



HOUSE OF COMMONS

T1  
PAGE 2 OF 2

Member's Mileage Form

3. Extended Travel

Please provide details of and reason for any UK journeys undertaken on parliamentary business outside your routine travel pattern.

Date of outward journey  Date of return journey

From  To

Mileage (if known)

Meeting with

Advance authority should be sought 3 days prior to travel using form T3

4. Parking & Tolls

Please provide details of any parking or toll charges incurred during the period claimed.

Date	Location	Amount
<input type="text" value="20YY"/>		£
<input type="text" value="20YY"/>		£
<input type="text" value="20YY"/>		£
<input type="text" value="20YY"/>		£
Total		£

Vehicle ownership (tick relevant box)

- I declare that the vehicle or vehicles used are wholly owned and maintained by me.
- I declare that the vehicle or vehicles used are not wholly owned and maintained by me.  
(please provide details of ownership or car hire agreement)

Authorisation and declaration

- I confirm the amounts claimed comply with the principles and rules contained in the Green Book.

Member's  
Signature

Date 14/1/10

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

243