

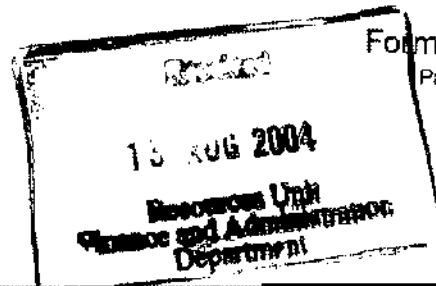


Members' Allowances

Addi

Member's claim form

Form ACA2
Page 1 of 2



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

CAROLINE A. SPELMAN

Constituency

MERIDEN

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 15 2004 to 31 15 2004

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 384 : 10 p ✓

Council Tax/Rates

£ 206 : - p ✓

Telephone and telecommunications

£ 75 : 57 p ✓

Cleaning

£ 180 : - p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 845 : 67 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

MP

Date

9/8/04.

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

MRS C SPELMAN

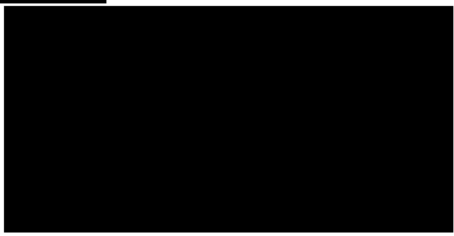
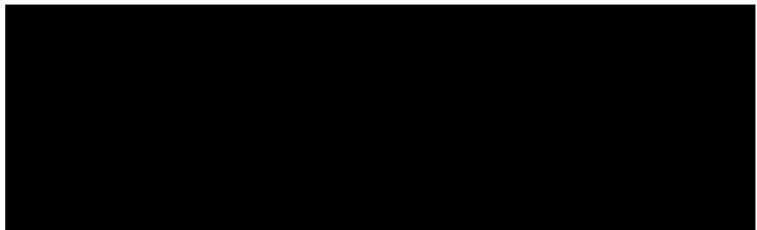
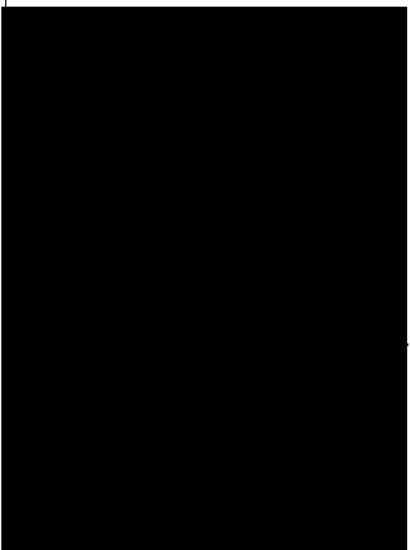
Date of Bill: 28 April 2004

Amount Due

Gas Bill

£384.10

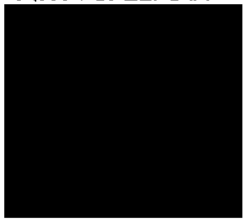




Your account and bill number



MR M SPELMAN



Date
23 May 2004

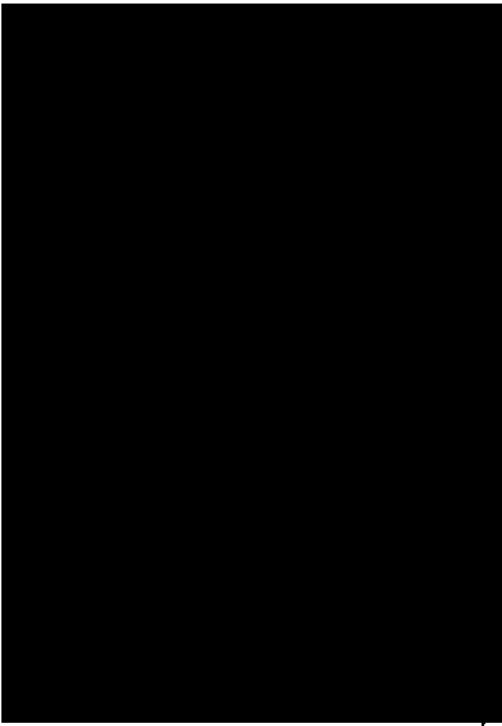


Bill for



Total now due

£ 75.57





Member's claim form

Members' Allowances

About filling in this form

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Your details

Name
in CAPITAL LETTERS

CAROLINE SPELMAN

Constituency

MERIDEN

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

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

Period of claim

from 1 16 104 to 30 1 6 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 276 : 78 p

Council Tax/Rates

£ 206 : - p

Telephone and
telecommunications

£ 143 : 59 p

Cleaning

£ 180 : - p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 806 : 37 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted address]

Postcode

[Redacted postcode]

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

9/8/04

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

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

MRS C SPELMAN

Date of Bill: 9 June 2004

Amount Due

Electricity Bill

£276.78

MRS CAROLINE SPELMAN



Account Number [REDACTED] **Invoice Number** [REDACTED] **Invoice Date**
27/05/04

Mobile Number [REDACTED] **Used By:** MRS CAROLINE SPELMAN

Voice Network Charges

You'll be pleased to know that you have used all your inclusive minutes from last month.

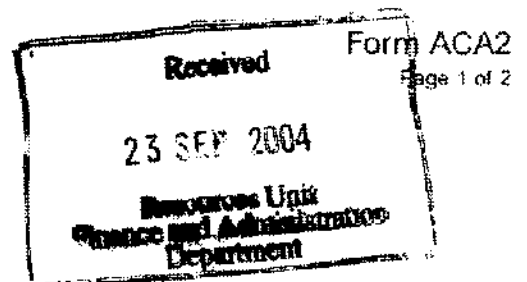
Line Rental [REDACTED]	21.28	01/05/04 to 31/05/04	21.28	S
[REDACTED]		to 30/04/04	52.67	S
[REDACTED]		to 18/04/04	34.60	Z
Itemised Billing			2.50	S
Voice Total (Ex. VAT)			111.05	



Members' Allowances

Additional Costs Allowance

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 1592.

Your details

Name in CAPITAL LETTERS

CAROLINE A. SPELMAN

Constituency

MERIDEN

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 17 2004 to 31 17 2004

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 1600 : 08 p

Council Tax/Rates

£ 206 : — p

Telephone and telecommunications

£ 222 : 03 p

Cleaning

£ 180 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 2208 : 11 p

continued on page 2

Details of second home *if applicable*

X
X
Address of second home
for Additional Costs Allowance

[Redacted]

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

X
X
Signature

[Redacted]

MP

Date

20/9/04

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

MRS C SPELMAN

Overdue amount

Amount Due

£1,600.08

Please pay immediately.
See overleaf for easy ways to
pay.

Financial Processing }

Transaction No.

Registration No.

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 (40 characters max)

ACA 1/8/04 - 28/2/05 ✓

Invoice date (i.e. date of claim)

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

514500 Total ✓

04/05 ✓

£ 7455.67 :

Comments:

* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)

24.3.05 C.C



Member's claim form

11 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

CAROLINE SPELMAN

Constituency

MERIDEN

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 18 104 to 31 18 104

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 276 : 78 p

Council Tax/Rates

£ 206 : — p

Telephone and
telecommunications

£ 172 : 29 p

Cleaning

£ 180 : — p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

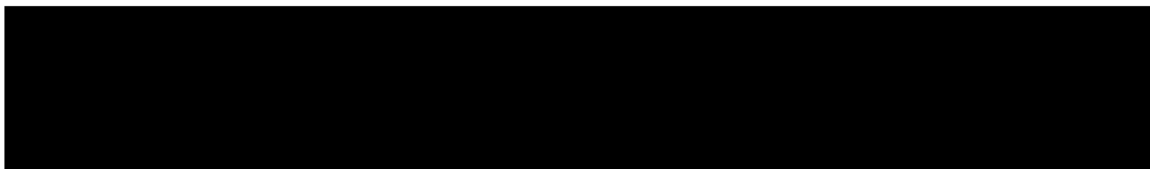
▶ please specify

Total

£ 835 : 07 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

MP

Date

L

10/3/04

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:

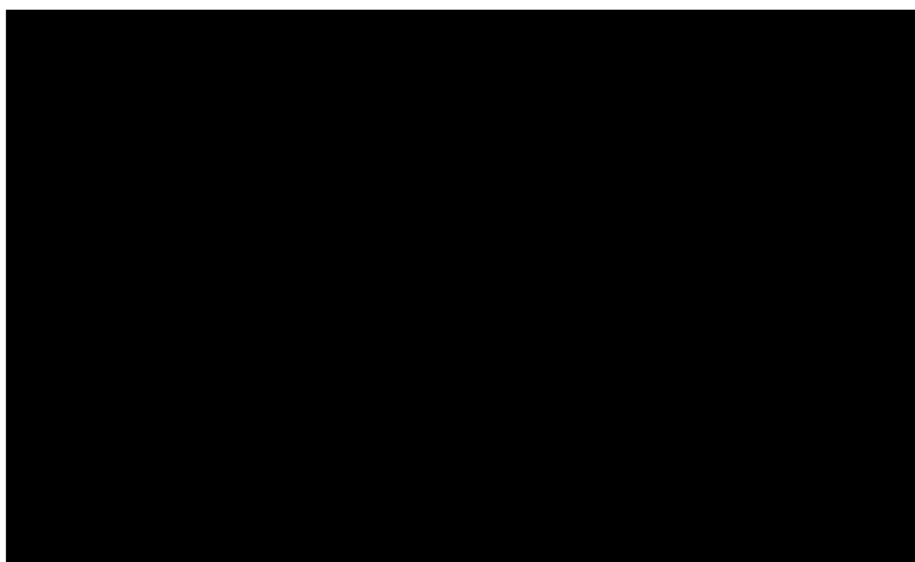
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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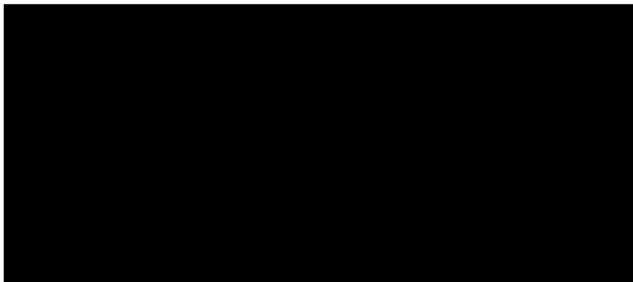
Send your completed
form to

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



This is not a tax invoice

Customer Reference Number
[REDACTED]



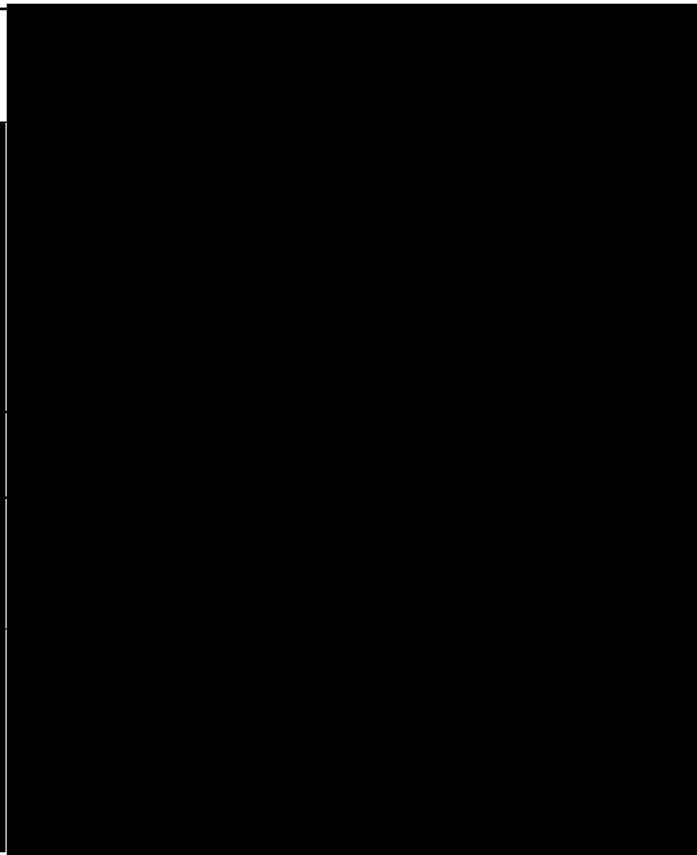
[REDACTED]
MRS C SPELMAN
[REDACTED]

Date of Bill: 9 June 2004

Amount Due

Electricity Bill

£276.78



This is not a tax invoice

Customer Reference Number

MRS C SPELMAN

Date of Bill: 28 April 2004

Gas Bill

Amount Due

£384.10

MRS CAROLINE SPELMAN

Invoice Number

Invoice Date
28/07/04

Mobile Number

Used By: MRS CAROLINE SPELMAN

Voice Network Charges

You'll be pleased to know that you have used all your inclusive minutes from last month.

Line Rental	21.28	01/07/04 to 31/07/04	21.28	S
Calls		to 30/06/04	93.07	S
Itemised Billing			2.50	S
Voice Total (Ex. VAT)			116.85	

Data Network Charges

Text message charges		to 30/06/04	29.78	S
Data Total (Ex. VAT)			29.78	

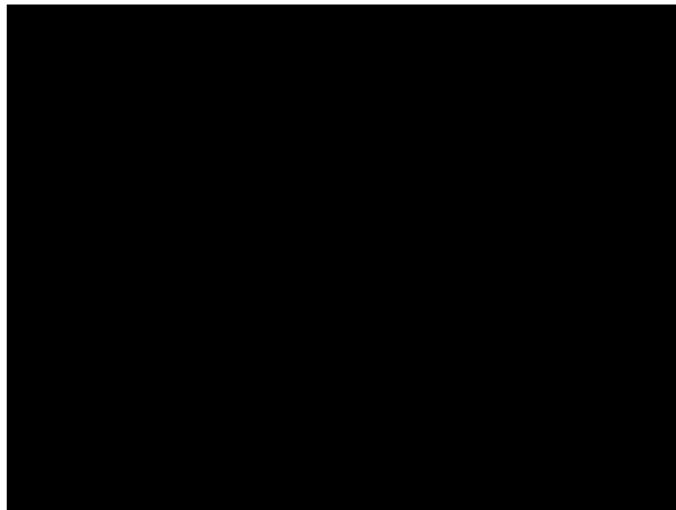
VAT Code: E - Exempt, S - Standard, Z - Zero, O - Out of Scope

Previous Balance	Payments	Current Invoice	Amount Due
222.03	222.03CR	172.29	£ 172.29

Thank you for paying by direct debit.

This is for your information only. The balance will be collected on or just after: **11/08/04**

COUNCIL TAX BILL 2004/2005



[Redacted]	[Redacted]
MRS CAROLINE SPELMAN	
[Redacted]	[Redacted]

The full year's charge for the property is:

	£	p	% Change
[Redacted]	1,825.30		+2.6%
[Redacted]	160.17		+12.5%
[Redacted]	78.64		+7.8%
Year's Charge for Property	2,064.11		+3.5%

Amount Due

01 Apr 04 to 31 Mar 05

£	p
2,064.11	

AMOUNT PAYABLE BY YOU

£2,064.11

To receive a discount of £30.96 the discounted amount of £2033.15 should be received by 1st April 2004



Details of second home *if applicable*

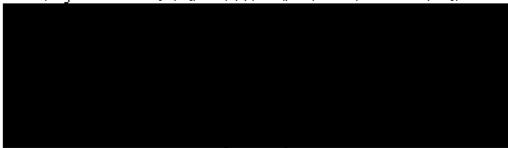
Address of
second home
*for Additional
Costs Allowance*



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

10/3/04

Data protection

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- 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* 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

CAROLINE SPELMAN

Constituency

MERIDEN

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 1 9 1 0 4 to 30 1 9 1 0 4

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 206 : - p

Telephone and
telecommunications

£ 176 : 70 p

Cleaning

£ 180 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ 562 : 70 p

MRS CAROLINE SPELMAN

Account Number

Invoice Number

Invoice Date

27/08/04

Mobile Number

Used By: MRS CAROLINE SPELMAN

Voice Network Charges

You'll be pleased to know that you have used all your inclusive minutes from last month

Line Rental	21.28	01/08/04 to 31/08/04	21.28	S
		to 31/07/04	100.90	S
Itemised Billing			2.50	S
Voice Total (Ex. VAT)			124.68	

Data Network Charges

Text message charges		to 31/07/04	25.70	S
Data Total (Ex. VAT)			25.70	

VAT Code: E - Exempt, S - Standard, Z - Zero, O - Out of Scope

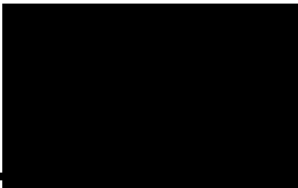
Previous Balance	Payments	Current Invoice	Amount Due
172.29	172.29CR	176.70	£ 176.70

Thank you for paying by direct debit.

This is for your information only. The balance will be collected on or just after: **10/09/04**



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

CAROLINE SPELMAN

Constituency

MERIDEN

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 10 04 to 31 10 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 206 : — p

Telephone and
telecommunications

£ 290 : 42 p

Cleaning

£ 180 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 1155 : 16 p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

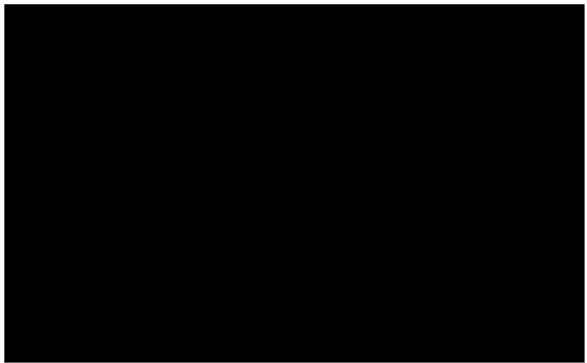
Other

£ : p

▶ please specify _____

Total

£ 1831 : 58 p



Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Postcode

[Redacted]

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

[Redacted]

MP

Date

10/3/04

Data protection

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- 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

MRS CAROLINE SPELMAN



Account Number

Invoice Number

Invoice Date

28/09/04

Mobile Number

Used By : MRS CAROLINE SPELMAN

Voice Network Charges

You'll be pleased to know that you have used all your inclusive minutes from last month.

Line Rental	21.28	01/09/04 to 30/09/04	21.28	S
Calls		to 31/08/04	210.96	S
Itemised Billing			2.50	S
Voice Total (Ex. VAT)			234.74	

Data Network Charges

Text message charges		to 31/08/04	12.43	S
Data Total (Ex. VAT)			12.43	

VAT Code: E - Exempt, S - Standard, Z - Zero, O - Out of Scope

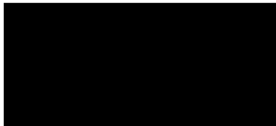
Previous Balance	Payments	Current Invoice	Amount Due
176.70	176.70CR	290.42	£ 290.42

Thank you for paying by direct debit.

This is for your information only. The balance will be collected on or just after: **12/10/04**



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

CAROLINE SPELMAN

Constituency

MERIDEN

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 / 11 / 04 to 30 / 11 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 688 : 24 p

Council Tax/Rates

£ 206 : — p

Telephone and
telecommunications

£ 274 : 60 p

Cleaning

£ 180 : — p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1348 : 84 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted address]

Postcode

[Redacted postcode]

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

10/8/04

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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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

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

[REDACTED]
MRS CAROLINE SPELMAN
[REDACTED]
[REDACTED]

Quick breakdown

For [REDACTED] used by MRS CAROLINE
SPELMAN

Service charges

[REDACTED] 1 Oct to 31 Oct	£21.28
Itemised Billing	£2.50

Usage charges up to 30 Sep

Calls	£121.34
Text messaging	£28.95
<i>Total before VAT</i>	<i>£174.07</i>
VAT at 17.5% on £174.07	£30.46

Total **£204.53**

by Direct Debit on or
after 10 November 2004



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

CAROLINE SPELMAN

Constituency

MERIDEN

Claim details

Notes

You can only claim for

- a costs you have actually paid
- b 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.
- c all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- d receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 12 / 04 to 31 / 12 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 472 : 99 p (wallow rate)

Council Tax/Rates

£ 206 : — p

Telephone and telecommunications

£ 265 : 35 p

Cleaning

£ 180 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,24 : 34 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

10/3/04

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 3658, 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

MRS CAROLINE SPELMAN

Quick breakdown

For [REDACTED] used by MRS CAROLINE
SPELMAN

Service charges

[REDACTED] Nov to 30 Nov	£21.28
Itemised Billing	£2.50

Usage charges up to 31 Oct

Calls	£165.44
Text messaging	£36.61
Total before VAT	£225.83
VAT at 17.5% on £225.83	£39.52
Total	£265.35

by Direct Debit on or
after 10 December 2004

09

Date

16 March 2004

MRS C A SPELMAN

Dear customer

The amount due is

£945.99

Water services statement

Rateable Value £1,547

Amount due from previous bill
Less payments/credits

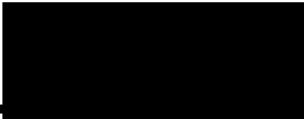
£545.99
£0.00

Total payable by Direct Debit

£945.99



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

CAROLINE SPELMAN

Constituency

MERIDEN

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 31 / 1 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 852 : 92 p

Council Tax/Rates

£ 206 : — p

Telephone and telecommunications

£ 119 : 87 p

Cleaning

£ 180 : — p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1358 : 79 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Postcode

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

10/3/05

Data protection

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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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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]

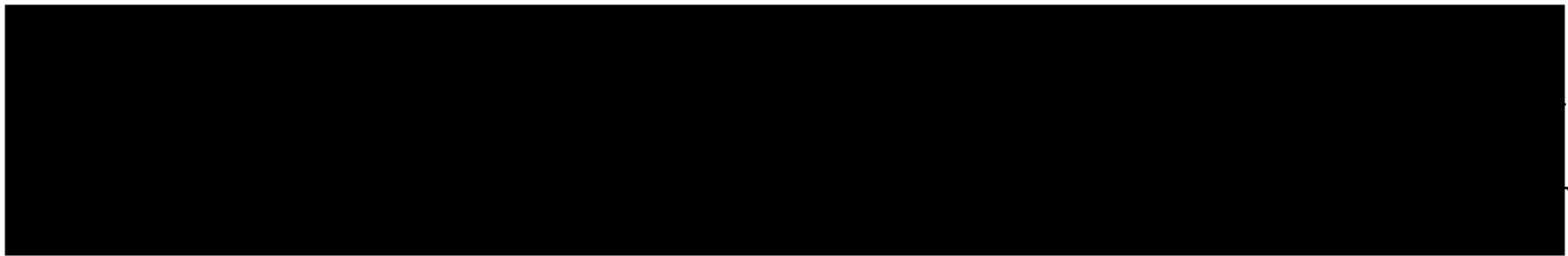
MR M SPELMAN

[REDACTED]

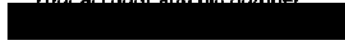
Bill for [REDACTED]

Total now due **£ 119.87**

[REDACTED]



Your account and bill number



MR M SPELMAN



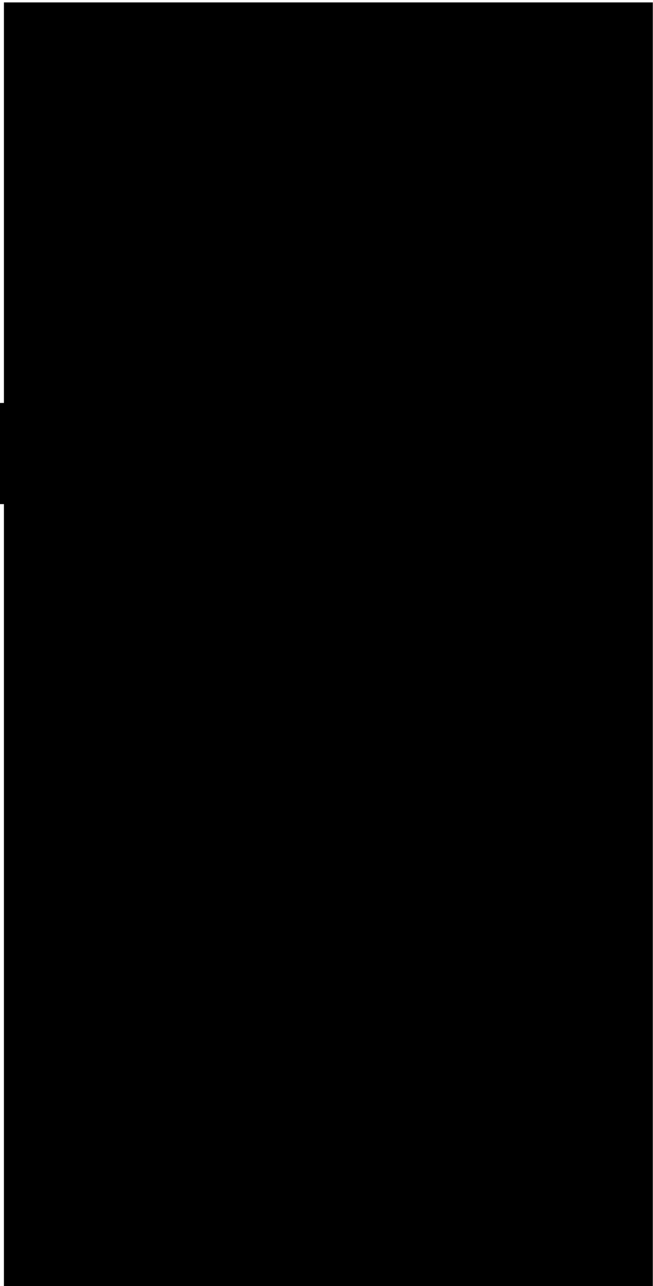
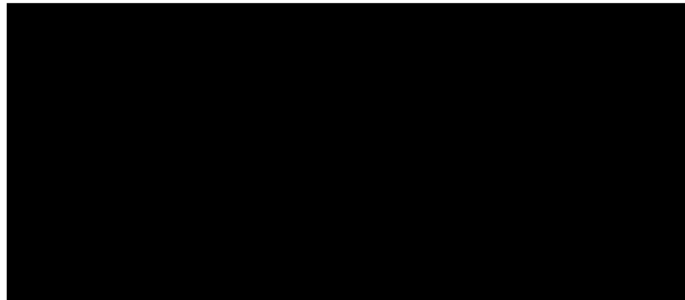
Date
8 February 2005



Bill for

Total now due

£ 119.87



[REDACTED]

[REDACTED]

MRS C SPELMAN

[REDACTED]

[REDACTED]

[REDACTED]

Date of Bill: 19 January 2005
Gas Bill

Amount Due
£852.92

[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

CAROLINE SPELMAN

Constituency

MERIDEN

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 2 1 0 5

to 2 8 1 2 1 0 5

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ - : - p

Telephone and
telecommunications

£ 1 1 2 : 2 2 p

Cleaning

£ 1 8 0 : - p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 1 0 2 : 1 3 p

▶ please specify



Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3 9 4 : 3 5 p

Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*

[Redacted address]

Post: [Redacted]

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

10/3/05

Data protection

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- 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

MRS CAROLINE SPELMAN

Quick breakdown

For [REDACTED] used by MRS CAROLINE
SPELMAN

Service charges

[REDACTED] Jan to 31 Jan	£21.28
Itemised Billing	£2.50

Usage charges up to 31 Dec

Calls	£19.83
Calls	£36.06 <small>VAT at 0%</small>
Text messaging	£21.21
Total before VAT	£100.88
VAT on this bill <i>see back for VAT details</i>	£11.34

Total **£112.22**

by Direct Debit on or
after 14 February 2005

Invoice To MRS CAROLINE SPELMAN



Invoice No



Account Ref:
Customer Ref:



DATE: 08/12/04

DETAILS	Code	QUANTITY	PRICE	AMOUNT
SMARTNAV ANNUAL SUBSCRIPTION	SNAVASUB	1.00	102.13	102.13

ET	102.13
TOTAL VAT	17.87
INVOICE TOTAL	120.00

This is not a tax invoice

Customer Reference Number

MRS C SPELMAN

Date of Bill: 2 November 2004

Amount Due

Electricity Bill

£688.24

Your account and bill number

MR M SPELMAN

Date
22 November 2004

Bill for

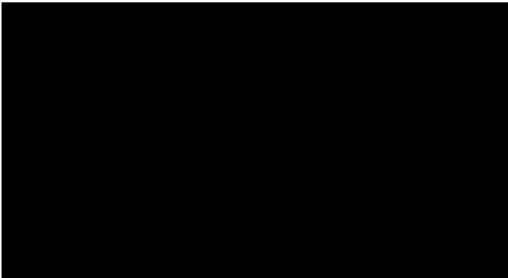
Total now due

£ 70.07

Financial Processing }

Transaction No.

Registration No.



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 MAN OS ,

30/3

Invoice No.



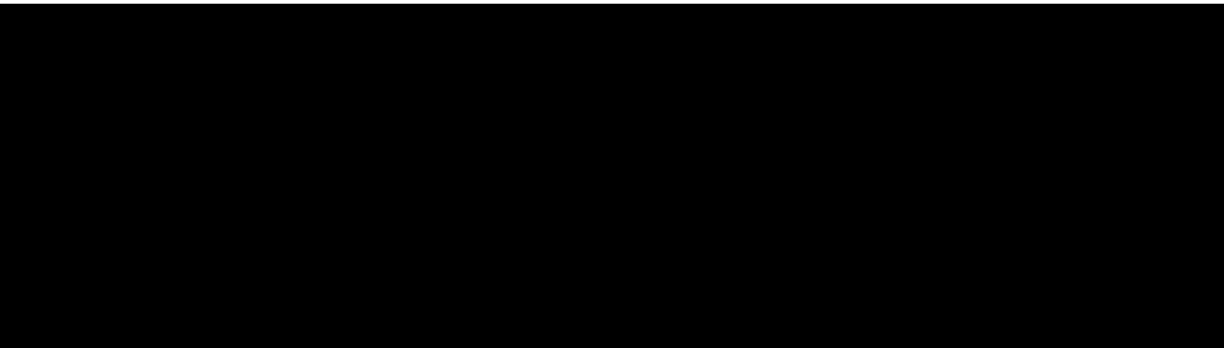
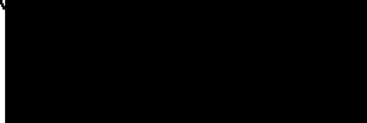
Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



** Financial Processing purposes only*

Registered by (initials & date)



Posted by (initials & date)

ACA

07 APR 2005

I wish to claim reimbursement of the following amounts in respect of additional costs which I have necessarily incurred for overnight stays away from my main home (as notified to the Fees Office) on Parliamentary duties during the period from ...1/3/05, to...31/03/05 made up as follows:-

Hotel Accommodation £


Residential Accommodation

- (i) Rent/Rates WATER 1054-43
- (ii) Heat and Light 271-72
- (iii) Telephone 270-83
- (iv) Cleaning 180-
- (v) Repairs and Maintenance
- (vi) Other (please specify)

Food £

Other Expenses (please specify)

Total £ 1776.98

Signed  M.P.
 Print CAROLINE A. SPELMAN
 Date 30/3/05 Constituency MERIDEN

MRS C A SPELMAN

Bill Date

5 March 2005

Water Services Bill

Bill Period : 1 April 2005 to 31 March 2006

Balance brought forward			£945.99
Payments / Adjustments (See over)			£945.99
Sub Total			£0.00
Services	Rateable Value (£)	Pence per £ RV	Charge £
Unmeasured Water	1547.00	68.16	1054.43
Total Payable			£1,054.43

MRS CAROLINE SPELMAN

Quick breakdown

For [REDACTED] by MRS CAROLINE
SPELMAN

Service charges

[REDACTED]	£21.28
[REDACTED]	£0.00
Itemised Billing	£2.50

Usage charges up to 28 Feb

Calls	£173.75
Messaging, mobile browsing + data	£32.97

Total before VAT £230.50

VAT at 17.5% on £230.50 9.40.33

Total **£270.83**

by Direct Debit on or
after 14 April 2005

This is not a tax invoice

MRS C SPELMAN

Date of Bill: 23 March 2005
Electricity Bill

Amount Due
£271.72

No Standing Charge

Meter	Present Reading	Previous Reading	kWh Used	Cost Per kWh (p)	Charge Amount (£)	Total (£)
	305097 E	301513 E	226	9.43	21.31	
			3358	7.31	245.47	
						266.78
						6.00 CR
						258.78
						12.94
						271.72
						271.72

E = Estimated meter reading
CR = Credit