



Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DAE HARVARD

Constituency

MERTHYR TYDFIL & RHYMNEY

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 01 103 106 to 31 103 106

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 p ✓

Utilities

£ 33 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/Insurance/security

£ : p

Other

£ 1165 : 85 p ✓

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

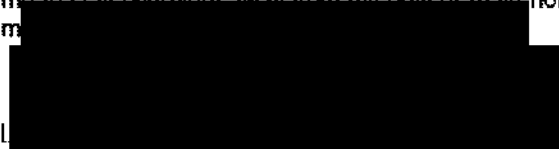
£ 1,598 : 85 p

**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 m



**Signature**

MP

**Date**

21<sup>st</sup> April 2006.

**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

PROOF OF PURCHASE

MR DS HAVARD

Order Date: 27/03/06 Delivery Date: 0/00/00

<u>Cat No.</u>	<u>QTY</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Gross Amount</u>	<u>VAT %</u>
643/3406	1	SEATTLE OAK 3DR 3NDRW ROB	179.99	179.99	17.50
Gross Amount:				<u>179.99</u>	

Analysis of gross amount for VAT purposes:-

NON VATable goods	.00
Net amount for tax	<u>149.35</u>
	149.35
VAT at 17.50 %	<u>26.14</u>
Discounted Amount	175.49
Merchant Charge	<u>4.50</u>
Total	<u>179.99</u>

MR DF HAVARD

Order Date: 30/03/06 ✓ Delivery Date: 0/00/00

<u>Cat No.</u>	<u>QTY</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Gross Amount</u>	<u>VAT %</u>
479/0141	1	HOOVER 1600 SPIN W/DRYER ✓	399.99	399.99	17.50
981/0064	1	HOME DELIVERY CHARGE	4.95	4.95	17.50
Gross Amount:				<u>404.94</u>	

Analysis of gross amount for VAT purposes:-

NON VATable goods	.00
Net amount for tax	<u>336.02</u>
	336.02
VAT at 17.50 %	<u>58.80</u>
Discounted Amount	394.82
Merchant Charge	<u>10.12</u>
Total	<u>404.94</u>

MR DS HAVARD

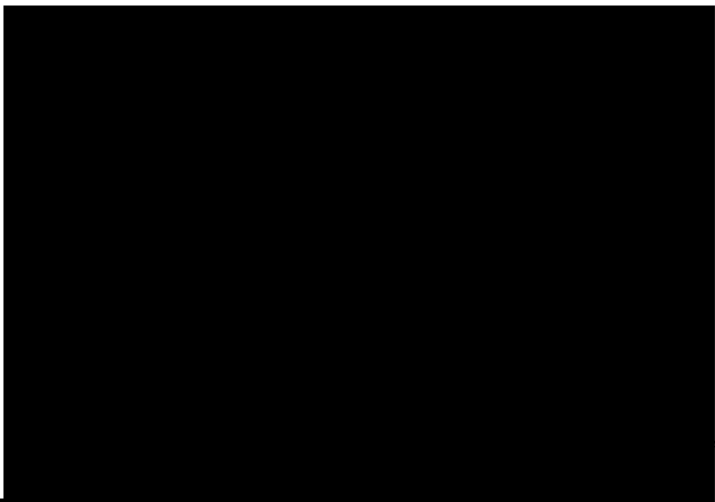
Order Date: 27/03/06 ✓ Delivery Date: 30/03/06 ✓

<u>Cat No.</u>	<u>QTY</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Gross Amount</u>	<u>VAT %</u>
613/6507	1	AVEBURY SIDBOARD ✓	95.99	95.99	17.50
981/0064	1	HOME DELIVERY CHARGE	4.95	4.95	17.50
Gross Amount:				<u>100.94</u>	

Analysis of gross amount for VAT purposes:-

NON VATable goods	.00
Net amount for tax	<u>83.76</u>
	83.76
VAT at 17.50 %	<u>14.66</u>
Discounted Amount	98.42
Merchant Charge	<u>2.52</u>
Total	<u>100.94</u>

**PROOF OF PURCHASE**

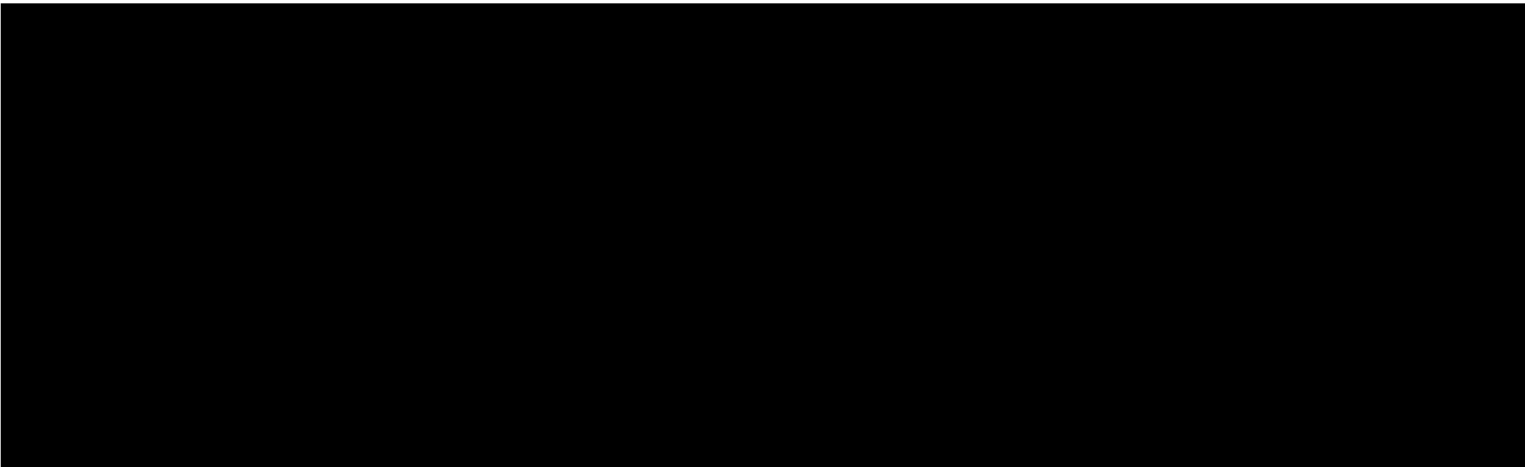


Customer MR D S HAVARD  
 Address [Redacted] ?  
 Post Code [Redacted]

Order No. [Redacted]  
 Order Date 27/03/2006  
 Delivery Date 30/03/2006

Quantity	Cat No.	Description	Unit Price	Net Cost	VAT
1	5290585	WHARFDALE LCD2010A 20IN LCD T.V ✓	£ 329.99	£ 280.84	[Redacted]
1	5334850	BUSH DVRHS02 DVD AND VCR RECORDER ✓	£ 149.99	£ 127.65	[Redacted]
<b>Gross Amount</b>			£ 479.98		

NonVatable Goods	£	-
Net Amount For Tax	£	398.28
<b>VAT @17.5%</b>	£	<b>69.70</b>
Discounted Amount	£	467.98
Merchant Charge	£	12.00
<b>Total</b>	<b>£</b>	<b>479.98</b>





Additional Costs Allowance

ACA2

Member

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DAI HAVARD

Constituency

MELTHUR TOWERS & RHYMNEY

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 01/02/06 to 28/02/06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : - p

Utilities

£ 33 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

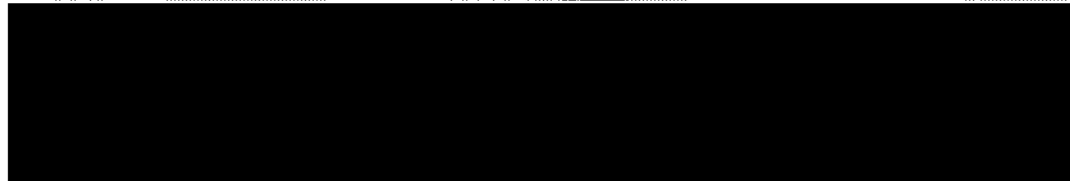
▶ please specify


Total

£ 433 : 00 p

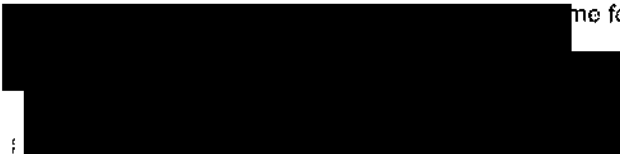
**Details of second home** *if applicable*

**Address of  
second home**  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
 me for the purpose of performing

**Signature**

 MP

**Date**

28<sup>th</sup> Feb 2006

**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



Additional Costs Allowance

ACA2

14 FEB 2006

Member's

About filling in this form

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Your details

Name in CAPITAL LETTERS

DAI HAVARD

Constituency

MERTHYR TYDFIL & RHYNDEY

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 18<sup>th</sup> / Jan 2006 to 31<sup>st</sup> / Jan 2006

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 4208 : 75 p ✓

(interest only) or rent

Food

£ 400 : 00 p ✓

Utilities

£ 33 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 20 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 4661 : 75 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 principal or main home for the purpose of performing my

**Signature**

MP

**Date**

6<sup>th</sup> Feb 2006

**Data protection**

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**Send your completed  
form to**

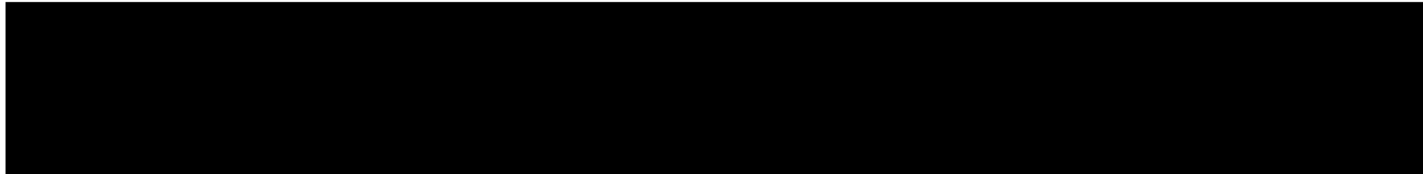
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

MR  
MR D HAVARD MP



3Feb06

	BALANCE BROUGHT FORWARD			0.00
1Oct05	RENT	4208.75		4208.75
1Oct05	TELEPHONE	20.00		4228.75
3Oct05	DIRECT DEBIT		4228.75	0.00
1Jan06	RENT	4208.75		4208.75
1Jan06	TELEPHONE	20.00		4228.75
3Jan06	DIRECT DEBIT		4228.75	0.00



Financial Processing }

Transaction No. [REDACTED]

Registration No. [REDACTED]

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedicated a/c exists)

**Text** 1-30th April 05 [REDACTED] (period of claim)

**Invoice No.** 9/5/05

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

**Expenditure type (Cat5) :**

Pay £ 3716.06 ✓

\* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held	<input checked="" type="checkbox"/>
Addresses comply with central records	<input checked="" type="checkbox"/>
Invoices relate to 2 <sup>nd</sup> home address	<input checked="" type="checkbox"/>
Budget checked	<input checked="" type="checkbox"/>
Claim signed	<input checked="" type="checkbox"/>
Claim correctly dated	<input checked="" type="checkbox"/>

\* Financial Processing purposes only

Registered by (initials & date) [REDACTED] 26 MAY 2005 [REDACTED]

Posted by (initials & date) [REDACTED] 27 MAY 2005 [REDACTED]



# Member's claim form



## 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

Dai Havard

Constituency

Merthyr Tydfil - Rhymney

## 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 01 / April / 2005 to 30th / April / 2005

Total cost of hotel stays  
*attach all receipts*

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
*(interest only)* or rent

£ 4088 : 75 p

Food

£ \_\_\_\_\_ : \_\_\_\_\_ p

Utilities

£ 33 : 00 p

Council Tax/Rates

£ 755 : 33 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 \_\_\_\_\_

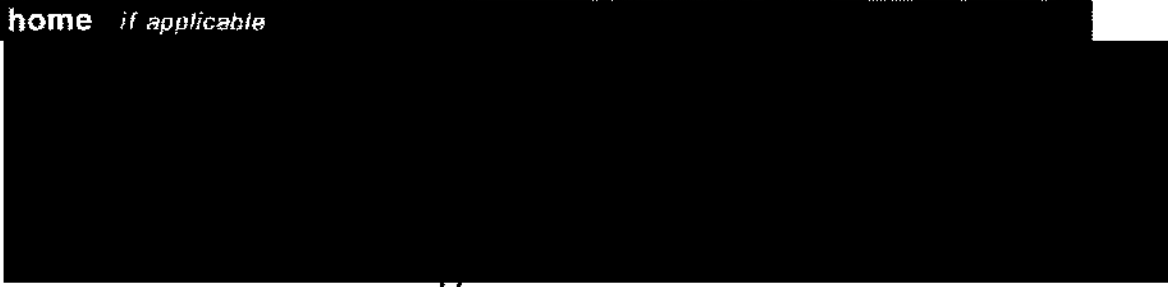
Total

£ 4877 : 08 p

3716.06

**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

Signature

[Redacted Signature]

MP

Date

9th May 2005

**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

[REDACTED]

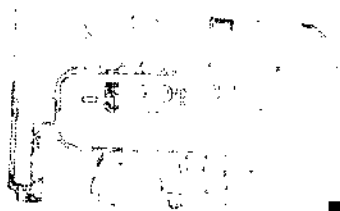
Received with thanks

[REDACTED]

[REDACTED]

£4088.75

[REDACTED]







Member's claim form

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

DAVE HARVARD

Constituency

MERTHYR TYDFIL & RHYMNEY

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<sup>st</sup> May 2005 to 30<sup>th</sup> June 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 800.00 p

Utilities

£ 66.00 p

Council Tax/Rates

£ : 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

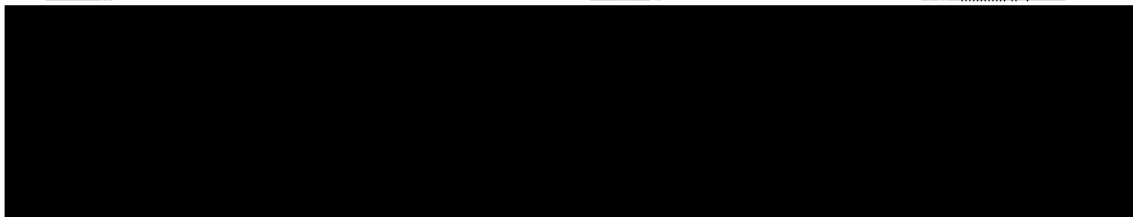
Total

£ 866.00 p

Pay 801.48

**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

20<sup>th</sup> June 2005**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



Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

DAI HAVARD

Constituency

MERTHR TYDFIL & RHYNNEY

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<sup>st</sup> July 2005 to 31<sup>st</sup> July 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 4068 : 75 p

Food

£ 400 : 00 p

Utilities

£ 33 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 20 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 4521 : 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 my

Signature

MP

Date

31st July 2005

**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



Member's claim for  
31 OCT 2005

About filling in  
this form

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Your details

Name  
in CAPITAL LETTERS

DAE HAVARD.

Constituency

MERTHYR TYDFIL A RHYMNEY

Claim details

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- 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<sup>st</sup> / Aug / 2005 to 31<sup>st</sup> / Oct / 2005 ✓

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 4208 : 75 ✓

Food

£ 400 : 00 p ✓

Utilities

£ 99 : 00 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 20 : 00 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 170 : 33 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 4898 : 08 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

MP

Date

31<sup>st</sup> Oct 2005**Data protection**

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

[REDACTED]

12th October 2005

Mr D Havard

[REDACTED]

reference

[REDACTED]

Dear Mr Havard

Household Insurance Renewal Reminder

Your policy is due for renewal on 15 October 2005.

[REDACTED]

**Your home insurance  
renewal at a glance**

**Premium\***

Total Amount Due: £170.33

or

11 monthly payments: £16.71

(Credit charge 7.9%, APR 16.8% variable)

[REDACTED]

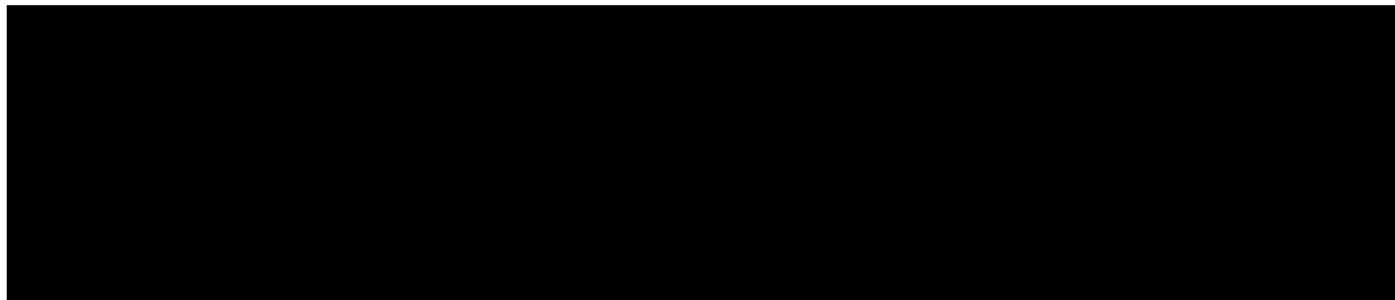


MR  
MR D HAVARD MP



26Oct05

	BALANCE BROUGHT FORWARD		0.00
10ct05	RENT	4208.75	<del>4208.75</del>
10ct05	TELEPHONE	20.00	4228.75
30ct05	DIRECT DEBIT		0.00





Additional Costs Allowance

ACA2

Member's claim form

About filling in this form

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If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DAE HARARD

Constituency

MERTHYR TYDRIL & RHYMNEY

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 1st Nov 2005 to 30th Nov 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 126 : 50 p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 559 : 50 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**

5<sup>th</sup> Dec 2005

**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



Additional Costs Allowance

ACA2

Memb

21 DEC 2005

About filling in this form

- For details of costs you can claim for, see *Green Book* section
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DAE HARVARD ✓

Constituency

MERTHYR TYDFIL & RHYMNEY

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<sup>st</sup> Dec 2005 to 31<sup>st</sup> Dec 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 400:00 p

Utilities

£ 33:00 p

Council Tax/Rates

£ : 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

£ 433<sup>✓</sup>00 p

**Details of second home** *if applicable*

**Address of  
second home**  
*for Additional  
Costs Allowance*

**Declaration**

I declare that I have provided the information on this form truthfully and necessarily to enable the House of Commons Administration to process my claim for the purpose of performing

**Signature**



MP

**Date**

20<sup>th</sup> Dec 2005

**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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**Send your completed  
form to**

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



Member's claim form



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

DAL HAVARD

Constituency

MERTHYR TYDFIL & RHYMNEY

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 01 10 03

to 31 10 03

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 3907 : 75 p

Food

£ 160 : 00 p

Utilities

£ 5 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 20 : 00 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 4092 : 75 p

