



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

CLARE WARD

Constituency

WATFORD

Office Cost/

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 1/03/07 to 31/03/07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 97 : 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

£ 97 : 00 p

Handwritten: 95-92

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

30/8/07

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



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WATFORD

Office Costs

Claim details

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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 / 12 / 06 to 1 / 01 / 07 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1226 : 00 p

Food

£ : p

Utilities

£ 50 : 00 p

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ 104 : 91 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 36 : 75 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1636 : 66 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 my duties as a Member of Parliament

Signature



Date

4/1/07

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Office use Cost/Cat 2

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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 1 / 11 / 06 to 1 / 12 / 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1226 : 00 p ✓

Food

£ : p

Utilities

£ 104 : 91 p ✓

Council Tax/Rates

£ 99 : 00 p ✓

Telephone and telecommunications

£ 50 : 00 p ✓

Cleaning

£ 120 : 00 p ✓

Service/maintenance

£ 1734 : 09 p ✓

Repairs/insurance/security

£ 36 : 75 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

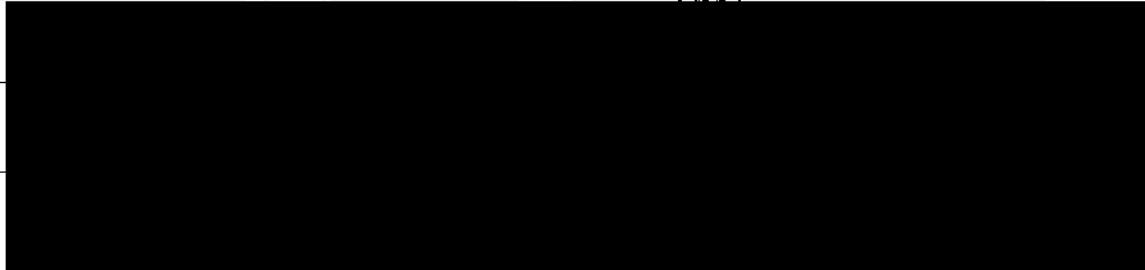
£ : p ▶ please specify

Total

£ 3370 : 75 p

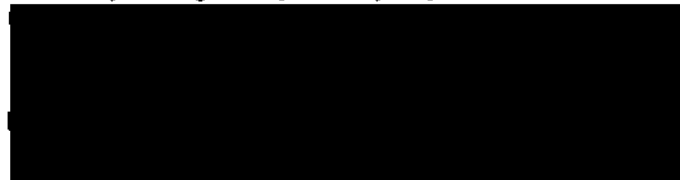
Details of second home *if applicable*

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

30/11/06

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

[Redacted]

paid 29/11/06

[Redacted]

Our Ref: [Redacted]
Date: 15/11/2006

Miss C M Ward

[Redacted]

Dear Miss Ward, ✓

[Redacted]

REMINDER - OVERDUE ACCOUNT

Amount Now Due £1,734.09 ✓

According to our records the above sum is overdue for payment. This may be an oversight. however this payment is required by return.

[Redacted]



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Constituency

WATFORD

Office Cost/

Claim details

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Please list

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Please attach

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

Period of claim

from 3 / 10 / 06 to 1 / 11 / 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1226 : 00 p ✓

Food

£ : p

Utilities

£ 104 : 91 p ✓

Council Tax/Rates

£ 99 : 00 p ✓

Telephone and telecommunications

£ 50 : 00 p ✓

Cleaning

£ 120 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 36 : 75 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1536 : 66 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 my duties as a Member of Parliament.

Signature

[Redacted Signature] MP

Date

30/11/06

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Constituency

WATFORD

Office Cost/C

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Please list

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Please attach

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

Period of claim

from 3 109 106 to 3 100 106 ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 1023 : 79 p ✓

Food

£ : p

Utilities

£ 87 : 99 p ✓

Council Tax/Rates

£ 97 : 50 p ✓

Telephone and telecommunications

£ 71 : 50 p ✓

Cleaning

£ 120 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 78 : 00 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£1478 : 88 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 my duties as a Member of Parliament.

Signature



MP

Date

21/9/06

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WATTFORD

Office Costs



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Please list

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Please attach

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

Period of claim

from 3 108 106 to 3 109 106 ✓

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 1023 : 79 p ✓

Food

£ : p

Utilities

£ 87 : 99 p ✓

Council Tax/Rates

£ 97 : 50 p ✓

Telephone and telecommunications

£ 71 : 50 p ✓

Cleaning

£ 120 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 78 : 00 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1478 : 88 p

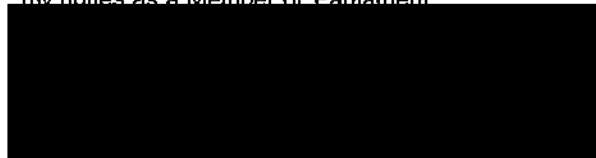
Details of second home *if applicable*

**Address of
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Please attach

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

Period of claim

from 2 1 07 106 to 2 10 8 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

£ 97 : 50 p ✓

Telephone and
telecommunications

£ 82 : 49 p ✓

Cleaning

£ 125 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/
security

£ 31 : 83 p ✓

Other

£ 2950 : 00 p ✓ please specify Storage cupboards etc

Other

£ 1560 : 00 p ✓ please specify sofa + chair

Other

£ : p please specify

Total

£ 5907 : 81 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 my duties as a Member of Parliament

Signature

Date

5/8/06

Data protection

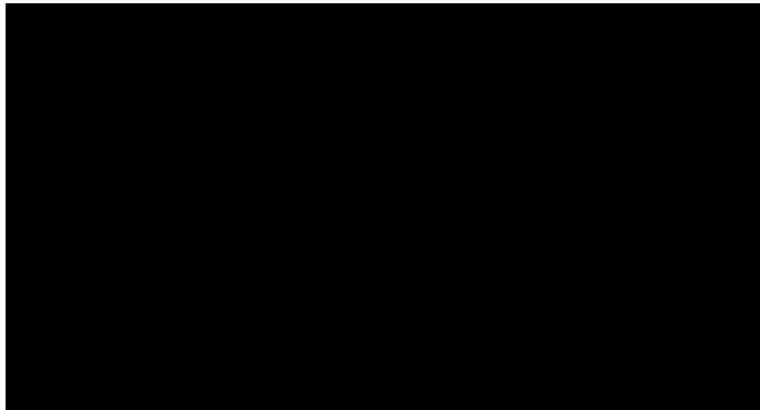
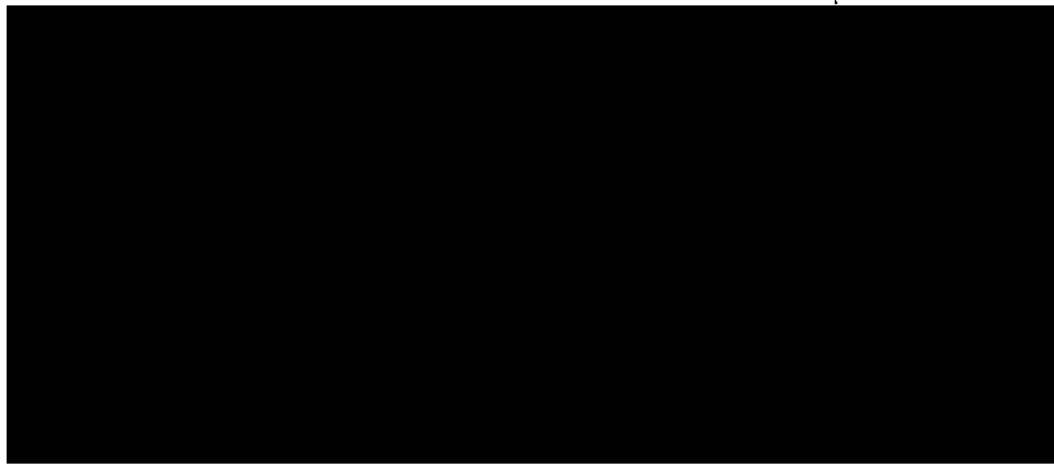
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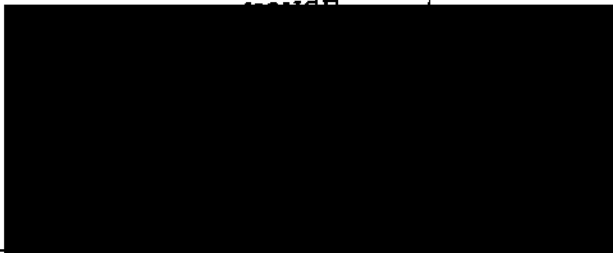
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MRS C WARD



Receipt No



Date

27 Jun 2006

Order No



Amount £

1560.00

Balance due

0.00

Received by



Paid by



Ms. Claire Ward



✓

Receipt for payments:

24th July 2006

Supply and fit made to measure storage cupboards at above address.

Invoice Total:

£2950.00

Payments received:

24th June 2006:

£ 1475.00

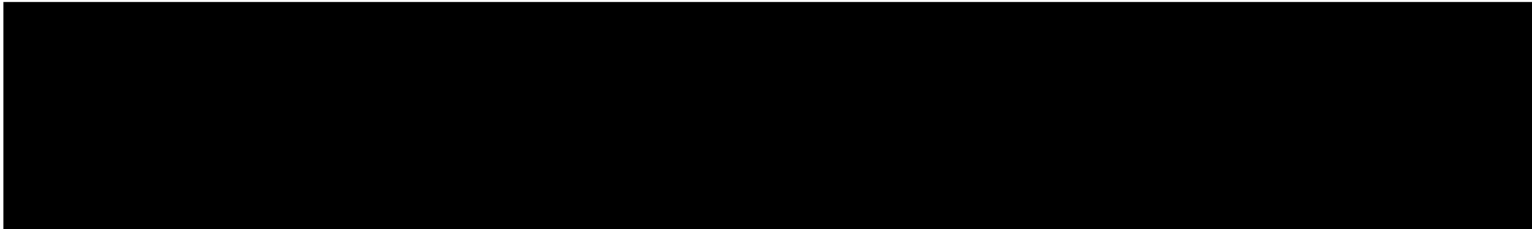
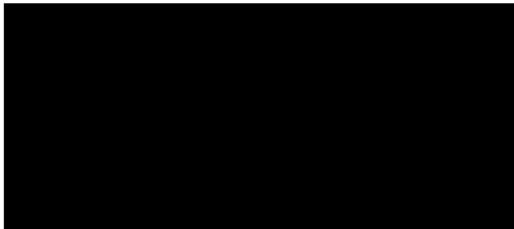
1st July 2006:

£ 1475.00

Total received:

£ 2950.00

Many Thanks.





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Office Costs

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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 21/6/06 to 2/07/06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1023 : 79 p ✓

Food

£ 100 : 00 p ✓

Utilities

£ 57 : 00 p ✓

Council Tax/Rates

£ 97 : 50 p ✓

Telephone and telecommunications

£ 82 : 49 p ✓

Cleaning

£ 125 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 31 : 83 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1517 : 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 my duties as a Member of Parliament.

Signature

Date

7/7/06

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Please attach

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Period of claim

from 3 / 5 / 06 to 1 / 6 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1023 : 79 p ✓

Food

£ 150 : 00 p ✓

Utilities

£ 31 : 00 p ✓

Council Tax/Rates

£ 97 : 50 p ✓

Telephone and telecommunications

£ 82 : 49 p ✓

Cleaning

£ 90 : 00 p ✓

Service/maintenance

£ 1734 : 09 p ✓

Repairs/insurance/security

£ 31 : 83 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3246 : 70 p

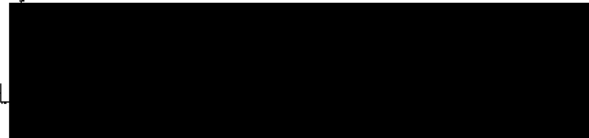
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Address of
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for Additional
Costs Allowance

Declaration

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Signature



MP

Date

28/5/06**Data protection**

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APPLICATION FOR PAYMENT
For

To: Miss C M Ward

Date: 8 May 2006
Account No:

Description	Period	Amount
Service Charge	1 May 2006 to 31 Oct 2006	1,734.09
	Total:	£1,734.09
	b/fwd balance:	£2.61
	Total Due:	£1,736.70



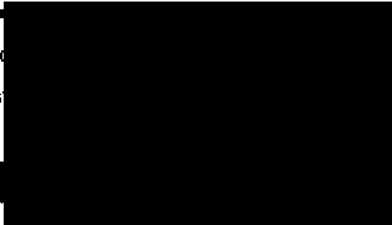
Additional Costs Allowance

ACA2

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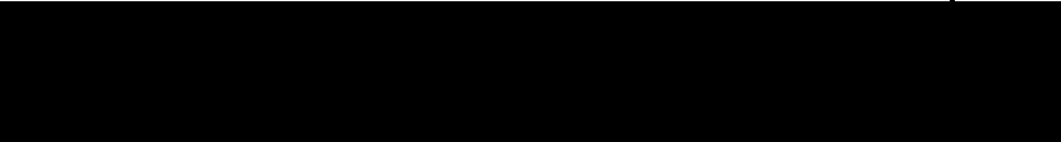
Name in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

Office Costc/C



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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 / 04 / 06 to 2 / 05 / 06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 1023 : 79 p

Food

£ 100 : 00 p

Utilities

£ 37 : 00 p

Council Tax/Rates

£ 97 : 50 p

Telephone and telecommunications

£ ~~65~~ 37 : ~~00~~ p

Cleaning

£ 105 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 31 : 83 p
112 : 78

Other

£ 104 : 00 p

▶ please specify

mattress
vacuum

Other

£ 119 : 70 p

▶ please specify

shelving

Other

£ 42 : 16 p

▶ please specify

electrical fittings

Total

£ 1840 : 13 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 my duties as a Member of Parliament.

Signature

L



Date

L

2/5/06

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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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