



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

CLARE SHORT

Constituency

BIRMINGHAM LAUDWOOD

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 / 7 / 04 to 31 / 7 / 04

Total cost of hotel stays  
attach all receipts

£ — : — p

Mortgage payments  
(interest only) or rent

£ 916<sup>41</sup> : 07 p

Food

£ 200 : 00 p

Utilities

£ 143 : 37 p

Council Tax/Rates

£ 111 : 00 p

Telephone and telecommunications

£ 40 : 00 p

Cleaning

£ 113 : 00 p

Service/maintenance

£ 432 : 00 p

Repairs/insurance/security

£ : p

Other

£ 1450 : 00 p

Other

£ : p

Other

£ : p

Total

£ 3405 : 44 p

£862.51 L+G (enc)  
£ 53.56 Pre (previously enc)

water 46-87 (final pay 1-11-04)  
gas 58.50 monthly  
elec 38.00 "

(final pay 15/1/05)  
34-87 BT (enc)  
14.85 One Tel (enc)

(cleaning of windows)

garden 4 months @ £25 per week

▶ please specify repair chimney & roof.

▶ please specify

▶ please specify

**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] purpose of performing

Signature

Date

15 - 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

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

# INVOICE

Customer Name & Address:

MISS CLARE SHORT

Site Address:

\_\_\_\_\_  
\_\_\_\_\_  
← \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INVOICE No: \_\_\_\_\_

DATE: 07-07-04

QUOTE No: \_\_\_\_\_

ORDER No: \_\_\_\_\_

## DESCRIPTION OF WORK CARRIED OUT:

REPAIRS AND REPAIRMENT TO  
+ CHIMNEY.

CHIMNEY - 20 BRICKS CUT OUT AND  
REPLACED - OTHER AREA POINTED UP  
POTS LEVELLED AND RE-FLASHED.

ROOF AREAS - MAIN HOUSE ROOF AND  
KITCHEN ROOF - APPROX 700 CLAY  
TILES REPLACED. RIDGES POINTED

TOTAL COST INCLUDING ALL MATERIALS

£ 1450 00

Total to be paid

£ 1450 00

ROOF  
18/7/04

Ms CLARE SHORT

previous balance	payments received	credits	new charges including VAT	amount payable including VAT	due date
20.36	20.36	0.00	14.65	14.65	20/07/2004

**Total New Charges including VAT** 14.65  
VAT 17.5% 2.18

*This is not a VAT invoice  
(See Page 3 For Details)*

**One.Tel )))**

Ms CLARE SHORT

**this amount** 14.65  
**will be debited on** 20/07/2004  
**customer reference no.** [REDACTED]



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## Your details

Name  
in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LADYWOOD

## Claim details

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 / 8 / 04 to 31 / 8 / 04

Total cost of hotel stays  
attach all receipts

£ — : — p

Mortgage payments  
(interest only) or rent

£ 916 : 07 p ✓

£862.51 LG  
53.56 Pnc

Food

£ 200 : 00 p

Utilities

£ 143 : 37 p

water 46.87 (broad pay 1-11-04)  
Gas 58.50 monthly  
Elec 38.00

Council Tax/Rates

£ 111 : 00 p

(broad pay 15.1.08)

Telephone and  
telecommunications

£ 91 : 95 p

One Tel 16.95 (enc)  
T mobile 25.00 (bank statement enc)

Cleaning

£ 113 : 00 p

(cleaning of windows)

Service/maintenance

£ 100 : 00 p

garden 4 weeks @ £25 per week

Repairs/insurance/  
security

£ — : — p

Other

£ — : — p

▶ please specify \_\_\_\_\_

Other

£ — : — p

▶ please specify \_\_\_\_\_

Other

£ — : — p

▶ please specify \_\_\_\_\_

Total

£ 1675 : 39 p

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

Address of  
second home  
*for Additional  
Costs Allowance*

[Redacted area]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
[Redacted] purpose of performing

Signature

[Redacted signature]

Date

19 . 09 . 04

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# Bill

Period Ending 31/07/2004

Invoice Date 01/08/2004

Page 1 of 4

Ms CLARE SHORT

amount payable including VAT
16.95

due date
19/08/2004



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Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LAUDYWOOD

Claim details

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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 APRIL 2004 to 31 APRIL 2004

Total cost of hotel stays attach all receipts

£ - : - p

Mortgage payments (interest only) or rent

£ 824 : 74 p

Food

£ 200 : 00 p

Utilities

£ 141 : 53 p

Council Tax/Rates

£ 106 : 45 p

Telephone and telecommunications

£ 50 : 00 p

Cleaning

£ 103 : 00 p

Service/maintenance

£ - : - p

Repairs/insurance/security

£ - : - p

Other

£ 1022 : 00 p

Other

£ : p

Other

£ : p

Total

£ 2447 : 72 p

771.18 Lt G
53.56. Pm

Water 5.03
Gas 58.50
Electricity 80.00

BT 28 April 04 31.49 Some personal
DnTel 27 " 28.26

cleaning + windows actual.

please specify Garage Doors + Hinges

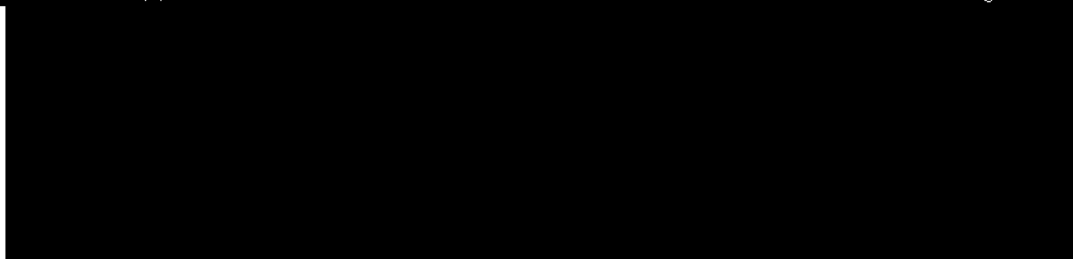
please specify

please specify



**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  
purpose of performing



Signature

Date

24-7-04

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MS C SHORT  
[Redacted]

[Redacted]

BILLING DATE 08/03/2004

PROPERTY ADDRESS IF DIFFERENT  
[Redacted]

[Redacted]

BILL FOR 2004/05	Increase From 2003/04
986.03	1.5%
80.08	12.5%
39.32	7.8%
<b>Total Council Tax for Band D - 2004/2005</b>	<b>1105.43</b>
	<b>2.4%</b>

PROPERTY VALUATION BAND [Redacted]

Total Council Tax for Band D - 2004/2005

# Sales Invoice

CLARE SHORT

V.A.T. Regd No: \_\_\_\_\_

Qty	Description	Amount exclusive of V.A.T. £	V.A.T. Net £
1	PAIR OF GARAGE DOORS IN TIMBER		
		992.00	
	2 PAIR OF HINGLES	30.00	
		1022.00	

Your account and bill number

CLARE SHORT MP

Date

**28 April 2004**

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

Bill for

**Total now due**

**£ 31.49**

1 March 2004

MS C SHORT

## Water services statement

1 April 2004

£45.03



RECEIVED

Member's claim form

Members' Allowances

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Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM

Claim details

Notes

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

Please list

Please attach

Period of claim

from 1 / 5 / 04 to 31 / 5 / 04

Total cost of hotel stays  
*attach all receipts*

£ — : — p

Mortgage payments  
*(interest only) or rent*

£ 824 : 74 p

771.18 LG  
58.56. Pm

Food

£ 200 : 00 p

Utilities

£ 141 : 53 p

Water 45.03 actual (April - Nov)  
Gas 58.50 Direct Debit  
Electricity 38.00 " "

Council Tax/Rates

£ 111 : 00 p

actual (last payment 15.01.05)

Telephone and telecommunications

£ 50 : 00 p

£8.99 One Tel Mobile £60.00

Cleaning

£ 103 : 00 p

86.00 cleaning  
17.00 windows

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 1350 : 00 p

▶ please specify Fit & Paint Garage & Back Door

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2790 27 p

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

Address of  
second home  
*for Additional  
Costs Allowance*

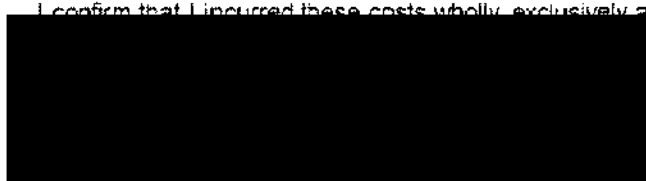


0

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
[redacted] for the purpose of performing

Signature



MP

Date

4 - 7 - 04

**Data protection**

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CARPENTRY SERVICES

26<sup>th</sup> May 2004

To: Clare Short

**RECEIPT OF PAYMENT FOR:**

Fit & paint new garage doors  
Supply, fit & paint new back door  
Removal of all rubbish

**Total**

**£1350.00**





# Bill

Period Ending 30/04/2004

Invoice Date 01/05/2004

Ms CLARE SHORT

amount  
payable  
including VAT

8.99

due date

25/05/2004



# Member's claim form

## Members' Allowances

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## Your details

Name  
in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LAUDYWOOD

## Claim details

Notes

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 June 04 to 30 June 04

Total cost of hotel stays  
attach all receipts

£ — : — p

Mortgage payments  
(interest only) or rent

£ 845 : 89 p

792.33  
53.56

Food

£ 200 : 00 p

Utilities

£ 141 : 53 p

Water 45.08  
Gas 58.50  
Elec 38.00

Council Tax/Rates

£ 111 : 00 p

last payment 15.01.05.

Telephone and  
telecommunications

£ 15 : 00 p

Tel 20.36

Cleaning

£ 103 : 00 p

86.00 cleaning  
17.00 windows

Service/maintenance

£ — : — p

Repairs/insurance/  
security

£ — : — p

Other

£ — : — p

▶ please specify

Other

£ — : — p

▶ please specify

Other

£ — : — p

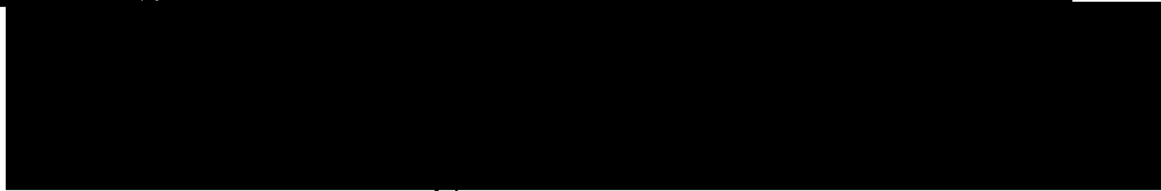
▶ please specify

Total

£ 1416 : 42 p

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

Address of  
second home  
for Additional  
Costs Allowance



0

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable  
purpose of performing



Signature

Date

4 - 7 - 04

**Data protection**

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

**Bill**

Invoice Date 01/06/2004

Page 1 of 4

Ms CLARE SHORT

<b>amount payable including VAT</b>
20.36

<b>due date</b>
23/06/2004

DATE: 25th May 2004

Ms C Short

Dear Ms Short

PROPERTY:

**VARIATION IN MORTGAGE INTEREST RATE**

The interest rate charged to your loan has changed. The new interest rate and payment applicable are as follows:

<u>Old Rate(%)</u>	<u>New Rate(%)</u>	<u>Effective Date</u>	<u>Total New Payment</u>	<u>Payment Effective Date</u>
5.25%	5.50%	1st Jun 2004	£792.33	1st Jun 2004



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Your details

Name  
in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LADYWOOD

Claim details

Notes

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- 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 / 9 / 04 to 30 / 9 / 04

Total cost of hotel stays  
attach all receipts

£ — : — p

Mortgage payments  
(interest only) or rent

£ 856 : 06 p

Food

£ 200 : 00 p

Utilities

£ 143 : 37 p

Council Tax/Rates

£ 111 : 00 p

Telephone and  
telecommunications

£ 28 : 49 p

Cleaning

£ 113 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/  
security

£ — : — p

Other

£ — : — p

Other

£ — : — p

Other

£ — : — p

Total

£ 1552 : 02 p

£802.60 legal & Gen (enc)  
53.56 Prudential (evidence sent)

water 46 87  
Gas 58.50 monthly  
Electricity 38.00

Tel - 28.49 enc.

Cleaning of windows &  
garden 4 weeks @ £25 per week.

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

necessarily to enable  
purpose of performing

Date

12 - 12 - 04

**Data protection**

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# Bill

Period Ending 31/08/2004

Invoice Date 01/09/2004

Ms CLARE SHORT

amount payable including VAT	due date
28.49	22/09/2004





Member's claim form

Members' Allowances

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Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LADYWOOD

Claim details

Notes

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

Please list

Please attach

Period of claim

from 1 Oct 04 to 31 Oct 04

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 856 : 06 p

£802.60 / 53.56

Food

£ 200 : 00 p

Utilities

£ 147 : 37 p

water 46.87 (hotel pay 1.11.05)  
gas 58.50  
electricity 42.00 - enc.

Council Tax/Rates

£ 111 : 00 p

(hotel pay 15.1.05)

Telephone and telecommunications

£ 80 : 90 p

Mobile 50.00 - see bank statement  
Tel 16.69 - enc  
34.21 - enc

Cleaning

£ 113 : 00 p

cleaning & windows  
garden & weeks @ £25

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ — : — p

Other

£ — : — p

▶ please specify

Other

£ — : — p

▶ please specify

Other

£ — : — p

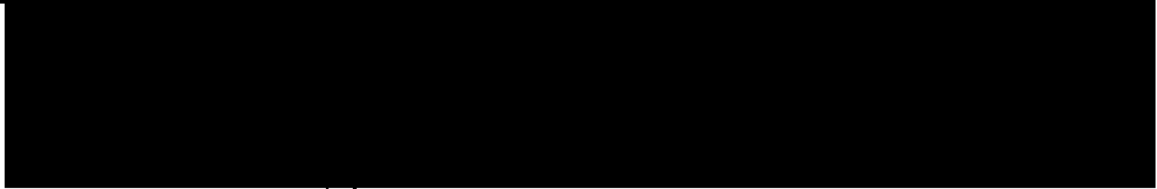
▶ please specify

Total

£ 1608 : 33 p

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

Address of  
second home  
for Additional  
Costs Allowance



0

**Declaration**

Signature



necessarily to enable  
purpose of performing

Date

12 - 12 - 04

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[REDACTED]  
MRS CLARE SHORT

[REDACTED]  
14/09/2004  
[REDACTED]

[REDACTED]

At the settlement date we would normally ask you to pay any shortfall in full. Therefore to prevent you from having to pay this settlement bill we have increased your monthly payment to £42.00 with effect from your next monthly payment.

[REDACTED]

# Bill

Period Start 01/09/2004  
Period Ending 30/09/2004

Invoice Date 01/10/2004

[Redacted]

Ms CLARE SHORT

[Redacted]

amount payable including VAT	due date
16.69	21/10/2004

Your account and bill number

CLARE SHORT MP

Date  
27 October 2004

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

Bill for

**Total now due** **£ 34.21**

*Please make sure we receive the total now due by*



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Name in CAPITAL LETTERS

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Constituency

BIRMINGHAM LADYWOOD

Claim details

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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 / 11 / 04 to 31 / 11 / 04

Total cost of hotel stays  
attach all receipts

£ - : - p

Mortgage payments  
(interest only) or rent

£ 856 : 06 p

£802  
£53.56

Food

£ 200 : 00 p

Utilities

£ 147 : 87 p

Water 46.87 (hand pay 1-11-04)  
Gas 58.50  
Elec. 42.00

Council Tax/Rates

£ 111 : 00 p

(hand pay 15-1-05)

Telephone and telecommunications

£ 32 : 74 p

Tel 12.74 etc  
Mobile 20.00

Cleaning

£ 113 : 00 p

cleaning & windows

Service/maintenance

£ 100 : 00 p

garden

Repairs/insurance/security

£ 1254 : 00 p

Other

£ 236 : 55 p

▶ please specify

Other

£ 69 : 80 p

▶ please specify

Other

£ : p

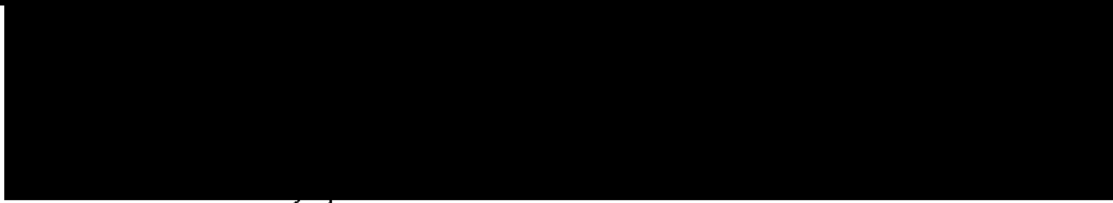
▶ please specify

Total

£ 3120 : 52 p

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

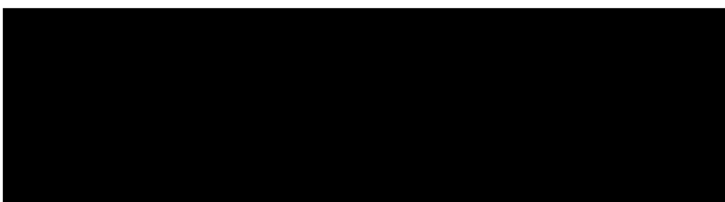
Address of  
second home  
*for Additional  
Costs Allowance*



0

**Declaration**

Signature



necessarily to enable  
purpose of performing

Date

12 - 12 - 04

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11/11/2004

MS C SHORT

Legal & General Mortgages

Dear MS C SHORT

PROPERTY INSURANCE RENEWAL DETAILS

Your property insurance will shortly be due for renewal. Please find below a summary of your cover, together with details of your premiums. Provided no changes are required your cover will be automatically renewed and the premium shown collected with your next mortgage payment.

Renewal Details

Buildings Sum Insured :	£ 155,008
Renewal Date :	12/12/2004

Number of Instalments :

Instalment to be collected with next mortgage payment (inclusive of Insurance Premium Tax at the current rate. This rate is subject to change by legislation)	£ 1,254.00
---	------------



# Bill

Period Ending 31/10/2004

Invoice Date 01/11/2004

Ms CLARE SHORT /

amount  
payable  
including VAT

12.74

due date

23/11/2004



# INVOICE

Customer Name & Address:

MRS C SHORT

Site Address:

INVOICE No:

DATE: 18-11-04

DESCRIPTION OF WORK CARRIED OUT:

MODIFICATIONS TO SUPPORTS / SEAT IN  
BATH / BATHING UNIT

MATERIALS

24

80

LABOUR 3 HRS x £15. P.H

45

00

Total to be paid £ 69 80

Financial Processing }

Transaction No.

Registration No.



**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedicat

**Text**

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

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

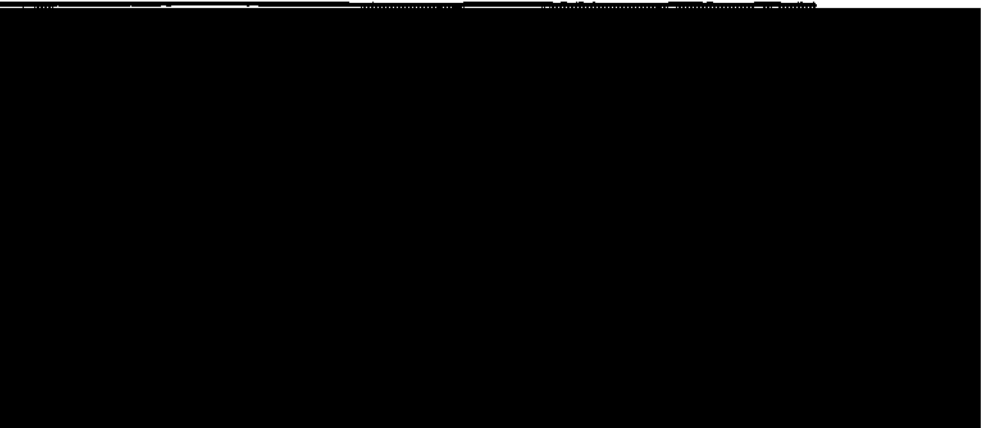
<i>Mortgage documentation held</i>
<i>Addresses comply with central records</i>
<i>Invoices relate to 2<sup>nd</sup> home address</i>
<i>Budget checked</i>
<i>Claim signed</i>
<i>Claim correctly dated</i>

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

*\* Financial Processing p*

*Registered by (initials &*

*Posted by (initials & da*





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

CLARE SHORT

Constituency

BIRMINGHAM LADYWOOD.

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 Nov 04 to 30 Nov 04

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 856 : 06 p

Food

£ 200 : 00 p

Utilities

£ 147 : 37 p

Council Tax/Rates

£ 111 : 00 p

Telephone and telecommunications

£ 43 66 : 95 p

Cleaning

£ 113 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ — : — p

Other

£ — : — p

▶ please specify

Other

£ — : — p

▶ please specify

Other

£ — : — p

▶ please specify

Total

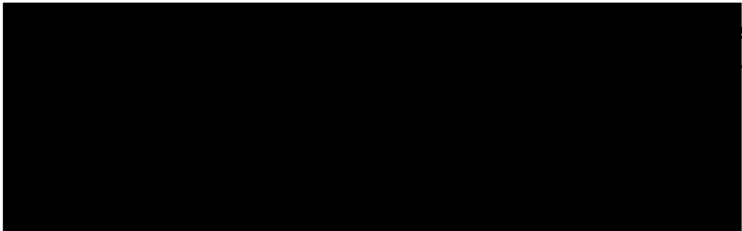
£ 1594 : 38 p

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

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**



Signature

necessarily to enable  
purpose of performing

Date

10 . 4 . 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

Your account and bill number

CLARE SHORT MP

Date  
**17 November 2004**

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

## Reminder

for

Total now overdue

**£ 34.21**



# Member's claim form

## Members' Allowances

About filling in this form

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### Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM

### Claim details

#### Notes

You can only claim for

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- 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 Dec 04 to 31 Dec 04

Total cost of hotel stays  
*attach all receipts*

£ — : — p

Mortgage payments  
*(interest only) or rent*

£ 856 : 16 p

Prudential £53.56  
LHG £802.60

Food

£ 200 : 00 p

Utilities

£ 100 : 50 p

Gas £58.50  
Electricity £42.00

Council Tax/Rates

£ 111 : 00 p

(final payment 15.1.05)  
tel £48.16

Telephone and telecommunications

£ 48 : 16 p

Cleaning

£ 113 : 00 p

cleaning of windows

Service/maintenance

£ 100 : 00 p

garden

Repairs/insurance/  
security

£ — : — p

Other

£ — : — p

▶ please specify

Other

£ — : — p

▶ please specify

Other

£ — : — p

▶ please specify

Total

£ 1525 : 81 p



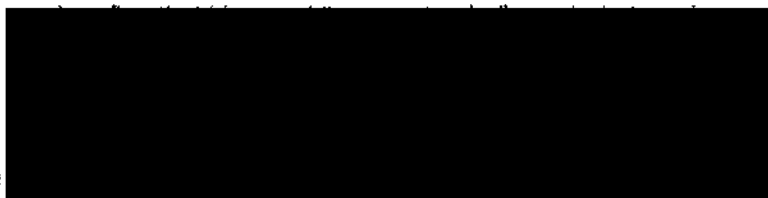
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

Signature



...arily to enable  
...ose of performing

Date

10 . 4 . 05

**Data protection**

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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

# Bill

Period Ending 30/11/2004

Invoice Date 01/12/2004

Ms CLARE SHORT

amount  
payable  
including VAT

45.16

due date

24/12/2004



# 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

CLARE SHORT

Constituency

BIRMINGHAM LAUDWOOD

## 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 Jan '05 to 31 Jan '05

Total cost of hotel stays  
attach all receipts

£ — : — p

Mortgage payments  
(interest only) or rent

£ 856 : 06 p

Food

£ 200 : 00 p

Utilities

£ 110 : 50 p

Council Tax/Rates

£ 111 : 00 p

Telephone and telecommunications

£ ~~111~~ <sup>111</sup> : 87 p

Cleaning

£ 113 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/  
security

£ 1,256 : 04 p

- insurance

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2858 : 47 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

Date

[Redacted Signature] necessarily to enable  
purpose of performing

10 . 4 . 05

**Data protection**

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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

**Bill**

Invoice Date 01/01/2005

Ms CLARE SHORT

amount payable including VAT	due date
61.88	25/01/2005

Your account and bill number

CLARE SHORT MP

Date

27 January 2005

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

Bill for

**Total now due**

**£ 34.49**

Dear Miss Short,

Your balance is in debit by

**£65.33**

This balance will be carried forward.

Date 22 December 2004

Ms C Short

Dear Ms Short

**Insurance Renewal**

We have identified an error relating to your mortgage payment and insurance premium, which was due 30 November 2004, following renewal of your annual insurance cover with effect 1 December 2004.

You were advised that the Building Sum Insured was £155,008 with an annual premium of £1,254.00, however we have established that these figures are incorrect, in addition we did not collect the premium with your November mortgage payment.

I enclose a revised renewal notice and policy documents and confirm the correct Building Sum Insured is £155,262 with an annual premium of £1,256.04.



Date 22/12/2004

MS C SHORT

Dear MS C SHORT

PROPERTY INSURANCE RENEWAL DETAILS

Your property insurance will shortly be due for renewal. Please find below a summary of your cover, together with details of your premiums. Provided no changes are required your cover will be automatically renewed and the premium shown collected with your next mortgage payment

Renewal Details

Buildings Sum Insured : £ 155,262

Renewal Date : 12/12/2005

Type of Cover :

Number of Instalments :

Instalment to be collected with next mortgage payment (inclusive of Insurance Premium Tax at the current rate. This rate is subject to change by legislation)

£ 1,256.04



# 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

CLARE SHORT

Constituency

BIRMINGHAM LADYWOOD

## 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 / Feb / 05 to: 28 / Feb / 05

Total cost of hotel stays  
attach all receipts

£ — : — p

Mortgage payments  
(interest only) or rent

£ 856 : 16 p

Food

£ 200 : 00 p

Utilities

£ 117 : 50 p

Council Tax/Rates

£ — : — p

Telephone and  
telecommunications

£ 52 : 89 p

Cleaning

£ 113 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/  
security

£ — : — p

Other

£ — : — p

▶ please specify

Other

£ — : — p

▶ please specify

Other

£ — : — p

▶ please specify

Total

£ 1439 : 55 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

Date

\_\_\_\_\_

10 - 4 - 08

\_\_\_\_\_

\_\_\_\_\_sarily to enable  
\_\_\_\_\_pose of performing

**Data protection**

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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



**Bill**

Invoice Date 01/02/2005

Ms CLARE SHORT



<b>amount payable including VAT</b>	<b>due date</b>
<b>52.89</b>	<b>22/02/2005</b>



# 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

CLARE SHORT

Constituency

BIRMINGHAM LABYWOOD

## 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 March 05 to 31 March 05

Total cost of hotel stays  
attach all receipts

£ — : — p

Mortgage payments  
(interest only) or rent

£ 856 : 06 p

Food

£ 200 : 00 p

Utilities

£ 117 : 50 p

Council Tax/Rates

£ — : — p

Telephone and  
telecommunications

£ 61 : 46 p

Cleaning

£ 113 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/  
security

£ — : — p

Other

£ — : — p

▶ please specify \_\_\_\_\_

Other

£ — : — p

▶ please specify \_\_\_\_\_

Other

£ — : — p

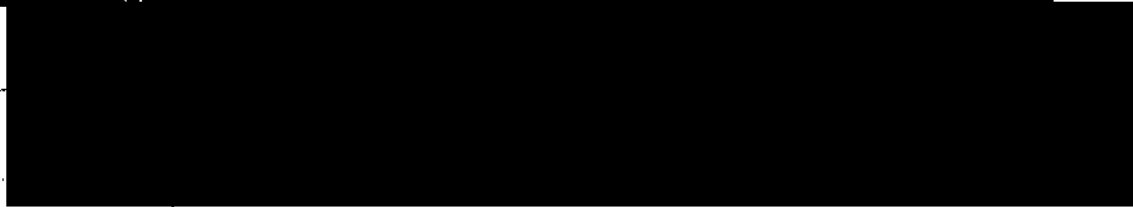
▶ please specify \_\_\_\_\_

Total

£ 1448 : 02 p

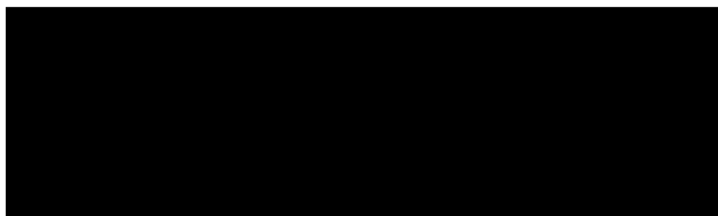
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

Signature



narily to enable  
pose of performing

Date

10 - 4 - 05

**Data protection**

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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

 **Bill**

Invoice Date 01/03/2005

Ms CLARE SHORT



<b>amount payable including VAT</b>	<b>due date</b>
<b>61.46</b>	<b>24/03/2005</b>