



# 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

Claire Ward

Constituency

Watford

### 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 7 12 105

to 3 13 105

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1066 : 98 p

Food

£ 100 : 00 p

Utilities

£ 32 : 00 p

Council Tax/Rates

£ 98 : 00 p

Telephone and telecommunications

£ 40 : 00 p

Cleaning

£ 85 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1421 : 98 p

The full amount has been paid in error.

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

3/3/05

**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

04 MAR 2005



## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

Claire Ward

Constituency

Watford

## 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 6 / 1 / 05 to 6 / 2 / 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1066 : 98 p

Food

£ 100 : 00 p

Utilities

£ 32 : 00 p

Council Tax/Rates

£ 98 : 00 p

Telephone and telecommunications

£ 40 : 00 p

Cleaning

£ 90 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

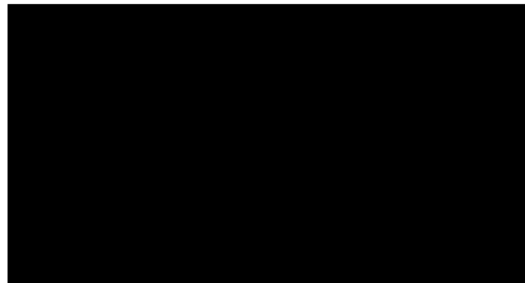
Other

£ : p

▶ please specify \_\_\_\_\_

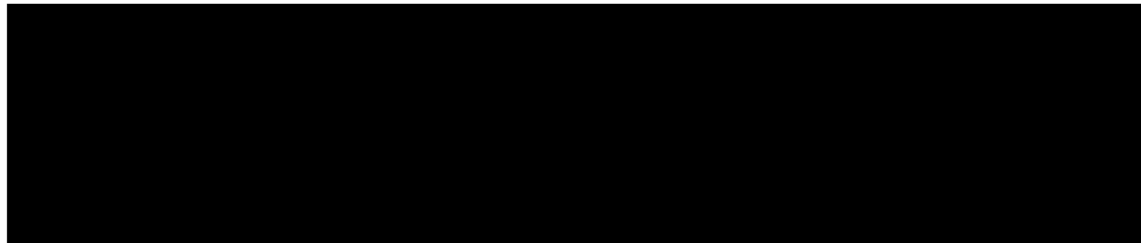
Total

£ 1416 : 98 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

31/3/05

**Data protection**

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# Member's claim form

## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

## 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 6 / 12 / 04 to 5 / 1 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1066 : 98 p ✓

Food

£ 100 : 00 p

Utilities

£ 15 : 00 p

Council Tax/Rates

£ 98 : 00 p

Telephone and  
telecommunications

£ 91 : 89 p

Cleaning

£ 85 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 17 : 24 p

Other

£ 145 : 00 p

▶ please specify bathroom furniture

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

**£ 1619 : 11 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

25/1/05**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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# 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

    Claire Ward    

Constituency

    Watford    

## 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     2 / 10 / 04    

to     9 / 10 / 11 / 04    

Total cost of hotel stays  
*attach all receipts*

£            :            p

Mortgage payments  
*(interest only) or rent*

£   1066   :   98   p

Food

£   100   :   00   p

Utilities

£   15   :   00   p

Council Tax/Rates

£   98   :   00   p

Telephone and telecommunications

£   102   :   13   p

Cleaning

£   120   :   00   p

Service/maintenance

£            :            p

Repairs/insurance/  
security

£   17   :   24   p

Other

£   100   :   00   p

▶ please specify     patty cash    

Other

£            :            p

▶ please specify                     

Other

£            :            p

▶ please specify                     

Total

£   1619   :   35   p

  1519.35

**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

7/12/04

**Data protection**

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# Member's claim form

08 DEC 2004

## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

Claire Ward

Constituency

Watford

## 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 10 / 11 / 04 to 6 / 12 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1066 : 98 p

Food

£ 100 : 00 p

Utilities

£ 15 : 00 p

Council Tax/Rates

£ 98 : 00 p

Telephone and  
telecommunications

£ 50 : 49 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 17 : 24 p

Other

£ [redacted] p

▶ please specify [redacted]

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

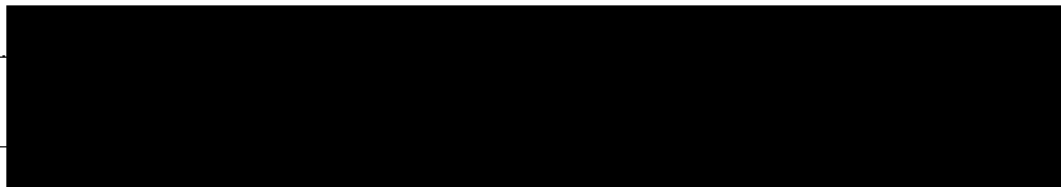
Total

£ [redacted] p

1467.71.

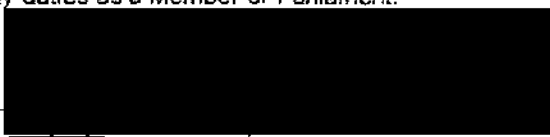
**Details of second home** *if applicable*

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

7/12/04

**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
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Additional Costs Allowance

Member's claim form

Members' Allowances

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Your details

Name in CAPITAL LETTERS

Claire Ward

Constituency

Watford

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 10/04 to 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

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 1504 : 26 p

Repairs/insurance/security

£ : p

Other

£ 2500 : 00 p

please specify

decoration

Other

£ 87 : 50 p

please specify

ground rent

Other

£ : p

please specify

Total

£ 4091 : 76 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 [redacted] from my home for the purpose of performing my duties.

Signature

Date

27/10/04

**Data protection**

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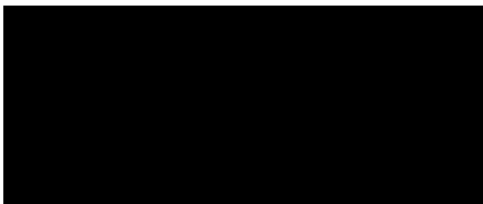
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



10<sup>th</sup> October 2004

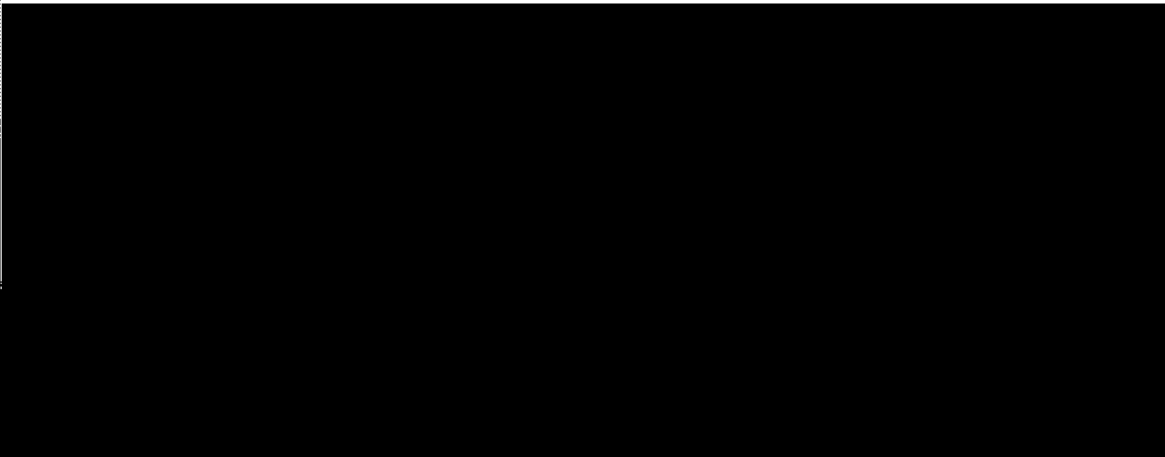
Dear Mrs C. Ward,

RE: request of payment for interior painting and decoration work carried



To the total amount of: £2500.00

Many Thanks,



**APPLICATION FOR PAYMENT**

To: Miss C M Ward

Date: 4 Oct 2004

Account No:

| Description           | Period | Amount           |
|-----------------------|--------|------------------|
| [REDACTED]            |        |                  |
| <b>Total:</b>         |        | <b>£1,504.26</b> |
| <b>b/fwd balance:</b> |        | <b>£0.00</b>     |
| <b>Total Due:</b>     |        | <b>£1,504.26</b> |



# Member's claim form

Members' Allowances

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## Your details

Name in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

## 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 15-1-8-104 to 1-1-10-04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2133 : 96 p

Food

£ 200 : 00 p

Utilities

£ 130 : 98 p

Council Tax/Rates

£ 294 : 42 p

Telephone and telecommunications

£ 100 : 68 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 34 : 48 p

Other

£ 255 : 32 p

▶ please specify

paints/materials

Other

£ 200 : 00 p

▶ please specify

petty cash

Other

£ : p

▶ please specify

Total

£ 3469 : 84 p

→ £3175.42 PAID.

294.42

**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 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

1/10/04

**Data protection**

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VAT Regn. [REDACTED]

Date 20/07/2004

Account No. [REDACTED]  
TRADE CASH

| Item Description | Unit | Quantity | Unit Price | Total | VAT Value | Code |
|------------------|------|----------|------------|-------|-----------|------|
| RUDO TACK CLOTH  | EACH | 10       | .68        | 6.80  |           | 1    |

|           |       |
|-----------|-------|
| Sub Total | 6.80  |
| V.A.T.    | 1.19  |
|           | <hr/> |
|           | 7.99  |
| Tendered  | 8.00  |

[Redacted]

T Regn.

[Redacted]

[Redacted]

Date 20/07/2004

[Redacted]

Tel:  
Fax:

[Redacted]

[Redacted]

| Item Description         | Unit  | Quantity | Unit Price | Total Value | VAT Code |
|--------------------------|-------|----------|------------|-------------|----------|
| TR V/MATT TINTED         | 5LT   | 2        | 23.61      | 47.22       | 1        |
| TR SATINWOOD PBW         | 1LT   | 1        | 8.13       | 8.13        | 1        |
| TR GLOSS TINTED          | 1LT   | 1        | 8.21       | 8.21        | 1        |
| TR GLOSS WHITE           | 1LT   | 1        | 5.99       | 5.99        | 1        |
| TR V/MATT WHITE          | 1.0LT | 1        | 26.45      | 26.45       | 1        |
| DEC 1ST WHITE SPIRIT     | 2LT   | 1        | 1.39       | 1.39        | 1        |
| DEC 1ST FLAT FITCH BROWN | NDB   | 1        | 1.66       | 1.66        | 1        |

[Redacted]

Sub Total 99.05  
V.A.T. 17.33

116.38

Tendered 120.00

3.62

[Redacted]

[Redacted]

Collection

Date req'd 06/07/2004  
Order type Collection

Plumbase No. [REDACTED]

| Product | Description of goods               | Quantity | Unit | Price | Per     | Total | Payment | VAT  |   |
|---------|------------------------------------|----------|------|-------|---------|-------|---------|------|---|
| P000091 | EVODE DECOR FLEX FILLER [REDACTED] | 2        | Each | 2.26  | -19.91% | Each  | 3.62    | 3.62 | S |

| Code | Rate  | Goods | VAT  | Cash taken | Payments | Goods | VAT  | Invoice total |
|------|-------|-------|------|------------|----------|-------|------|---------------|
| S    | 17.50 | 3.62  | 0.63 |            | 4.25     | 3.62  | 0.63 | 4.25          |

Regn. No.

Date 01/07/2004

Tel:

Fax:

Account No.

| Item Description               | Unit  | Quantity | Unit Price | Total Value | VAT Code |
|--------------------------------|-------|----------|------------|-------------|----------|
| DULUX TR SATINWOOD PBW         | 2.5LT | 1        | 18.29      | 18.29       | 1        |
| DULUX TR U/MATT WHITE          | 10LT  | 1        | 28.93      | 28.93       | 1        |
| GLID PRIMECOAT ACRY WD/PMR/UC  | 1LT   | 1        | 6.80       | 6.80        | 1        |
| E/A HEAVY DUTY SPONGE          | EACH  | 1        | 1.99       | 1.99        | 1        |
| EAC E156 GR80 A/O LBTY GRN     | 10MRO | 1        | 12.33      | 12.33       | 1        |
| EACE156 120 A/O LBTY GRN 115MM | 10MRO | 1        | 11.48      | 11.48       | 1        |
| STANLEY BUCKET 129929          | 3GAL  | 1        | 1.95       | 1.95        | 1        |
| DEC 1ST SUGAR SOAP GRANULES    | 500GR | 1        | 2.12       | 2.12        | 1        |
| DEC 1ST WHITE SPIRIT           | 2LT   | 1        | 1.39       | 1.39        | 1        |
| DEC 1ST TRUE GRIP FILLING KNF  | 100MM | 1        | 7.23       | 7.23        | 1        |
| POLY TR FINE SURFACE POLYFILLA | 1.75K | 1        | 8.50       | 8.50        | 1        |
| SHIELD PREMIER TACK CLOTHS     | 5PK   | 1        | 1.69       | 1.69        | 1        |

|           |        |
|-----------|--------|
| Sub Total | 102.70 |
| V.A.T.    | 17.98  |
|           | <hr/>  |
|           | 120.68 |
| Tendered  | 150.00 |
|           | 29.32  |

CASH INVOICE

Collection

Date req'd 05/07/2004  
Order type Collection

Plumbase No. [REDACTED]

| Product | Description of goods                    | Quantity | Unit | Price | Per     | Total | Payment | VAT |
|---------|-----------------------------------------|----------|------|-------|---------|-------|---------|-----|
| P000091 | EVODE DECOR FLEX FILLER WH 310ML 112926 | 4        | Each | 2.26  | -43.22% | 5.12  | 5.12    | \$  |

| Code | Rate     | Goods | VAT  | Cash taken | Payments | Goods | VAT  |
|------|----------|-------|------|------------|----------|-------|------|
|      | \$ 17.50 | 5.12  | 0.90 |            | 6.02     | 5.12  | 0.90 |

Invoice total 6.02



# Member's claim form

## Members' Allowances

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### Your details

Name in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

### 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 3-7-10 to 5-8-10

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 962:00 p ✓

Food

£ 100:00 p

Utilities

£ 29:99 p

Council Tax/Rates

£ 40:00 p

Telephone and telecommunications

£ 82:00 p

Cleaning

£ 100:00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 17:24 p

Other

£ 250:00 p

▶ please specify

petty cash - household items

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1581:23 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

I

MP

Date

18/8/04**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:

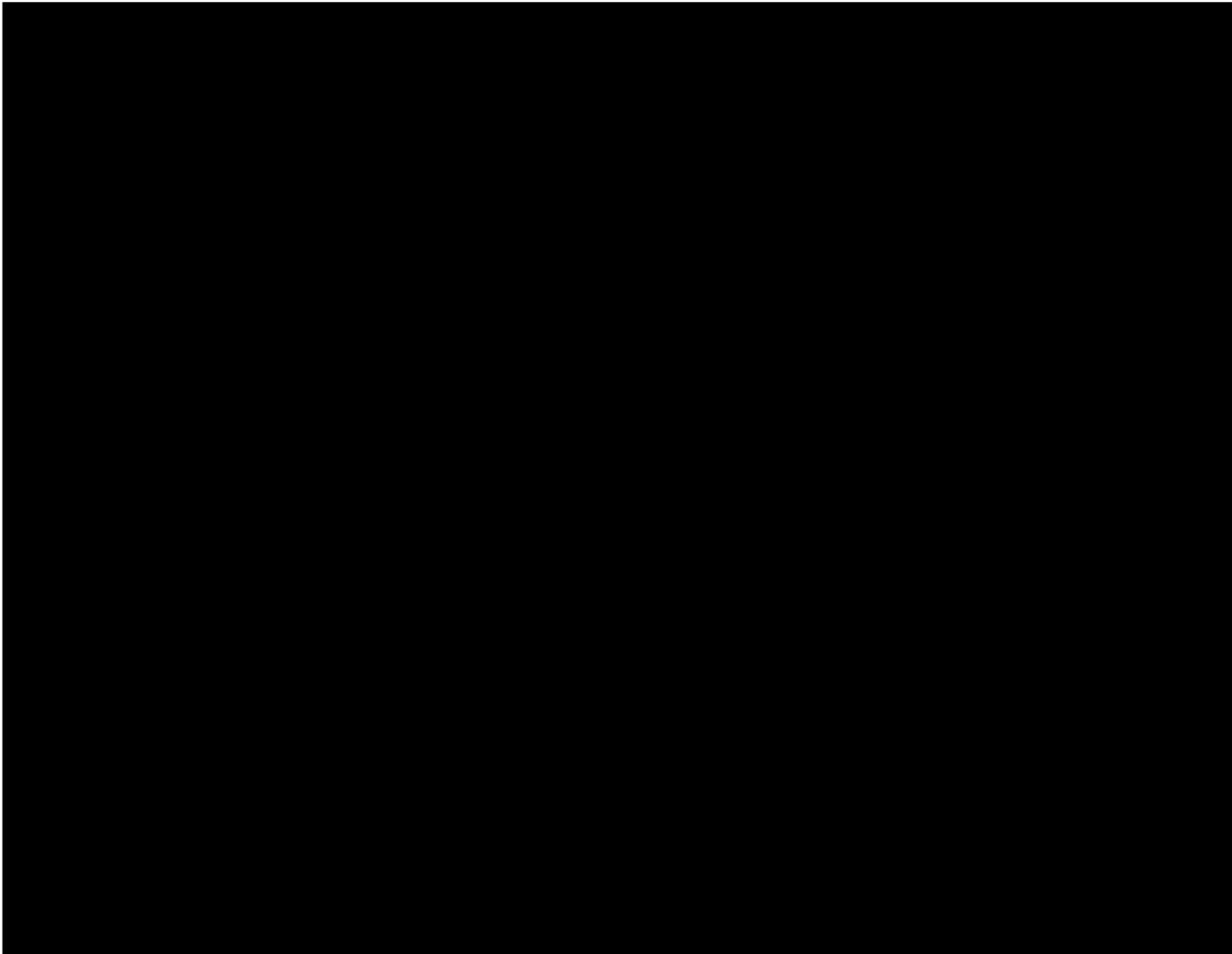
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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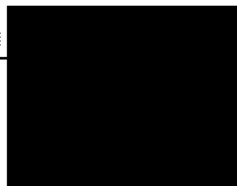


Apportionments in respect of  
service charge

732.39

Apportionments in respect of  
Ground rent

59.04







# 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

CLAIRE WARD

Constituency

WATFORD

## 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 31/6/04 to 12/7/04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 962:00 p

→ Document in file

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 791:43 p

Repairs/insurance/security

£ 17:24 p

Other

£ 1557:88 p

▶ please specify carpets - whole flat

Other

£ 710:88 p

▶ please specify Solicitors - fees

Other

£ 250:00 p

▶ please specify petty cash

Total

£ 4289:43 p



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

Period of claim

from 31.6.04

to 12.7.04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 962:00 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 791:43 p

Repairs/insurance/security

£ 17:24 p

Other

£ 1557:88 p

▶ please specify Carpets - whole flat

Other

£ 710:88 p

▶ please specify Solicitors - fees

Other

£ 250:00 p

▶ please specify petty cash

Total

£ 4289:43 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

12/7/04

**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

DATE  
11-07-04

| LOCATION                               | SIZE        | RANGE             | COLOUR | METRIC QUANTITY | METRIC UNIT PRICE      | IMPERIAL UNIT PRICE | TOTAL    |
|----------------------------------------|-------------|-------------------|--------|-----------------|------------------------|---------------------|----------|
| From                                   | 18.2 x 3.96 | That's My         | NAVY   | 72.07           | 39.99                  |                     | 2882.08  |
|                                        |             | Colour            |        | - 33.3          | + 20%                  |                     | 1,537.88 |
| Please cut:                            |             |                   |        |                 |                        |                     |          |
|                                        | 6.1         | → Reception       |        |                 |                        |                     |          |
|                                        | 5.7         | → BEDROOM 1       |        |                 |                        |                     |          |
|                                        | 3.5         | → BEDROOM 2       |        |                 |                        |                     |          |
|                                        | 2.9         | → HALL + EN-SUITE |        |                 |                        |                     |          |
| CARPET. Right cannot guarantee fitting |             |                   |        |                 |                        |                     |          |
| Cust. INSIST ON USING OWN SIZES.       |             |                   |        |                 |                        |                     |          |
|                                        |             |                   |        |                 | Reuse W/L and Grippers |                     |          |
|                                        |             |                   |        |                 | GRIPPER                |                     |          |
|                                        |             |                   |        |                 | SINGLE NAPLOCK         |                     |          |
|                                        |             |                   |        |                 | DOUBLE NAPLOCK         |                     |          |
|                                        |             |                   |        |                 | DELIVERY/H.S.L.        |                     | 20.00    |

|                   |         |
|-------------------|---------|
| TOTAL SALE        | 1557.88 |
| CASH TAKEN        | 1057.88 |
| PREVIOUS PAYMENTS | 500.00  |
| BALANCE PAYABLE   | —       |

RECEIVED 14 JUL 2002

Miss C Ward

**TAX INVOICE**

|                                                                                                                                                                                                                                                                                                                                                                                                                                          | DISBURSEMENTS | CHARGES |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------|
| <p><b>TO OUR PROFESSIONAL SERVICES RENDERED</b> in connection with the afore-mentioned purchase, making all Relevant searches, raising pre-contract enquiries, exchanging Contracts, investigating title, completing the transfer to you, completing arranging the stamping of the Transfer, registering at the Land Registry, and advising generally in connection therewith including all attendances and ancillary correspondence</p> |               | 475.00  |
| <p><b>TO OUR PROFESSIONAL SERVICES RENDERED</b> in connection with the mortgage, checking the mortgage offer, engrossing documentation, requesting advance monies, registering the mortgage at the Land Registry and advising generally in connection therewith</p>                                                                                                                                                                      |               | 100.00  |
| <p>Telegraphic Transfer Fee</p>                                                                                                                                                                                                                                                                                                                                                                                                          |               | 30.00   |
| <p>VAT thereon @17.5%</p>                                                                                                                                                                                                                                                                                                                                                                                                                |               | 605.00  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                          |               | 105.88  |

**TOTAL**



# Member's claim form

RECEIVED 14 JUL 2004

Members' Allowances

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Constituency

WATFORD

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### Notes

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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 / 6 / 04 to 30 / 6 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 408 : 75 p

Food

£ 200 : 00 p

Utilities

£ 29 : 75 p

Council Tax/Rates

£ 40 : 00 p

Telephone and telecommunications

£ 16 : 98 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 150 : 00 p

▶ please specify

petty cash

Other

£ : p

▶ please specify

Other

£ : p

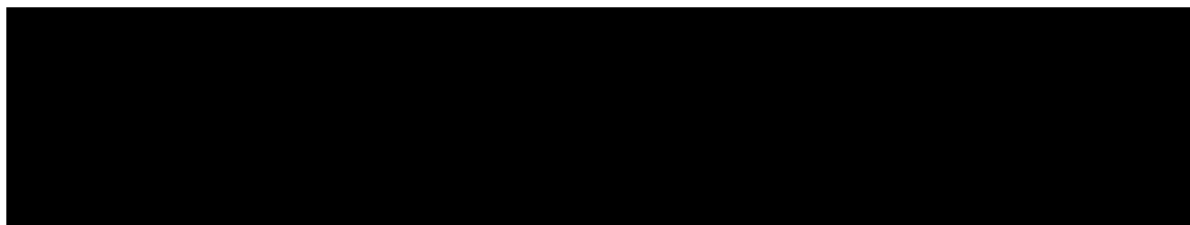
▶ please specify

Total

£ 925 : 48 p


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

Address of  
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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

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