



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 1340.

Your details

Name in CAPITAL LETTERS

CAROLINE A. SPELMAN

Constituency

MERIDEN

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 less than £250.

Period of claim

from 1 1 2 1 2 0 0 7 to 2 8 1 2 1 2 0 0 7

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 1741 : 82 p ✓

Council Tax/Rates

£ 226 : - p

Telephone and telecommunications

£ 158 : 05 p X

Cleaning

£ 200 : - p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ ~~2325~~ : 87 p

Pay £ 2167.82

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

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 my duties as a Member of Parliament.

Signature

[Redacted]

Date

5/3/07

[Redacted]

**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



—  
—  
—



MR M SPELMAN



Date  
7 February 2007

If you have a query  
please see reverse for  
our contact details.

—  
—  
—



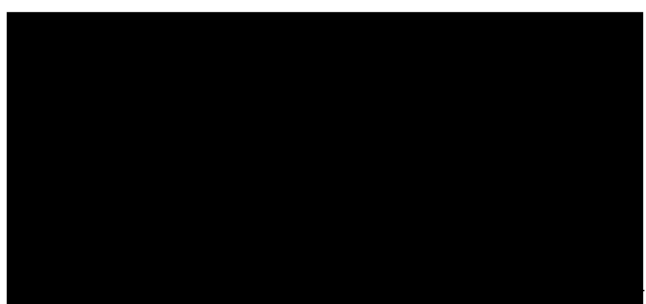
# Together Option 1

Bill for account number 

**Total now due**      **£ 158.05**

International calls  
from just 3p a minute

*Please make sure we receive the total now due by  
18 February 2007.*





Date of Bill  
21 January 2007



Date of Letter  
10 February 2007

Sheet 1 of 1

Company of



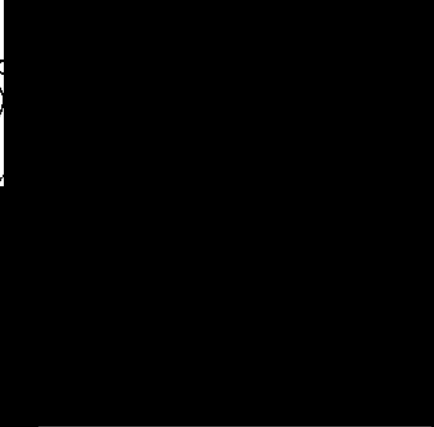
MRS C SPELMAN



Reminder to Pay

Amount Due

£ 1,741.82





Additional Costs Allowance

ACA2

Member's claim form

29 MAR 2007  
INV

About filling in this form

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Your details

Name in CAPITAL LETTERS

CAROLINE A. SPELMAN

Constituency

MERIDEN

Claim details

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Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from 1 / 1 / 2007 to 31 / 1 / 2007

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ : p

(interest only) or rent

Food

£ : p

Utilities

£ 345 : 19 p ✓

Council Tax/Rates

£ 226 : - p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : - p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 771 : 19 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**

5/3/07

**Data protection**

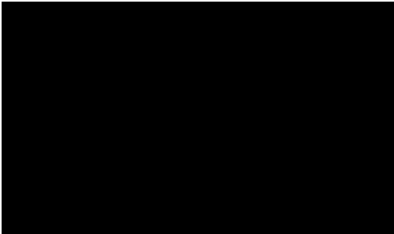
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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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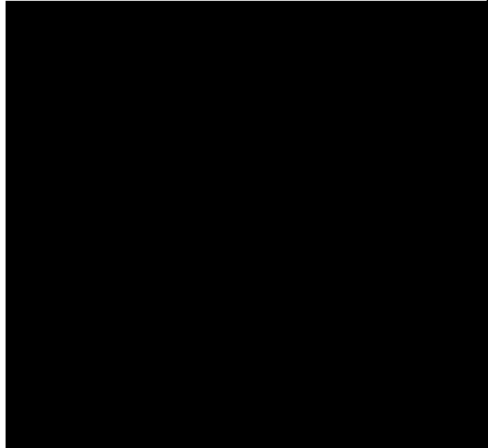
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**Send your completed  
form to**

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

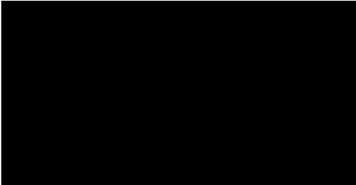


This is not a tax invoice



MRS C SPELMAN

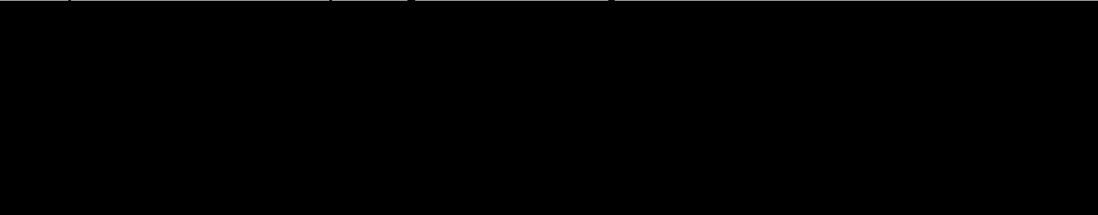
Page 1 of 2



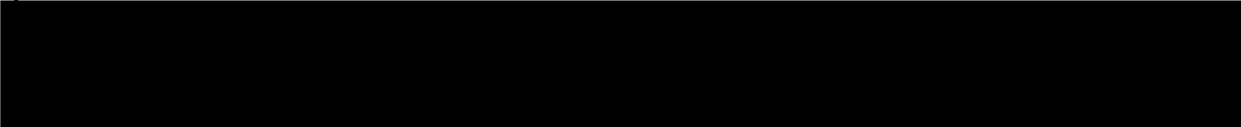
# Electricity bill



Date of this bill 21 January 2007 (We sent your last bill on 24 October 2006)



Please pay **£345.19** ✓





Additional Costs Allowance

Member's claim form

About filling in this form

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Your details

Name  
in CAPITAL LETTERS

CAROLINE A. SPELMAN

Constituency

MERIDEN

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 / 12 / 2006 to 31 / 12 / 2006

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ : p

Utilities

£ 2 : p

Council Tax/Rates

£ 226 : - p

Telephone and telecommunications

£ 101 : 07 p

Cleaning

£ 200 : - p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 527 : 07 p



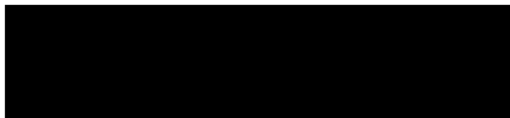
**Details of second home** *if applicable*

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



MP

Date

5/3/07.

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**SPELMAN**

**9 November 2006**

**Total now due**

**£ 101.07**



Additional Costs Allowance

ACA2

Member's claim form

13 OCT 2006

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

CAROLINE A. SPELMAN

Constituency

MERIDEN

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 / 9 / 2006 to 30 / 9 / 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 4265 : 38 p

Council Tax/Rates

£ 226 : — p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 4680 : 38 p

pay 4691.38.

continued on page 2

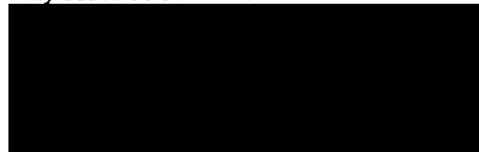
**Details of second home** *if applicable*

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

28/9/2006 ✓

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Send your completed  
form to

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

Date of bill  
11 August 2006

MRS C SPELMAN

## Gas bill

Date of this bill 11 August 2006

Please pay **£4,265.38**



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

CAROLINE A. SPELMAN

Constituency

MERIDEN

Claim details

You can only claim for

- costs you have actually paid
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Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from 1 / 8 / 2006 to 31 / 8 / 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 226 : — p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

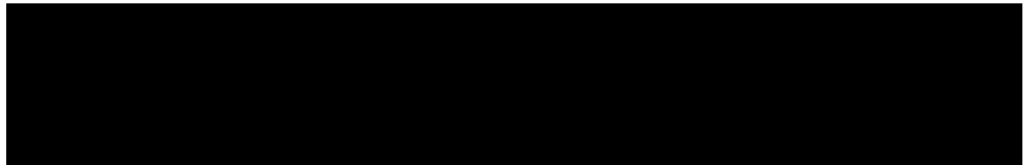
▶ please specify

Total

£ 426 : — 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

28/9/2006

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Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

ACA2

Member's claim form 13 OCT 2008

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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

CAROLINE A. SPELMAN

Constituency

MERIDON

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 / 7 / 2006 to 31 / 7 / 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 226 : — p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

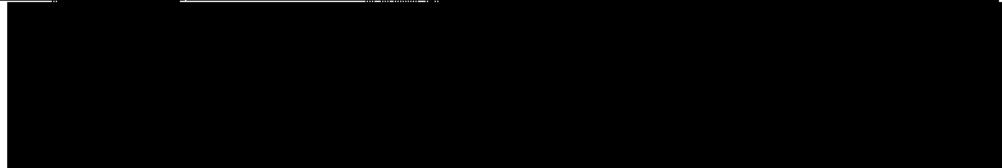
£ 426 : — p

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

 28/9/06**Data protection**

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Additional Costs Allowance

ACA2

Member's claim form

13 OCT 2006 IN

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Your details

Name in CAPITAL LETTERS

CAROLINE A. SPELMAN

Constituency

MERIDEN

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 / 6 / 2006 to 30 / 6 / 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 226 : - p

Telephone and telecommunications

£ : p

Cleaning

£ 200 : - p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

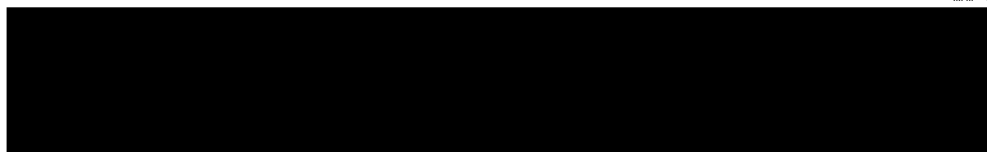
Total

£ 426 : - p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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Signature



MP

Date

28/9/2005

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Additional Costs Allowance

ACA2

Member's claim form

13 OCT 2006

IN

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Your details

Name in CAPITAL LETTERS

CAROLINE A. SPELMAN

Constituency

MERIDON

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Please list

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Please attach

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

Period of claim

from 1 / 5 / 2006 to 31 / 5 / 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 226 : - p

Telephone and telecommunications

£ 93 : 85 p

Cleaning

£ 200 : - p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

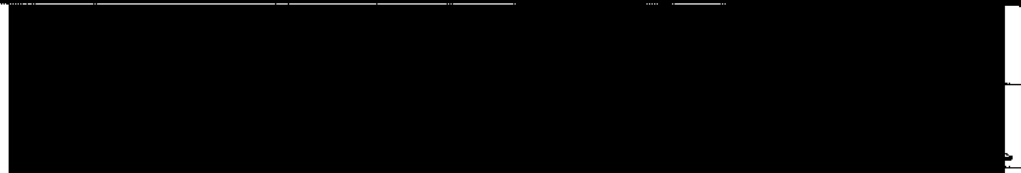
Total

£ 519 : 85 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.

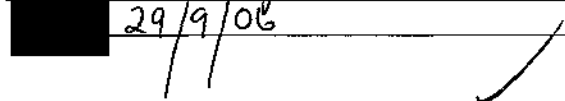
Signature



MP

Date

29/9/06

**Data protection**

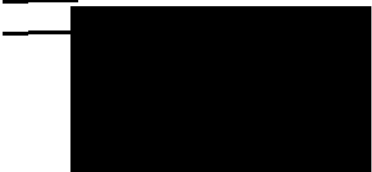
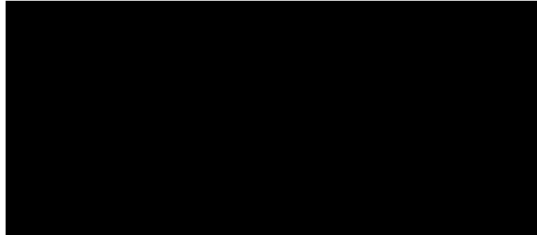
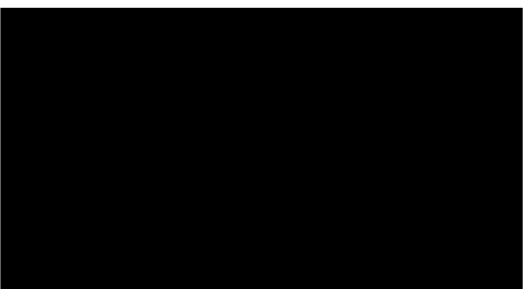
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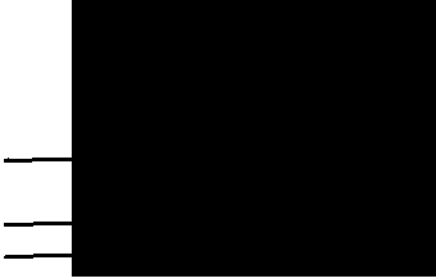
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



MR M SPELMAN



Date  
**9 May 2006**



**Total now due**

**£ 93.85**





# Member's claim form

13 OCT 2006

## Members' Allowances

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 1592.



## Your details

Name CAROLINE A. SPELMAU  
 in CAPITAL LETTERS

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 / 4 / 2006 to 30 / 4 / 2006

Total cost of hotel stays £ : p  
*attach all receipts*

Mortgage payments £ : p  
*(interest only) or rent*

Food £ : p

Utilities £ : p

Council Tax/Rates £ 226 : 82 p ✓

Telephone and telecommunications £ : p ✓

Cleaning £ 200 : — p

Service/maintenance £ : p

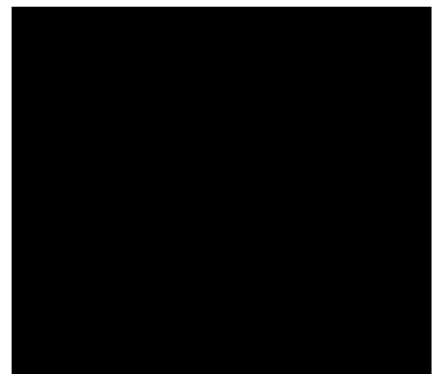
Repairs/insurance/security £ : p

Other £ : p ▶ please specify \_\_\_\_\_

Other £ : p ▶ please specify \_\_\_\_\_

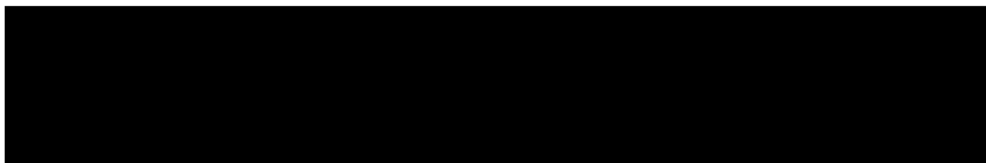
Other £ : p ▶ please specify \_\_\_\_\_

Total £ 426 : 82 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

28/9/06

**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]  
 & Mrs Caroline Spelman  
 [Redacted]

[Redacted]

**How to contact us**

Telephone: [Redacted]

E-mail: [Redacted]

Reference No: [Redacted]

Date of Issue: 5 March 2006

[Redacted]

£	p	% CHANGE
1999.36		4.4
86.36		4.8
175.10		4.6
<b>2260.82</b>		<b>4.5</b>

Reason for Bill: Annual				£	p
Opening Liability	[Redacted]	01-Apr-2006	31-Mar-2007	2260.82	
<b>Total Amount Payable by You</b>				<b>2260.82</b>	

33.91  
 2226.91