



Additional Costs Allowance

ACA2

05/06

Member's claim form

03 APR 2006

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

GERALD HOWARTH

Constituency

AUDERSHOT

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 / MAR / 06 to 31 / MAR / 06

Total cost of hotel stays attach all receipts

£ / p

Mortgage payments (Interest only) or rent

£ 1,086 : p ✓

Food

£ 150 : p

Utilities

£ 288 : p ✓

Council Tax/Rates

£ / p

Telephone and telecommunications

£ 141 : p

Cleaning

£ / p

Service/maintenance

£ / p

Repairs/insurance/security

£ 70 : p ✓

Other

£ / p ▶ please specify

Other

£ / p ▶ please specify

Other

£ / p ▶ please specify

Total

£ 1,735 : / p

Please pay £ 1,447.00 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

MP

Date

31. iii. 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.

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

900Z 1001 80

ACA2

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

GERARD HOWARTH

Constituency

ANDERSNOT

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 / FEB / 2006

to 28 / FEB / 2006

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 1,086 : p

(interest only) or rent

Food

£ 150 : p

Utilities

£ 83 : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 69.38 : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 70 : p

Other

£ 70 : p

▶ please specify Light: 4

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,829 : 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

2 March 2001**Data protection**

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



22 FEB 2006

ACA2

Member's claim form

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Your details

Name in CAPITAL LETTERS

GERALD HOWARTH

Constituency

ANDERSHOT

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 JAN 06 to 31 JAN 06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 1,082 : p ✓

(interest only) or rent

Food

£ 150 : p ✓

Utilities

£ 83 : p ✓

Council Tax/Rates

£ 146 : p ✓

Telephone and telecommunications

£ 69 : p ✓

Repairs ~~Cleaning~~

£ 240 : p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 70 : p ✓

Other

£ 190 : p ✓

▶ please specify Freezer - receipt attached

Other

£ : p

▶ please specify

Other

£ : p

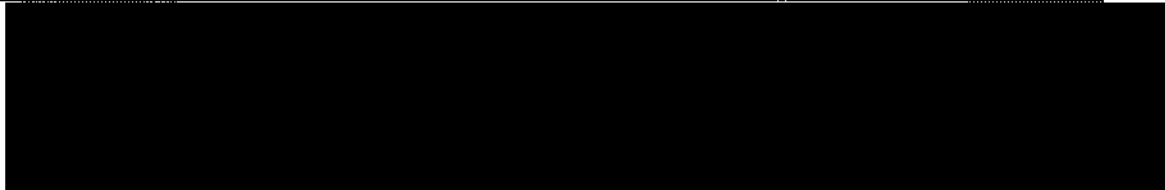
▶ please specify

Total

£ 2,034 : 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

19.11.06

**Data protection**

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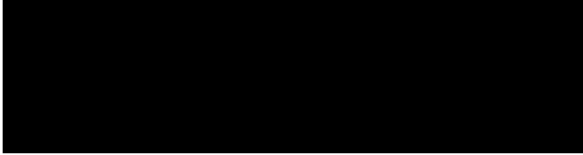
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Send your completed  
form to

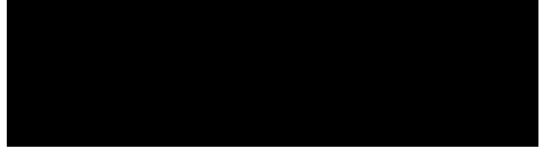
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

Mr Gerald Howarth



**Delivery Address**

Mr Gerald Howarth



**PURCHASE DETAILS**

PRODUCT DESCRIPTION	PRODUCT CODE	QTY	AMOUNT	DETAILS
D&I DELIVERY CHARGE	177627	1	£19.99	
NORFROST C6AEW 6.19CF	919928	1	£169.95	



**PAYMENT DETAILS**

Amount

£189.94



Member's claim form

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Your details

Name in CAPITAL LETTERS

GERARD HOWARTH

Constituency

ALDERSHOT

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.
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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 / NOV / 05 to 31 / DEC / 05 X2

Total cost of hotel stays

£ / : p

attach all receipts

Mortgage payments (interest only) or rent

£ 2,172 : p ✓

Food

£ 300 : p ✓  
166

Utilities

£ ~~292~~ : p ✓

Council Tax/Rates

£ 292 : p ✓

Telephone and telecommunications

£ 212 : p ✓

Cleaning

£ / : p

Service/maintenance

£ 30 : p ✓

Repairs/insurance/security

£ 140 : p ✓

Other

£ 726 : p ▶ please specify Curtains

Other

£ 330 : ✓ p ▶ please specify Beds

Other

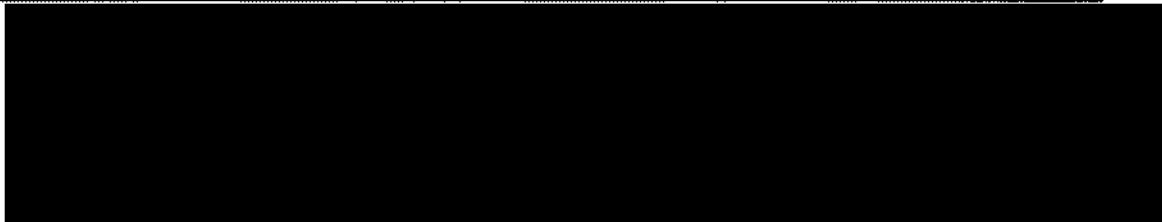
£ 126 : p ▶ please specify TV Licence

Total

£ 4,494 : 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  
for the purpose of performing

Signature



MP

Date

2.1.06**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

Date

11/12/2005

Mr/Mrs HOWARTH

Product Code	Description	Qty.	Price	Value	VAT
1508333010101	KMT EXPRESS MADE TO SIZE . 4 Cms x 1.5 Widths x 219cms Drop, Lined, Pinch Track 127cms, Fabric MEDICI CHINTZ Lining PolyCotton Lining	2	242.00	484.00	1
Already Taken	0 Taken 0	Outstanding	2		
		SetAside	2		
1508333010101	KMT EXPRESS MADE TO SIZE . 2 Cms x 1.5 Widths x 213cms Drop, Lined, Pinch Track 127cms, Fabric MEDICI CHINTZ Lining PolyCotton Lining	1	242.00	242.00	1
Already Taken	0 Taken 0	Outstanding	1		
		SetAside	1		

	Code	Goods	Rate	Amount	Sub-Total	
VAT	1	617.67	17.50	108.13	726.00	
Analysis					VAT Content	108.13
					TOTAL	726.00 Str

CUSTOMER ORDER NUMBER [REDACTED] ENTRY POINT 10-12-05

NAME M2 [REDACTED] HOWARTH

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	4P6' Coway 2 DRAWER DRESSER SET		249 95
1	4P6' ALBANY OYSTER DRESSER HIGH BOARD		79 95
	[REDACTED]		

RECEIVED BY	SUB TOTAL	329 90
	VAT 7.5%	12.60
	TOTAL	329 90



# 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

GERALD HOWARTH

Constituency

ALDERMOT

## 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 AUG 05 to 31 OCT 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 3,348 : p

Food

£ 50 : p

Utilities

£ 446 : p

Council Tax/Rates

£ 438 : p

Telephone and  
telecommunications

£ 272 : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 288 : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

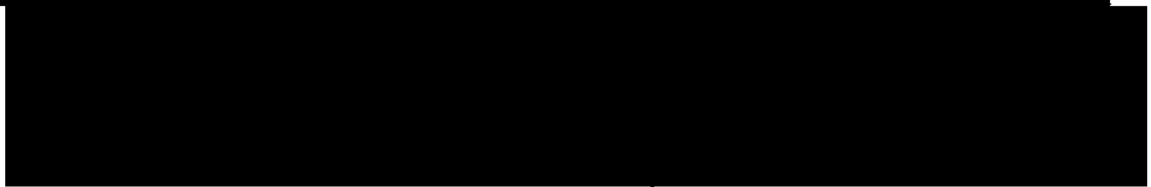
▶ please specify

Total

£ 4,842 : 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  
home for the purpose of performing

Sig



MP

Date

13. xi. 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



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

GERALD HOWARTH

Constituency

ALDERSHOT

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 / JULY / 05 to 31 / JULY / 05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 1131 : p

(interest only) or rent

Food

£ 75 : p

Utilities

£ 83 : p

Council Tax/Rates

£ 146 : p

Telephone and telecommunications

£ 211 : p

Repayment of excess gas/electricity charges (cleaning)

£ - 167 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 70 : p

Other

£ 370 : p

▶ please specify

washing machine

Other

£ 370 : p

▶ please specify

Fridge / Freezer

Other

£ 387 : p

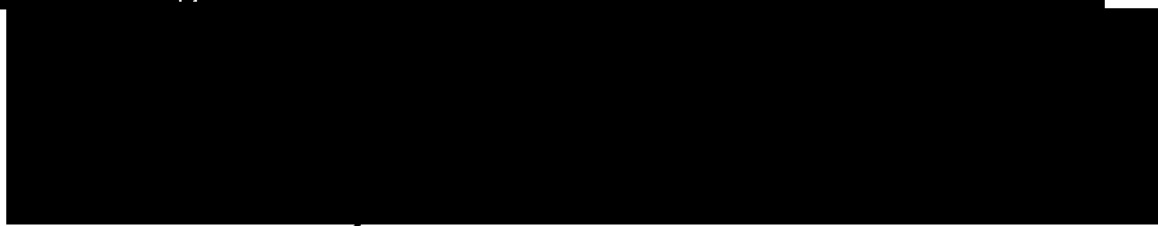
▶ please specify

Total

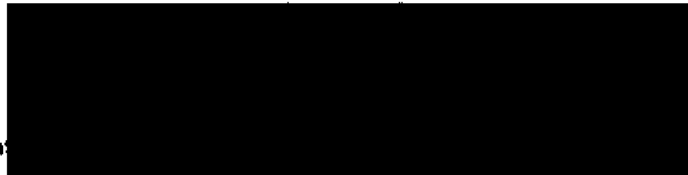
£ 2,678 : p

**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  
for the purpose of performing



Signature

MP

Date

4. viii. 05

**Data protection**

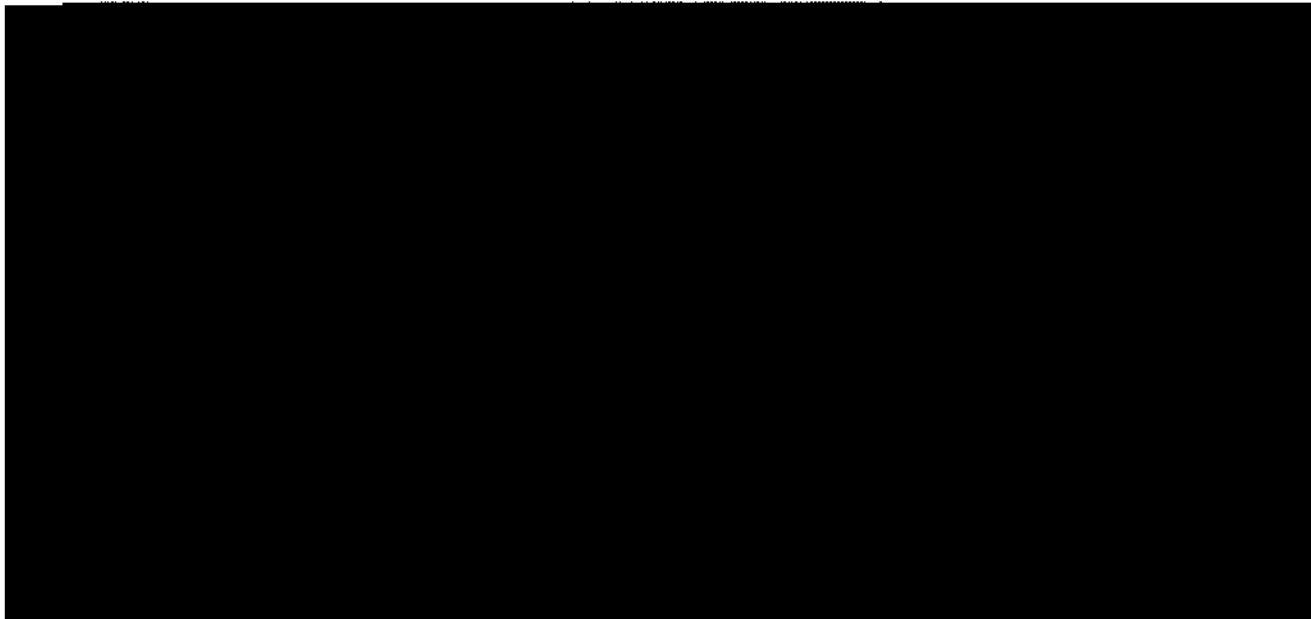
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Send your completed  
form to

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



Assistant:

**BOSCH WFO2467GB 1200RPM** £369.95  
1 x 0000089533 @ £369.95  
DELIVER DLVR TO BRANCH £0.01  
Monday 25/07/05 Collection  
Order Ref No. 7421217037  
7421 SOUTHAMPTON LDC  
Discount Manager Offer - Delivery Offer -£0.01

**AMOUNT DUE** £369.95

**BOSCH KGU30605 10.3CF** £389.85

1 x 0000489358 @ £389.85  
DELIVER DLVR TO BRANCH £0.01  
Monday 25/07/05 Collection  
Order Ref No. 7421217055  
7421 SOUTHAMPTON LDC  
Discount Manager Offer - Manager Discretion -£0.01

**AMOUNT DUE** £389.85



Member's claim form

01 AUG 2005

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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

GERALD HOWARTH

Constituency

ALDERSHOT

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 June 05 to 30 June 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1131 : p

Food

£ 100 : p

Utilities

£ 64 : p

Council Tax/Rates

£ 146 : p

Telephone and telecommunications

£ 185 : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 76 : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,702 : p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

\_\_\_\_\_

\_\_\_\_\_vely and necessarily to enable  
\_\_\_\_\_ome for the purpose of performing

MP

Date

28. vii. 05**Data protection**

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



Additional Costs Allowance

ACA2

05/06

Member's claim form

03 JUN 2005

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Your details

Name in CAPITAL LETTERS

GERALD HOLARTH

Constituency

ALDERSHOT

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.

Please list

Please attach

- receipts or invoices for any

Period of claim

from 1 / MAY / 05 to 31 / MAY / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1131 : p x  $\frac{26}{31}$  = £948.58

Food

£ 100 : p ✓

Utilities

£ 64 : p ✓

Council Tax/Rates

£ 146 : p x  $\frac{26}{31}$  = £122.45

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 72 : p ✓

Other

£ 115 : p ✓

▶ please specify Lighting and kitchen accessories

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

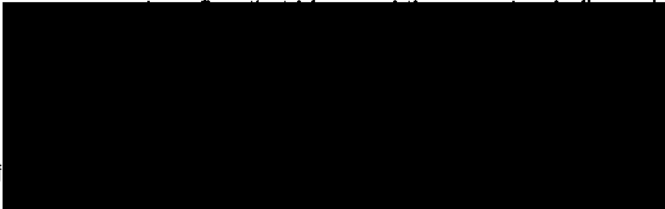
£ 1,628 : p

Pay £1422.03

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

 sively and necessarily to enable  
home for the purpose of performing

SI \_\_\_\_\_ MP

Date 2. vi. 05

**Data protection**

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Additional Costs Allowance

ACA2

05/06

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Your details

Name in CAPITAL LETTERS

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Constituency

ALDERSHOT

Claim details

You can only claim for

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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 / 05 to 30 / APR / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,131 : p

Food

£ 40 : p

Utilities

£ 64 : p

Council Tax/Rates

£ 146 : p

Telephone and telecommunications

£ : p

Water charges - 1/2 year Cleaning

£ 157 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 72 : p

Other

£ 240 : p

please specify Removal of chattels from store

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1,830 p

pay £ 1060.42

**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] home for the purpose of performing

Signature

MP

Date

27. v. 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



Member's claim form

03 APR 2006

05106

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

GERALD HOWARTH

Constituency

ANDERSHOT

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

Period of claim

from 1 / MAR / 06 to 31 / MAR / 06

Total cost of hotel stays attach all receipts

£ / p

Mortgage payments (interest only) or rent

£ 1,086 : p ✓

Food

£ 150 : p

Utilities

£ 288 : p ✓

Council Tax/Rates

£ / : p

Telephone and telecommunications

£ 141 : p

Cleaning

£ / : p

Service/maintenance

£ / : p

Repairs/insurance/security

£ 70 : p ✓

Other

£ / : p ▶ please specify

Other

£ / : p ▶ please specify

Other

£ / : p ▶ please specify

Total

£ 1,735 : / p

Please pay £288.00

Please pay £288.00 + 1447.00 = £1735.00 continued on page 2