



Member's claim form

13 JUN 2005

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

CLAIRE WARD

Constituency

WATFORD

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 2 106 105

to 30 106 105

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 1066 : 00 p

(interest only) or rent

Food

£ 100 : 00 p

Utilities

£ 15 : 00 p

Council Tax/Rates

£ 93 : 00 p

Telephone and telecommunications

£ 75 : 99 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ 1757 : 47 p

Repairs/insurance/security

£ 17 : 00 p

Other

£ 150 : 00 p

please specify

Kitchen equipment

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3335.46 p

Pay £ 3287.18

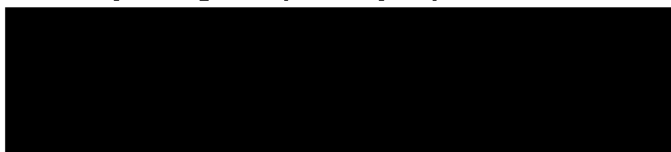
Details of second

**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

 13/7/05

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

To: Miss C M Ward

Invoice No: [REDACTED]
Date: 1 Jul 2005
Account No: [REDACTED]

Description	Period	Amount
Service Charge	1 May 2005 to 31 Oct 2005	1,653.61
	Total:	£1,653.61
	b/fwd balance:	£103.86
	Total Due:	£1,757.47



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Your details

Name in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

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 9 15 105 to 11 06 105

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1066 : 98 p

Food

£ 150 : 00 p

Utilities

£ 25 : 00 p

Council Tax/Rates

£ 93 : 00 p

Telephone and telecommunications

£ 131 : 99 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 17 : 24 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1604 : 21 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

Signature

Date

21/6/05

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



Additional Costs Allowance

Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

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 1 / 04 / 05 to 11 / 04 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1066 : 88 p

Food

£ : p

Utilities

£ 15 : 00 p

Council Tax/Rates

£ 98 : 00 p

Telephone and telecommunications

£ 40 : 00 p

Cleaning

£ 42 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 17 : 24 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1278 : 32 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

Signature

Date

11/03/05

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



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

CLAIRE WARD

Constituency

WATFORD

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.

Please list

Please attach

Period of claim

from 18/1/06 to 31/03/06

(2 months payments)

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2047 : 58

Food

£ 151 : 78

Utilities

£ 74 : 00

Council Tax/Rates

£ 186 : 00

Telephone and telecommunications

£ 155 : 98

Cleaning

£ 168 : 00

Service/maintenance

£ 85 : 00

Repairs/insurance/security

£ 163 : 66

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 3032 : 00 p - Pay £ 3031.74

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

Signature

Date

7/18/06

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

Member's claim form

Members' Allowances

About filling in this form

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Your details

Name in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

Claim details

Notes

You can only claim for

Please list

Please attach

- 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 20/12/05 to 17/1/06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1023.79 p

Food

£ : p

Utilities

£ 37.00 p

Council Tax/Rates

£ 93.00 p

Telephone and telecommunications

£ 68.99 p

Cleaning

£ 105.00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 31.83 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1359.61 p

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

Signature

Date

17/1/06

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



Additional Costs Allowance

ACA2

Member's

About filling in this form

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Your details

Name in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

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 7 / 11 / 05 to 19 / 12 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 10 23 : 79 p

Food

£ 250 : 00 p

Utilities

£ 47 : 99 p

Council Tax/Rates

£ 93 : 00 p

Telephone and telecommunications

£ 67 : 00 p

Cleaning

£ 156 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 58 : 70 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1696 : 48 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 as a Member of Parliament

Signature

Date


15/12/05

Data protection

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Member's claim form

Members' Allowances

About filling in this form

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Your details

Name
in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

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 19/10/05

to 6/11/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1023 : 79 p

Food

£ 100 : 00 p

Utilities

£ 37 : 00 p

Council Tax/Rates

£ 93 : 00 p

Telephone and
telecommunications

£ 77 : 99 p

Cleaning

£ 86 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 31 : 83 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 1449 : 61 p

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

Signature

Date

6/11/05

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

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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



Member's claim form

Members' Allowances

About filling in
this form

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Your details

Name
in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

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 10 / 09 / 05

to 18 / 10 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1023 : 79 p

Food

£ 150 : 00 p

Utilities

£ 37 : 00 p

Council Tax/Rates

£ 93 : 00 p

Telephone and
telecommunications

£ 77 : 99 p

Cleaning

£ 130 : 00 p

Service/maintenance

£ 1653 : 61 p

Repairs/insurance/
security

£ 131 : 83 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3297 : 22 p

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

19/10/05

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:

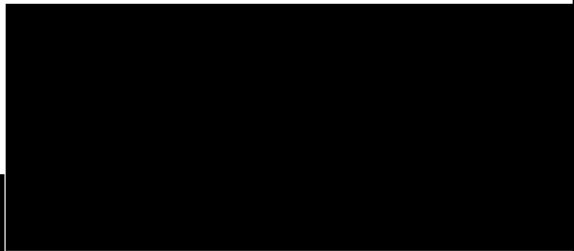
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff

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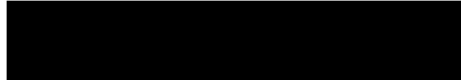
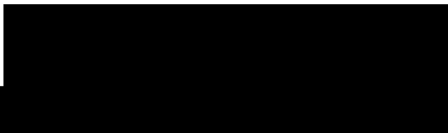
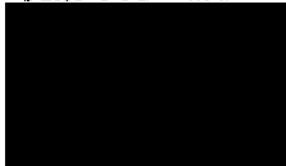
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To: Miss C M Ward



Maintenance Queries:

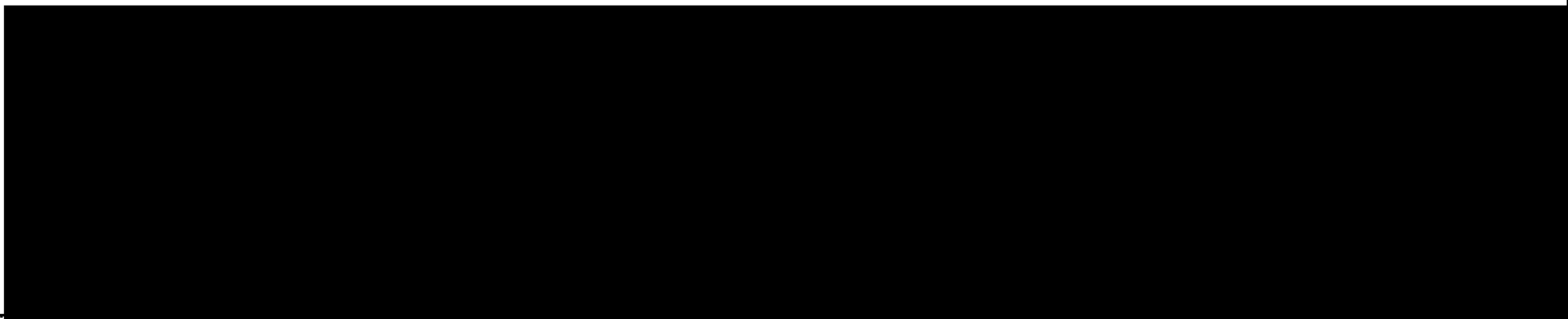


Invoice No: [Redacted]

Date: 10 Oct 2005

Account No: [Redacted]

Description	Period	Amount
Service Charge	1 Nov 2005 to 30 Apr 2006	1,653.61
Total:		£1,653.61
b/fwd balance:		£0.00
Total Due:		£1,653.61





Additional Costs

Member's claim form

09 SEP 2000

Members' Allowances

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

CLAIRE WARD

Constituency

WATFORD

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 23 10 03

to 9 10 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1066 : 98 p

Food

£ : p

Utilities

£ 40 : 00 p

Council Tax/Rates

£ 93 : 00 p

Telephone and telecommunications

£ 101 : 99 p

Cleaning

£ 65 : 00 p

Service/maintenance

£ 300 : 00 p

Repairs/insurance/
security

£ 77 : 24 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1748 : 21 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

Signature

Date

29/09/05

Data protection

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The information you give will be seen by:


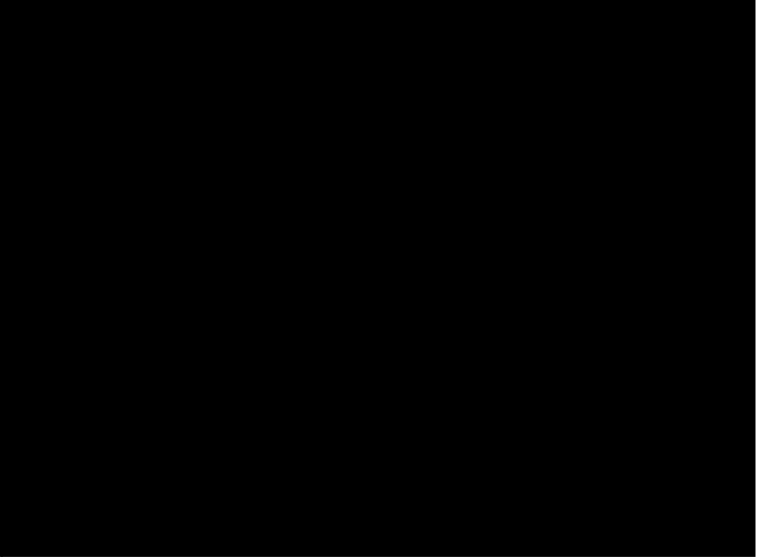
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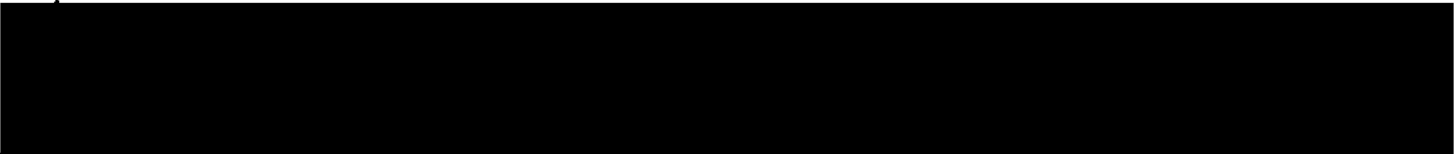
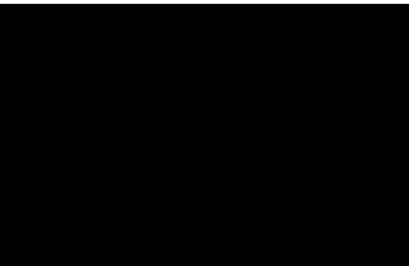

22nd August 2005

Dear Mrs C. Ward,

RE: request of payment for the laying of vinyl tiled kitchen floor at:



To the total amount of: £300.00





Member's claim

25 AUG 2005

Members' Allowances

About filling in this form

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Your details

Name
in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

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 29/17/05 to 22/08/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1066 : 98 p

Food

£ : p

Utilities

£ 65 : 00 p

Council Tax/Rates

£ 93 : 00 p

Telephone and
telecommunications

£ 51 : 99 p

Cleaning

£ ~~63~~⁶³ : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 17 : 24 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1357 : 21 p

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

Signature

Date

20/8/05

Data protection

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form to

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Additional Costs

ACA2

Member's claim form

29 JUL 2005

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

CLAIRE WARD

Constituency

WATFORD

Claim details

You can only claim for

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- 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 1/7/05 to 28/7/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1066 : 98 p

Food

£ 100 : 00 p

Utilities

£ 25 : 00 p

Council Tax/Rates

£ 98 : 00 p

Telephone and telecommunications

£ 76 : 99 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 17 : 24 p

Other

£ 140 : 00 p

please specify Cabinet

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1524 : 21 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] purpose of performing

Signature

Date

28/7/05

Data protection

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**Send your completed
form to**

Validation Team, Operations Directorate,
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