

Contact Details

To: All Ministers and Office Holders
receiving the Additional Costs Allowance

26 February 2004

Dear Member

OVERNIGHT COSTS OF MINISTERS AND OFFICE HOLDERS

I am writing to you about a change in the rules governing additional costs allowance (ACA) for Ministers and paid Office Holders.

Under the Resolutions of 20 December 1971, Ministers and paid Office Holders have been deemed to have their main homes in London, whether or not it accorded with the facts. This has prevented their claiming reimbursement of costs associated with overnight stays in the capital. This restriction has now been removed.

This change means that in future the ACA rules will now be the same for all Members. If you have not done so since July 2003, you now need to complete form ACA1 (available via the Intranet at <http://dfaweb.parliament.uk/dfaweb/forms/mp/claims/aca1.pdf>) in order to designate a main home. Please submit this form by the end of March.

Your main home will normally be the home where you spend more nights than any other. You will be able to claim the additional costs allowance only if you are staying away from this address. If you spend more nights in your constituency home than in any other, you may be now able to claim for overnight stays in London.

If you want to change the nomination of your main home, please contact me or Heather Wood, my deputy, so that we can advise you on the implications and on the documentation we will require.

Yours sincerely

Director of Operations

HOUSE OF COMMONS

DIRECTOR OF FINANCE AND ADMINISTRATION ANDREW WALKER

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