



HOUSE OF COMMONS

PAAE 2

Member's Reimbursement Form

Personal Additional Accommodation Expenditure (PAAE)

Office use only
Costc/Cat2

M | | | | | | |

Supp/Res ID

7 | 1 | | | | | |

Allowance 514602

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

--	--

Claim details

Month/period to be claimed

From

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

To

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

Subsistence

(No receipts required)

Number of nights spent away from main home

--

@ £25.00 per night £

--

Exp type/
Cat5

514637

Accommodation

Mortgage interest	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514631
Hotel	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514630
Rent (inc deposits)	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514632
Council Tax/rates	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514633
Service Charges	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514636

Utilities

Gas	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514636
Electricity	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514636
Water	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514636
Oil	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514636

Telephone

Line Rental	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514636
Calls	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514636

Insurance

Buildings	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514636
Contents	£	<table border="1" style="border-collapse: collapse;"><tr><td style="width:40px; height: 23px;"></td></tr></table>		514636

Please securely attach required documentation e.g. invoices, receipts etc. in support of all items unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £

--

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's
Signature

Date

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 HMRC. 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).

About filling in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

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

SAVE

PRINT