup>st</sup> January 2007**Data protection**

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## Additional Costs Allowance

ACA2

### 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

Constituency

RICHARD BACON

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 DECEMBER 2006 to DECEMBER 2006

Total cost of hotel stays  
*attach all receipts*

£ : p

£ 1,235 : 00 p ✓

Mortgage payments  
(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

£ 1235 : 00 p

continued on page 2

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to [REDACTED] pose of performing my du

Signature

Date

15 December 2006

**Data protection**

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## Additional Costs Allowance

ACAO2

## Member's claim form

01 NOV 2006

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.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 NOVEMBER 2006 to NOVEMBER 2006 ✓

Total cost of hotel stays  
*attach all receipts*

£ : p

£ 1,235 - 00 p ✓

Mortgage payments  
(interest only) or rent

## Food

£ : p

£ 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

£ 1515 - 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.

[REDACTED]

Signature

[REDACTED]

Date

1<sup>st</sup> October 2006

1<sup>st</sup> November

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## Additional Costs Allowance

### Member's claim form

Page 1 of 2

#### 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

Constituency

RICHARD BACON

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 OCTOBER 2006

to OCTOBER 2006

##### Total cost of hotel stays *attach all receipts*

£ : p

£ 1,235 : 00 p ✓

##### Mortgage payments (interest only) or rent

£ : p

£ 280 : 00 p ✓

##### Food

£ : p

£ 32 : 28 p ✓ (Gas bill)

##### Utilities

£ : p

£ 81 : 83 p ✓

##### Council Tax/Rates

£ : p

£ 42 : 00 p ✓

##### Telephone and telecommunications

##### Cleaning

##### Service/maintenance

##### Repairs/insurance/ security

##### Other

£ : p

please specify

##### Other

£ : p

please specify

##### Other

£ : p

please specify

##### Total

£ 1,671 : 11 p

continued on page 2

**Details of second home**

Address of  
second home  
*[Redacted]*  
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<sup>st</sup> October 2006*

**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



## Additional Costs Allowance

ACAV2

### Member's claim form

10.10.2006

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.

#### Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 SEPTEMBER 2006

to SEPTEMBER 2006

Total cost of hotel stays  
*attach all receipts*

£       :       p

£ 1235 : 00 p

✓

Mortgage payments  
(interest only) or rent

£       :       p

£ 280 : 00 p

✓

Food

Utilities

£       :       p

Council Tax/Rates

£       :       p

Telephone and  
telecommunications

£       :       p

Cleaning

£ 28 : 00 p

✓

Service/maintenance

£       :       p

Repairs/insurance/  
security

£       :       p

Other

£       :       p

please specify

Other

£       :       p

please specify

[Redacted area]

Other

£       :       p

please specify

Total

£ 1543 : 00 p

continued on page 2

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

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I can confirm that the information provided above is true and correct, and is given only to enable  
me to claim the additional costs allowance for the purpose of performing  
my duties as a Member.

Signature

Date

13 September 2006

**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).

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## Additional Costs Allowance

.1 - AUG 2006  
Member's claim form

AGA2

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.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 JULY 2006

to AUGUST 2006 ✓

Total cost of hotel stays  
attach all receipts

£ : p

159-30 ✓ Gas  
69-48 ✓ Electricity  
285-93 ✓ Water  
514-71 ✓Mortgage payments  
(interest only) or rent

£ 2,470 : 00 p ✓

## Food

£ 280 : 00 p ✓

## Utilities

£ 514 : 71 p ✓

## Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 82 : 58 p ✓

## Cleaning

£ 14 : 00 p ✓

## Service/maintenance

£ : p

Repairs/insurance/  
security

£ 1,547 : 20 p ✓

please specify

Curtains (receipt attached)

## Other

£ 220 : 00 p ✓

please specify

Curtain Poles

## Other

£ : p

please specify

## Total

£ 5,128 : 49 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 [Redacted]

Signature

[Redacted]

Date

15<sup>th</sup> August 2006

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# Receipt for Curtains

Furnishings	1
[REDACTED]	1
[REDACTED]	1
Furnishings	1
Total	1,547.20



## Member's claim form

11.07.2006

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.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 2006

to JUNE 2006

Total cost of hotel stays  
attach all receipts

£ : p

£ 1,235.00 p ✓

Mortgage payments  
(interest only) or rent

£ : p

£ 280.00 p ✓

## 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

£ 1515.00 p ✓

continued on page 2

**Details of second home**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to [REDACTED] the purpose of performing my duty

Signature



MP

Date

14 June 2006**Data protection**

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## Additional Costs Allowance

ACA2

### Member's claim form

Page 1 of 2

#### About filling in this form

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- If you have any doubt about whether you can claim for please call 020 7219 1340.

#### Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 2006 to MAY 2006

Total cost of hotel stays  
attach all receipts

£ : p

£ 1,235 - 00 p



Mortgage payments  
(interest only) or rent

Food

£ : p

£ 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

£ 1515 - 00 p

continued on page 3

**Details of second home**

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

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
me [REDACTED]  
my [REDACTED]

Signature

Date

  
5 MAY 2006**Data protection**

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## Additional Costs Allowance

ACA2

## Member's claim form

19 APR 2006

Page 1 of 2

About filling in  
this form

- For details of costs you can claim for, see Green Book section 1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 APRIL 2006

to APRIL 2006 ✓

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

£ : p

Repairs/insurance/  
security

£ 304 - 62 p

Other

£ 2,200 - 00 p

Final Payment to [REDACTED]  
Painter & Decorator  
(See attached Receipt & note).

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 2,504 - 62 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 [REDACTED]

Signature

[REDACTED]

Date

18 April 2006

**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

MR R BACON

MR R BACON

NVOICE

ACCOUNT No.	ORDER No.	INVOICE DATE			INVOICE No.
112440	F112440	11/84/86			OP/1537904

	DESCRIPTION	AMOUNT
1	DIMPLE EURO PROFILE CYL S438 BRASS	0.00
1	S338 MORTICE LOCK MINUS CYLINDERS	145.00
1	R2004 CHROME RIM CYLINDER	70.00
1	TO ADAPT LOCKS TO OPERATE ON ONE KEY	17.00
2	ADDITIONAL BANHAM DOOR KEYS	27.24

NETT TOTAL	259.24
VAT @ 17.50 %	45.38
INVOICE TOTAL	304.62

**TERMS NETT**

E. & O. E.



Richard Bacon, M.P.

MEMBER OF PARLIAMENT FOR SOUTH NORFOLK

House of Commons  
London SW1A 0AA

18 April 2006

To : Fees Office

Further to my letter to you accompanying the earlier invoices for painting and decorating the Westminster flat, attached now is the final invoice for £2,200.00. This will complete the painting / decoration.

As per my earlier note, the final job was expected to cost £5,200 but is actually £4700 in total. This is because we negotiated a £500 discount for a series of irritating errors which make for an adequate but less than perfect job.

This £2200-00 final claim for painting/decorating is for the 2006/2007 financial year. Any queries, please do call me.

Regds,

## SUMMARY AND FINAL INVOICE

To: Mr Richard Bacon MP

Date: 18 April 2006

**TOTAL FOR THE JOB:** £4,700.00

*Comprising:*

*Painting and decorating of walls and woodwork in:*

- o Hall
- o Kitchen
- o Bathroom
- o Bedroom
- o Dining Room / Study £4,400.00

*Shelving:*

- o Shelves in sitting room £600.00
  - o Shelf over radiator in hall and in bedroom £200.00
- £5,200.00

*Minus discount for some unsatisfactory work:* £500.00

Equals total for the job: £4,700.00

**PAYMENTS MADE SO FAR:**

28 February 2006 Initial payment: £1,500.00  
8 March 2006 Interim payment: £1,000.00

**TOTAL ALREADY PAID:** £2,500.00

**FINAL PAYMENT NOW OWING:** £2,200.00



## Additional Costs Allowance

ACA2

### Member's claim form

#### 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 1340.

#### Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 APRIL 2006

to APRIL 2006

##### Total cost of hotel stays attach all receipts

£ : p

£ 1,235 : 00 p ✓

##### Mortgage payments (interest only) or rent

£ : p

£ 280 : 00 p

##### Food

£ : p

£ 659 : 00 p ✓

##### Council Tax/Rates

£ : p

£ 130 : 11 p

##### Telephone and telecommunications

£ : p

£ 95 : 34 p

##### Cleaning

£ : p

##### Service/maintenance

£ : p

##### Repairs/insurance/ security

£ : p

£ 2,399 : 45 p

Other £ : p

please specify

Other £ : p

please specify

Other £ : p

please specify

Total

£ 2,399 : 45 p

continued on page 2

**Details of second home**

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

3 April 2006

**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 of Issue: 15-MAR-2006

MR R BACON

Address of property (if different)

Council Tax demand notice  
2006/2007

Charge for Period 01-APR-2006 - 31-MAR-2007  
Adjustments

Period

659.00

Total

659.00

**Richard Bacon, M.P.**

MEMBER OF PARLIAMENT FOR SOUTH NORFOLK



House of Commons  
London SW1A 0AA

10 March 2006

Private Secretary  
Tel 01379 643728 or 642769  
Fax 01379 642220

10 March 2006

To: Fees Office

Further to my conversation with the Advice & Enquiries Team, this ACA Claim includes the first two payments for painting/decorating the walls and woodwork for the whole Welford Park flat [REDACTED]

[REDACTED] ) except for the sitting room ie. it includes: Hall, Kitchen, Bathroom, Bedroom, Dining Room (Study). Mostly painting plus some minor woodwork (blacking).

We obtained 3 quotes, and [REDACTED] was the best and most reliable. The total job is expected to cost £5,200 approximately. So far we have paid a total of £2500 (ie £1500 plus £1000); the final payment will be claimed in the next financial year. Any queries, please call me. Regards,



## Additional Costs Allowance

AGA2

## Member [REDACTED]

[REDACTED]

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

Constituency

RICHARD BACON /

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 MARCH 2006 /

to MARCH 2006 /

Total cost of hotel stays  
attach all receipts

£ 1235 : 00 p

Gas 52.81  
Electricity 57.57  
110.38Mortgage payments  
(interest only) or rent

Food

£ 340 : 22 p

Utilities

£ 110 : 38 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 39 : 00 p

Repairs/insurance/  
security

£ : p

Other

£ 1,500 : 00 p

Other

£ 1,000 : 00 p

Other

£ : p

Total

£ 4,224 : 60 p

PAINTING + DECORATING

Payments to [REDACTED] Painter & Decorator, for painting walls & woodwork in: Hall, Kitchen, Bathroom, Bedroom, Dining Room/Study. Total job expected to cost c. £5200. Two payments so far totalling £2500:

Initial payment to painter

Interim payment to painter

continued on page 21

**Details of second home**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to [REDACTED] for the purpose of performing my duties as [REDACTED]

Signature

Date

MP

10 March 2006**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**

**INVOICE**

To: **Mr Richard Bacon MP**

Date: **28 February 2006**

**Painting and decorating of:**

- Hall
- Kitchen
- Bathroom
- Bedroom
- Dining Room / Study

**Initial payment                      £1,500.00**

**INVOICE**

To: **Mr Richard Bacon MP**

Date: **8 March 2006**

**Painting and decorating of:**

- Hall**
- Kitchen**
- Bathroom**
- Bedroom**
- Dining Room / Study**

**Interim payment**

**£1,000.00**



## Member

Page 1 of 2

About filling in  
this form

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

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 FEBRUARY 2006

to FEBRUARY 2006

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 1,235.00 : 00 p



## Food

£ 280.00 : 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

£ 1515.00 : 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 [REDACTED] to [REDACTED] a purpose of performing  
my [REDACTED]

Signature

Date

*[Signature]* February 15 2006

**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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form to

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



## Additional Costs Allowance

Member [REDACTED] [REDACTED]

### 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

Constituency

RICHARD BACON

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 JANUARY [REDACTED] 2006 to JANUARY [REDACTED] 2006

#### Total cost of hotel stays *attach all receipts*

£ : p

£ 1,235 - 00 p ✓

#### Mortgage payments (interest only) or rent

#### Food

£ : p

£ 280 - 00 p ✓

#### Utilities

£ : p

£ 146 - 93 p ✓

Telephone 50.48  
Gas 96.45

146.93

#### Council Tax/Rates

#### Telephone and telecommunications

£ : p

£ 150 - 48 p ✓

#### Cleaning

£ : p

£ 30 - 00 p ✓

#### Service/maintenance

£ : p

£ 0 - 00 p ✓

#### Repairs/insurance/ security

#### Other

£ : p

► please specify

#### Other

£ : p

► please specify

#### Other

£ : p

► please specify

#### Total

£ 1,842 : 41 p

continued on page 2 ►

**Details of second**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to [REDACTED] purpose of performing my duty.

Signature

Date

2 January 2006

**Data protection**

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form to

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Department of Finance & Administration, House of Commons, London SW1A 0AA



*With Compliments*

Richard Bacon M.P.

Giorgos — here is my  
ACA claim for January as  
discussed

*from London*

**DELETED**

HOUSE OF COMMONS  
LONDON, SW1A 0AA



## Additional Costs Allowance

### Member's claim

#### 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.

12 DEC 05

#### 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 DECEMBER 2005 to DECEMBER 2005

##### Total cost of hotel stays attach all receipts

£ : p

£ 1,235 : 00 ✓

##### Mortgage payments (interest only) or rent

£ : p

£ 280 : 00 ✓

##### Food

£ : p

£ 519 : 00 ✓

##### Utilities

£ : p

##### Council Tax/Rates

£ : p

##### Telephone and telecommunications

£ : p

##### Cleaning

£ : p

##### Service/maintenance

£ : p

##### Repairs/insurance/ security

£ : p

Urgent repair to Kitchen wall

##### Other

£ : p

please specify

Electric spot lamps

##### Other

£ : p

please specify

Pair of Pliers

##### Other

£ : p

please specify

4-way electrical cable  
extension

##### Total

£ : p

continued on page 2 ▶

**Details of second home**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to [REDACTED] the purpose of performing my duty.

Signature

Date

*12 December 2005*

**Data protection**

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Send your completed  
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Validation Team, Operations Directorate,  
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Tel. No.

Mr F M Bacon

Reference Number

E 519-15

FUND 24

This is a receipt → £ 519<sup>00</sup>

from

Westminster  
Council.

(Payment of remainder of )  
Council Tax for the  
Year 2005 - 2006

RECEIVED the sum  
here stated in respect  
of the Council Tax  
Received and Paid.



## Member's claim for [REDACTED]

Page 1 of 2

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 1340.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 NOVEMBER 2005 to NOVEMBER 2005 ✓

Total cost of hotel stays  
*attach all receipts*

£ : p

£ 1235 : 00 ✓

Mortgage payments  
(interest only) or rent

£ : p

£ 280 : 00 ✓

## Food

## Utilities

£ : p

## Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

## Cleaning

£ : p

## Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

## Other

£ : p

please specify

[REDACTED]

## Other

£ : p

please specify

[REDACTED]

## Other

£ : p

please specify

[REDACTED]

## Total

£ 1,515 : 00 p

continued on page 2

**Details of second home**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable [REDACTED] for the purpose of performing [REDACTED]

Signature

[REDACTED] MP

Date

4 November 2003

**Data protection**

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## Additional Costs Allowance

ACA2

## Member's claim form

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.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 October 2005

to October 2005

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 1,235 : 00 p ✓

## Food

£ 220 : 00 p ✓

## Utilities

£ \_\_\_\_\_ : \_\_\_\_\_ p

## Council Tax/Rates

£ 156 : 91 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

£ 611 → 91 p ✓

continued on page 2

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
[REDACTED]  
the purpose of performing

Signature

MP

Date

17 October 2005**Data protection**

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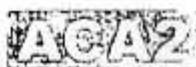
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**Send your completed  
form to****Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA**



## Additional Costs Allowance



# Member's claim form

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.

### 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

September  
from August 2005

September  
to August 2005

#### Total cost of hotel stays attach all receipts

£ 1235 : 00 p

#### Mortgage payments (interest only) or rent

£ 200 : 00 p

#### Food

£ 60 : 00 p

#### Utilities

£ 0 : 00 p

#### Council Tax/Rates

£ 0 : 00 p

#### Telephone and telecommunications

£ 0 : 00 p

#### Cleaning

£ 0 : 00 p

#### Service/maintenance

£ 132 : 18 p

(Plumbers)

#### Repairs/insurance/security

£ 8 : 00 p

please specify

Kitchen equipment

#### Other

£ 44 : 73 p

please specify

Electric spotlight bulbs

#### Other

£ 0 : 00 p

please specify

#### Total

£ 1679 : 91 p

continued on page 2 ▶

**Details of second home if applicable**

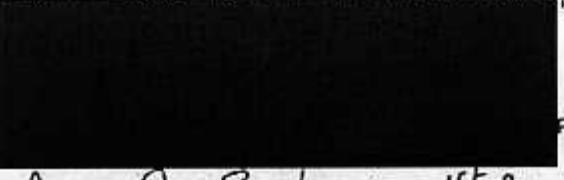
Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
me [REDACTED] for the purpose of performing  
my [REDACTED]

Signature

Date

  
September 1<sup>st</sup> 2005**Data protection**

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**Send your completed  
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Department of Finance & Administration, House of Commons, London SW1A 0AA



## Member's claim

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 1340.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON /

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 August 2005

to August 2005

Total cost of hotel stays  
*attach all receipts*

£ : p

£ 1235 - 00 p ✓

Mortgage payments  
(interest only) or rent

## Food

£ : p

## Utilities

£ : p

## Council Tax/Rates

£ 60 : 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

£ 1295 + 00 p ✓

continued on page 2

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to carry out my duties as an MP for the purpose of performing my Parliamentary functions.



Signature

MP

Date

1<sup>st</sup> August 2005**Data protection**

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Department of Finance & Administration, House of Commons, London SW1A 0AA



## Additional Costs Allowance

ACA2

## 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

Constituency

RICHARD BACON

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 July 2005

to July 2005

Total cost of hotel stays  
*attach all receipts*

£ : p

£ 1235 : 00 p

Mortgage payments  
(interest only) or rent

## Food

£ : 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

continued on page 2

**Details of second home**

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 duty.

Signature

Date

*7 July 2005*

P

**Data protection**

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Send your completed  
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## Additional Costs Allowance

ACA2

## 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 something, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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  
*attach all receipts*

£ : p

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

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

Date

21 June 2005

**Data protection**

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05/06

## Member's claim form

17 JUN 2005

About filling in  
this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 May 2005 / — 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**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I am entitled to claim the additional costs allowance and necessarily to enable me to carry out my duties as an MP for the purpose of performing my duty as an MP.

Signature

MP

Date

16 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**



## 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 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 ←

Electricity  
Water  
(Bathensbach)

107 - 62

272 - 34

379 - 96

## 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

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 [REDACTED] for the purpose of performing  
me [REDACTED]

Signature

Date

3 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

Date  
23rd May 2005

Water Services

MR R BACON

---

## **Seven day notice of intended proceedings**

Overdue amount £272.34



## Additional Costs Allowance

ACAY

02 JUN 2005

## Member's claim form

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.

## 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 items 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  
*attach all receipts*

£ : p

£ 1,235 : 00 p

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

continued on page 2

**Details of second home**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
me to carry out my duties as a Member of Parliament in the course of performing  
my official functions.

Signature

Date

18 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.

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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

## 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 May 1 2005 to May 1 2005Total cost of hotel stays  
attach all receipts

£ 1,235 : 00 p ✓ ÷ 26 / 31 £ 1035.80

Mortgage payments  
(interest only) or rent

£ 110 : 00 p ✓

## 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

£ 1335 : 00 p

PAM £ 1145 - 80

continued on page 2

**Details of second home *[If applicable]***

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I have read the above declaration and necessarily to enable me to do my duty [REDACTED] for the purpose of performing [REDACTED]

Signature [REDACTED]

MP

Date [REDACTED]  
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



## Additional Costs Allowance

Form ACA2

Page 1 of 2

## 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 LETTERSRICHARD 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.

## 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 April 1 / 8<sup>th</sup> 2005 to April 11<sup>th</sup> 2005Total cost of hotel stays  
attach all receipts£ 452 : 83 p ✓ (Rev Receipts To 11/30)Mortgage payments  
(interest only) or rent£ 100 : 00 p

## Food

£ 100 : 00 p

## Utilities

£ : p

## Council Tax/Rates

£ : pTelephone and  
telecommunications£ : p

## Cleaning

£ : p

## Service/maintenance

£ : pRepairs/insurance/  
security£ : p

## Other

£ : p ➤ please specify \_\_\_\_\_

## Other

£ : p ➤ please specify \_\_\_\_\_

## Other

£ : p ➤ please specify \_\_\_\_\_

## Total

£ 552 : 83 p

continued on page 2 ➤

**Details of second home**

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

26 May 2005

Date

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



## Additional Costs Allowance

Form ACA2

Page 1 of 2

## 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

RICHARD BACON

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.

## Period of claim

from February 2005

to March 2005

Total cost of hotel stays  
*attach all receipts*

£ \_\_\_\_\_ : \_\_\_\_\_ p

(1,235 x 2 months)

Mortgage payments  
(interest only) or rent

£ 2,470 : 00 p

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**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to [REDACTED] purpose of performing my du

Signature

Date

*1st March 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.

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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

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## Members' Allowances

## Additional Costs Allowance

Form ACA2

## 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 1592.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD SAVAGE

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.

## 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

Insurance/  
security

£ \_\_\_\_\_ : \_\_\_\_\_ p

Other

£ 765 : 27 p

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

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ 3015 : 83 p

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

please specify \_\_\_\_\_

please specify \_\_\_\_\_

please specify \_\_\_\_\_

continued on page 2

**Details of second home**

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**

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

Date of Issue: 14-APR-2004

MR R BACON

Address of property (if different)

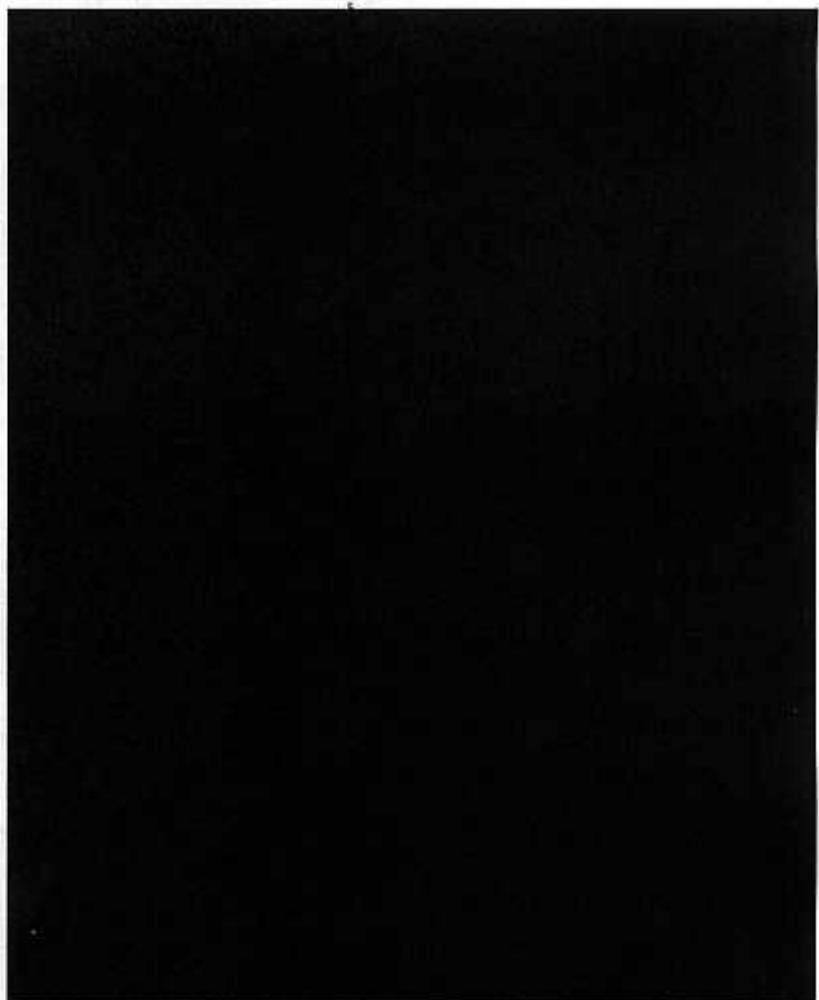
Council Tax demand notice  
2004 to 2005

Total

605.00

[REDACTED]

Lighting		
705 21821	3	210.00
Susie Rust		
700 37555	1	35.00
700 37535	2	50.00
Desk Lamp		
702.11086	1	35.00
TOTAL		330.00





## Members' Allowances

## Additional Costs Allowance

Form ACA2

Page 1 of 2

## 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 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.

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 November 2004

to December 2004

Total cost of hotel stays  
*attach all receipts*

£ 2,470 : 00 p

( £1,235 x 2 )

Mortgage payments  
(interest only) or rent

£ 560 : 00 p

Food

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

continued on page 2

**Details of second home (if applicable)**

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

**Declaration**

I declare that I have provided the information above in full and accurately. I understand that any false statement or omission may be liable to prosecution under the Fraud Act 2006.

Signature

Date

2 December 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.

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

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.

### 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 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

continued on page 2 ▶

**Details of second home**

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 [REDACTED] [REDACTED] pose of performing my duties as [REDACTED]

Signature

Date

4 October 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.

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



## Additional Costs Allowance

Form ACA2

Page 1 of 2

## 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

RICHARD BACON

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.

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 September 1 2004

to September 1 2004

Total cost of hotel stays  
*attach all receipts*£   :   pMortgage payments  
(interest only) or rent£ 1,235 : 00 p

Food

£ 280 : 00 p

Utilities

£   :   p

Council Tax/Rates

£   :   pTelephone and  
telecommunications£   :   p

Cleaning

£   :   p

Service/maintenance

£   :   pRepairs/insurance/  
security£   :   p

Other

£   :   p

please specify

[redacted]

Other

£   :   p

please specify

[redacted]

Other

£   :   p

please specify

[redacted]

Total

£ 1,515 : 00 p

continued on page 2

**Details of second home**

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

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me [REDACTED] to carry out my [REDACTED] purpose of performing my [REDACTED]

Signature

Date

1<sup>st</sup> September 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.

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



## Members' Allowances

## Additional Costs Allowance

Form ACA2

Page 1 of 2

## 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 1592.

## Your details

Name  
In CAPITAL LETTERS

Constituency

RICHARD BACON

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.

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 AUGUST 2004

to AUGUST 2004

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ 1,235 : 00 p

Mortgage payments  
(interest only) or rent

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

£ 1915 : 06 p

continued on page 2

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to [REDACTED] purpose of performing my duty.

Signature

Date

12 August 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.

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



## Members' Allowances

## Additional Costs Allowance

## Member's claim form

Form ACA2

Page 1 of 2

Received

01 JUL 2004

Resources Unit  
Finance and Administration  
DepartmentAbout 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

RICHARD BACON

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.

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 JULY 1 2004

to JULY 1 2004

Total cost of hotel stays  
*attach all receipts*

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ 1,235 : 00 p

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

£ 1,515 : 00 p

continued on page 2

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm  
me to  
my duty

to enable  
use of performing

Signature

[Redacted]

Date

1/04 July 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.

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



## Members' Allowances

## Additional Costs Allowance

## Member's claim form

Form ACA2

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 1592.

## Your details

Name  
in CAPITAL LETTERS

Constituency

RICHARD BACON

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 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

Gas 280.65 ←  
 Electricity 78.57  
 Water 221.72

please specify

Other

£ \_\_\_\_\_ : \_\_\_\_ p

please specify

Other

£ \_\_\_\_\_ : \_\_\_\_ p

please specify

Total

£ 2,212:94 p

continued on page 2

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I need to stay at [REDACTED] in order to enable me to stay on [REDACTED] to perform my duties as [REDACTED]

Signature

Date

9 June 2004

**Data protection**

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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



## Additional Costs Allowance

Form ACA2

Page 1 of 2

## Member's claim form

## Members' Allowances

About filling in  
this form

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- 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

RICHARD BACON

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

£ 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

continued on page 2 ▶

**Details of second home**

Address of  
second home  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that [REDACTED]  
me to stay at [REDACTED]  
my duties as [REDACTED]  
sarily to enable  
pose of performing

Signature

Date

20 April 2004

**Data protection**

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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

+ 19.95

294.30



## Members' Allowances

## Additional Costs Allowance

Form ACA2

Page 1 of 2

## Member's claim form

About filling in  
this form

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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.

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 MAY 2004

to MAY 2004

Total cost of hotel stays  
*attach all receipts*

£ : p

£ 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

continued on page 2

**Details of second home**

Address of  
second home  
*for Additional  
Costs Allowance*


**Declaration**

Signature

Date

I declare that I do not have a second home. I declare that I do not have a second home. I declare that I do not have a second home.

cessarily to enable  
purpose of performing



20 May 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.

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