

Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

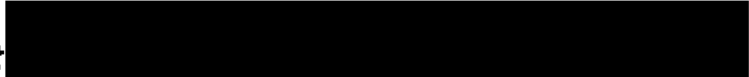
Member Supplier ID



Pay recipient

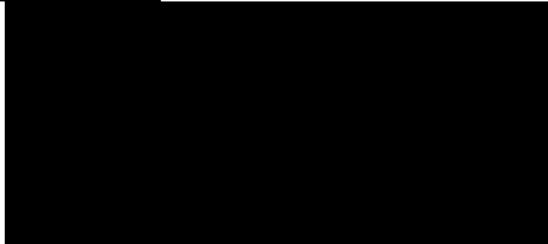
(NB Financial Processing to check whether a dedicated a/c exists)

Text



(i.e. period of claim)

Invoice No.



Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



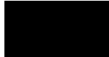
** Validation purposes only (please tick to indicate compliance)*

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd home address
Budget checked
Claim signed
Claim correctly dated

/
/
/
/
/
/

** Financial Processing purposes only*

Registered by (initials & date)

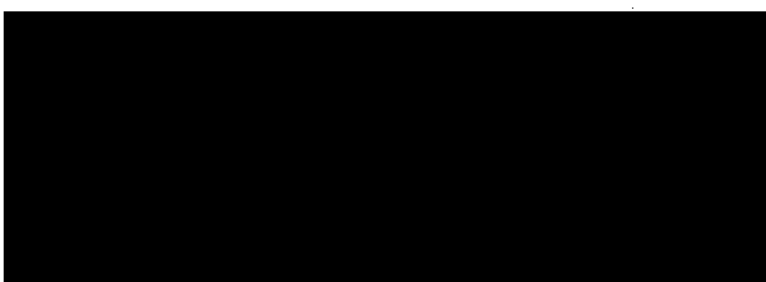


2014

Posted by (initials & date)



22-4





Member's claim form

08 APR 2005

04/05

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

GERARD HOWARTH

Constituency

ALDERSHOT

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 1 / 03 / 05 to 31 / 03 / 05

Total cost of hotel stays
attach all receipts

£ ~~639~~ : p

Mortgage payments
(interest only) or rent

£ 1,137 : - p

Food

£ 120 : p

Utilities

£ 64 : p

Council Tax/Rates

£ - : p

Telephone and
telecommunications

£ 58 : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 72 : p

Other

£ 453 : p

▶ please specify

Storage

Other

£ 48 : p

▶ please specify

Cable TV

Other

£ : p

▶ please specify

Total

£ 1,952 : 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
[redacted] to stay overnight away from my only or main home for the purpose of performing
[redacted] as a Member of Parliament.

Signature

MP

Date

7. iv. 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.

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

Mr G Howarth MP

2 April 2005

INVOICE

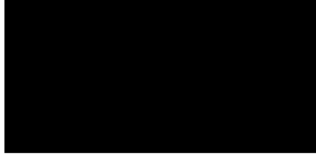
From	To
Storage	

Date of Removal 4th April 05

Total now Due

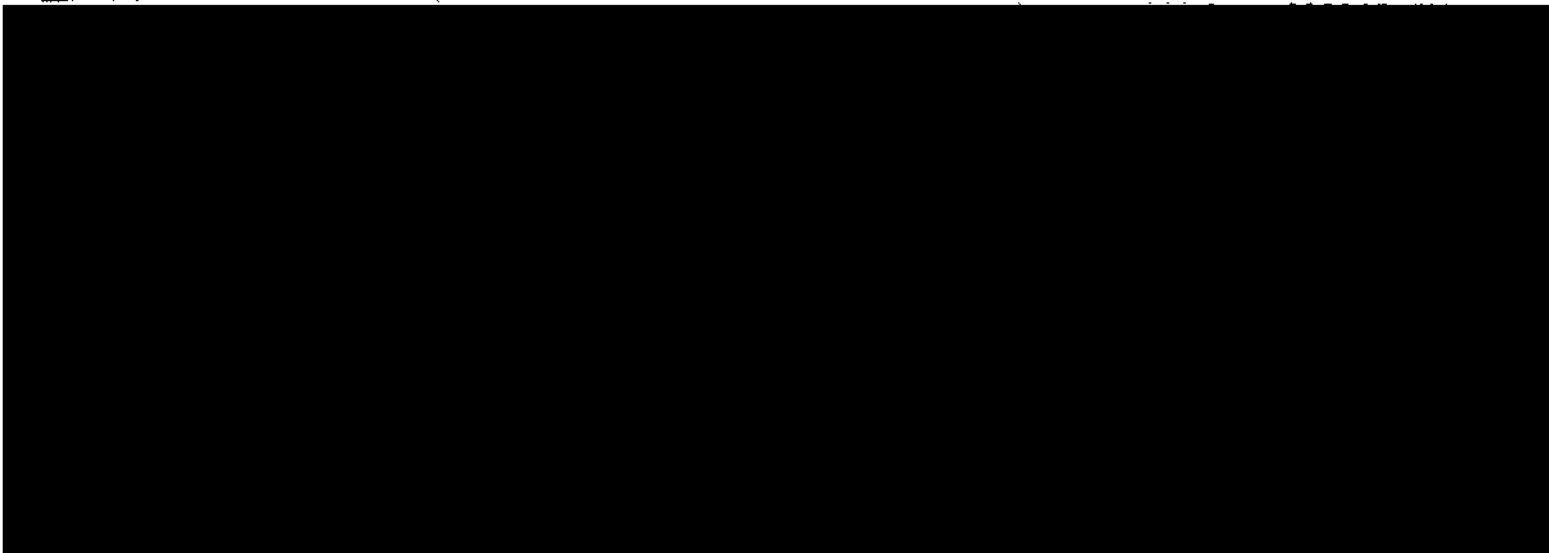
£692.70

Mr G Howarth MP



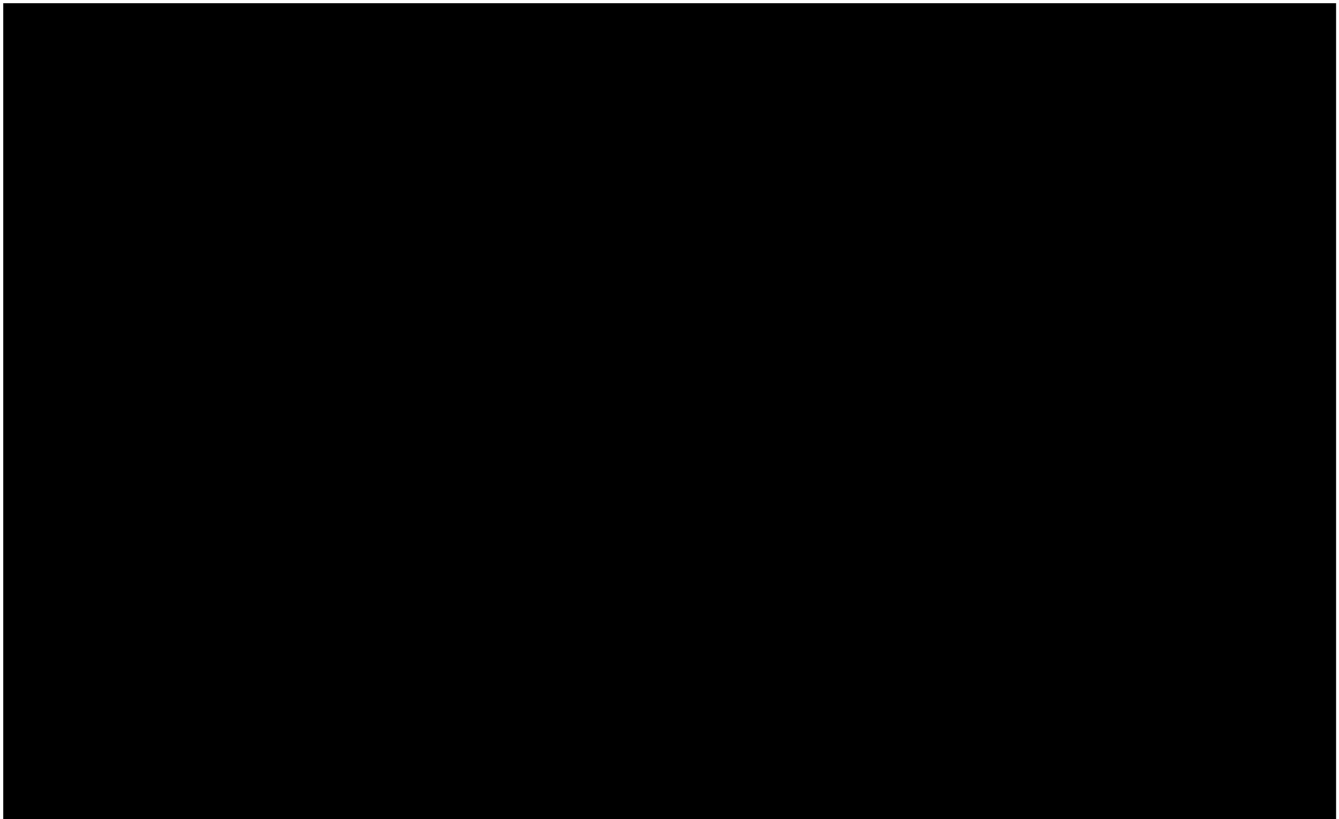
24 March 2005

STORAGE INVOICE



Total Now Due

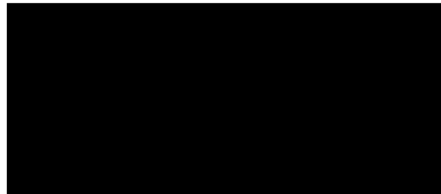
£223.50



Financial Processing }

Transaction No.

Registration No.

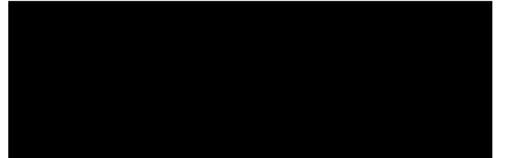


Validation Claim Summary Sheet

ACA

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

STORAGE: JAN-FEB 05



Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



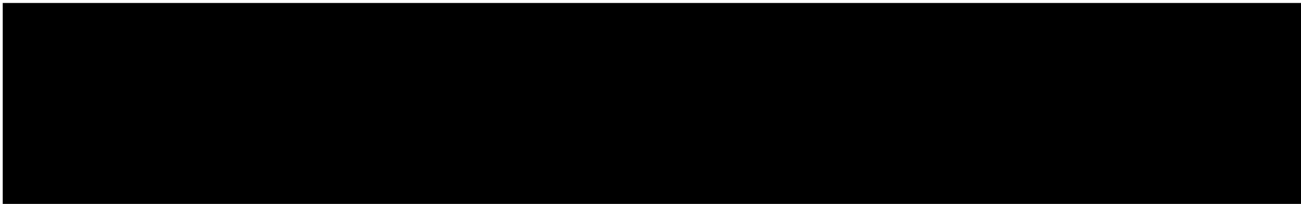
** Validation purposes only (please tick to indicate compliance)*

Mortgage documentation held	<input checked="" type="checkbox"/>
Addresses comply with central records	<input checked="" type="checkbox"/>
Invoices relate to 2 nd 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)

Posted by (initials & date)





Member's claim form

08 MAR 2005

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

GERARD HOWARTH

Constituency

AUDERSHOT

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 1 / 1 / 05 to 28 / 2 / 05

Cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 2,404 : p

(includes £125 under-claimed for Dec 04)

Food

£ 240 : p

ask for up to date statement

Utilities

£ 128 : p

Council Tax/Rates

£ 141 : p

Telephone and telecommunications

£ 529 : p

(Cable / TV Apr 04 - Feb 05)

Cleaning

£ : p

Service/maintenance

£ 60 : p

Repairs/insurance/security

£ 144 : p

Other

£ 306 : p

Reduce, need receipt
OK to pay - my Howarth's storage this was for 2 month's storage.

Other

£ : p

Other

£ : p

Total

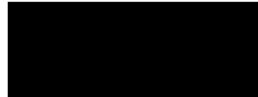
£ 3,951 : - p

2645



Member's claim form

08 MAR 2005



Members' Allowances

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Your details

Name
in CAPITAL LETTERS

GERARD HAWARTH

Constituency

ALDERSHOT

Claim details

Notes

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Please list

Please attach

Period of claim

from 1 / 1 / 05 to 28 / 2 / 05

cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 2,404 : p (includes £125 under-claimed for Dec 04)

Food

£ 240 : p ask for up to date statement

Utilities

£ 128 : p

Council Tax/Rates

£ 141 : p

Telephone and telecommunications

£ 528 : p (Cable / TV Apr 04 - Feb 05)

Cleaning

£ : p

Service/maintenance

£ 60 : p

Repairs/insurance/security

£ 144 : p

Other

£ 306 : p please specify Storage

Other

£ : p please specify

Other

£ : p please specify

Total

£ 3,951 : - p

3045

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

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.

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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

- For details of costs you can claim for, see Green Book
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Your details

Name in CAPITAL LETTERS

GERARD HOWARTH

Constituency

ALDERSHOT

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 1 / 8 / 04

to 31 / 12 / 04 X5

Total cost of hotel stays
attach all receipts

£ ~~4286~~ : p

Mortgage payments
(interest only) or rent

£ 4,296 : p

Food

£ 425 : p

Utilities

£ 665 : p

Council Tax/Rates

£ 705 : p

Telephone and telecommunications

£ 160 : p

Cleaning

£ / : p

Gardener
Service/maintenance

£ 750 : p

Repairs/insurance/
security

£ 360 : p

TV licence *Other*

£ 121 : p

▶ please specify

Storage *Other*

£ 1,122 : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 8,594 : / p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

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Signature

MP

Date

11.1.05

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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

GERARD HOWARTH

Constituency

ALDERSHOT

Claim details

Notes

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

Please list

Please attach

Period of claim

from 1 / APR / 04 to 31 / JULY / 04

Total cost of hotel stays
attach all receipts

£ - : - p

Mortgage payments
(interest only) or rent

£ 3,036 : - p

Food

£ 300 : - p

Utilities

£ 224 : - p

Council Tax/Rates

£ 562 : - p

Telephone and telecommunications

£ 153 : - p

Garnet Cleaning

£ 1,144 : - p ✓

Service/maintenance

£ : - p

Repairs/insurance/security

£ 263 : - p

Other

£ 408 : - p

▶ please specify Storage pending extension construction

Other

£ 161 : - p

▶ please specify Barbecue + garden chairs

Other

£ : - p

▶ please specify

Total

£ 6,251 : - p

£5107 PAID

1144



Member's claim form

Members' Allowances

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Constituency

ALDERSHOT

Claim details

Notes

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Please list

Please attach

Period of claim

from 1 / APR / 04 to 31 / JUL / 04

Total cost of hotel stays
attach all receipts

£ - : - p

Mortgage payments
(interest only) or rent

£ 3,036 : - p

Food

£ 300 : - p

Utilities

£ 224 : - p

Council Tax/Rates

£ 562 : - p

Telephone and
telecommunications

£ 153 : - p

Garage
Cleaning

£ 1,144 : - p

Service/maintenance

£ : - p

Repairs/insurance/
security

£ 263 : - p

Other

£ 408 : - p

▶ please specify Storage parking extension
contribution

Other

£ 161 : - p

▶ please specify Baroque + garden chairs

Other

£ : - p

▶ please specify

Total

£ 6,251 : - p

£5107 PAID

1144

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

19. viii. 04

Data protection

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