



Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 18
- If you have any doubt about whether you can claim for a cost please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LADYWOOD

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 each hotel stay over if it is less than £250

Period of claim

from 1 March 06 to 31 March 06

Total cost of hotel stays attach all receipts

£ - : - p

Mortgage payments (interest only) or rent

£ 879 : 15 p

Food

£ 200 : 00 p

Utilities

£ 130 : p

Council Tax/Rates

£ - : - p

Telephone and telecommunications

£ 130 : 00 p

Cleaning

£ 87 : 00 p

Service/maintenance

£ 78 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

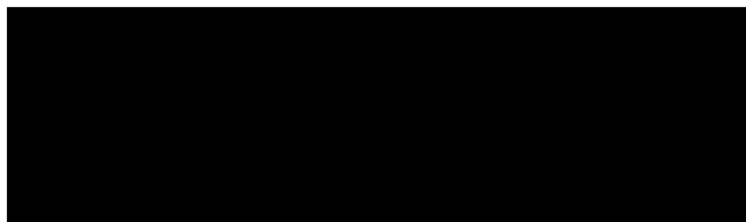
£ 1504 : 15 p

Details of second home *if applicable*

**Address of
second home**
*for Additional
Costs Allowance*

Declaration

Signature



...rily to enable
...se of performing

Date

14. 4. 06

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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**Send your completed
form to**

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



Member's claim form

About filling in this form

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Your details

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Constituency

BIRMINGHAM LADYWOOD

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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.

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

Period of claim

from 1 Feb 06 to 28 Feb 06

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 879 : 15 p

Food

£ 200 : 00 p

Utilities

£ 130 : 00 p

Council Tax/Rates

£ — : — p

Telephone and telecommunications

£ 160 : 00 p

Cleaning

£ 87 : 00 p

Service/maintenance

£ 78 : 00 p

Repairs/insurance/security

£ 1545 : 64 p

Other

£ 148 : 44 p

Other

£ : p

Other

£ : p

Total

£ 3228 : 23 p

£52.50 Gas £73.50 Elec.

Paint Exterior Bill Enclosed

▶ please specify Maintenance Boiler

▶ please specify

▶ please specify

Please pay £2554.27

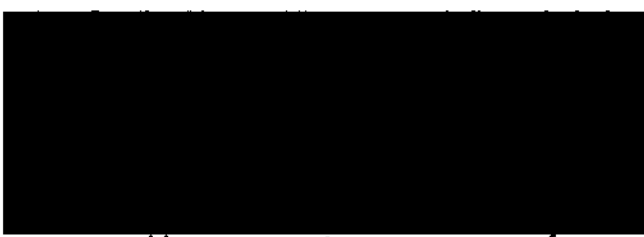
Details of second home *if applicable*

Address of second home
for Additional Costs Allowance



Declaration

Signature



and necessarily to enable
for the purpose of performing

MP

Date

14.4.06

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

INVOICE

Customer Name & Address:

MISS C SHORT

Site Address:

INVOICE No:

DATE:

QUOTE

ORDER No:

DESCRIPTION OF WORK CARRIED OUT:

£

p

REPAINT EXTERIOR OF PROPERTY

INCLUDING RE-VARNISH CONSERVATORY
RE PUTTY AND REPLACE CRACKLED
WINDOW PANEES.

RE-PAINTING OF INTERIOR OF PORCH.

LABOUR TOTAL

£ 1300 00

MATERIALS

245 64

Total to be paid

1545 64

NOTES/COMMENTS:

Customer/Occupier: Name

Signature

Date

Time



13 FEB 2006

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Your details

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CLARE SHORT

Constituency

BIRMINGHAM LAOYWOOD.

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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 JAN 06 to 31 JAN 06

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 879 : 15 p ✓

Food

£ 200 : 00 p

Utilities

£ 117 : 50 p

Council Tax/Rates

£ 144 : 00 p

Telephone and telecommunications

£ 150 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 144 : 00 p

Repairs/insurance/security

£ 2013 : 72 p

Other

£ — : — p

▶ please specify

Other

£ — : — p

▶ please specify

Other

£ — : — p

▶ please specify

Total

£ 3698 : 37 p

£ 3698.37 please p

Details of second home *if applicable*

**Address of
second home**
*for Additional
Costs Allowance*

Declaration

Signature

[Redacted Signature]

ed necessarily to enable
for the purpose of performing

MP

Date

10 - 2 06

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[REDACTED]
06/01/2006

MS C SHORT
[REDACTED] [REDACTED]

Dear MS C SHORT

Property Insurance Renewal Details for Ms C Short
[REDACTED]

Renewal Details

Buildings Sum Insured:	£ 167,124
Period of Cover:	From: 12/12/2005 To: 11/12/2006
Type of Cover:	CF (Combined Full)
Number of Instalments:	1
Total Annual Premium excluding IPT:	£ 1,284.44
Insurance Premium Tax (IPT):	£ 67.60
Annual Premium Payable including IPT:	£ 1,352.04
Instalment to be collected with next mortgage payment (inclusive of IPT):	£ 1,352.04

[REDACTED]

ALBERT STEVENS and SON.

INVOICE

Customer Name & Address

MISS C SHIRT

Site Address:

INVOICE No:

DATE:

19-1-06

QUOTE No:

ORDER No:

DESCRIPTION OF WORK CARRIED OUT:

£

p

VARIOUS JOBS DONE DURING 2005

- REPAIR TO KITCHEN TILED FLOOR
- REPAIR TO DAMAGED FENCE PANELS
- REPAIRS TO KITCHEN CUPBOARDS AND DRAWERS
- RE-SEAL FIRE SURROUND REAR LIVING RM.
- REPLACE WINDOW LATCH
- REPLACEMENT INTERIOR PARTS FOR FRIDGE

150 00

38 70

d 188 70

INVOICE

Customer Name & Address:

WJ SHORS

Site Address:



INVOICE No:

DATE:

19-1-06

QUOTE No:

ORDER No:

DESCRIPTION OF WORK CARRIED OUT:

£

p

REPLACES SUMMERHOUSE ROOF
WITH POLY CARBONATE PANELS AND
SUPPORT RAILS.

MATERIALS

143

87

LABOUR

95

00

paid 22/01/06

Total to be paid

238

87

NOTES/COMMENTS:

Customer/Occupier: Name _____

Signature _____

Date _____

Time _____

INVOICE

Customer Name & Address:

MISS C SHARP

Site Address:

INVOICE No: [REDACTED]

DATE: 19-1-06

QUOTE No: _____

ORDER No: _____

DESCRIPTION OF WORK CARRIED OUT:

£

p

REPLACE RADIATOR IN KITCHEN.

MATERIALS RADIATOR

93

79

SUNDRY FITTINGS

11

32

HIRE PIPE FREEZER

34

00

LABOUR

95

00

Total to be paid

234

11



Additional Costs Allowance

ACA2

10 JAN 2006

Member's claim form

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Your details

Name in CAPITAL LETTERS

CLARE SPURD

Constituency

BIRMINGHAM LADYWOOD

Claim details

You can only claim for

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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 Dec 05 to 31 Dec 05

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 879 : 15 p

Food

£ 200 : 00 p

Utilities

£ 117 : 50 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 124 : 00 p

Repairs/insurance/security

£ 140 : 00 p

Other

£ : p

Gas £68.50
Elec £49.00

last payment Jan

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1754 : 65 p

£100 garden £24 windows
Electrician

Details of second home *if applicable*

**Address of
second home**
*for Additional
Costs Allowance*

Declaration

Signature

...sively and necessarily to enable
...home for the purpose of performing

... MP

Date

31 - 12 - 05 .

Data protection

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Member's claim form

21 DEC 2005

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Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LADYWOOD

Claim details

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- 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 / Nov / 05

to 31 / Nov / 05

Total cost of hotel stays

£ - : - p

attach all receipts

Mortgage payments (interest only) or rent

£ 879 : 15 p ✓

Food

£ 200 : 00 p ✓

Utilities

£ 168 : 82 p ✓

Council Tax/Rates

£ 114 : 00 p ✓

Telephone and telecommunications

£ 100 : 00 p ✓

Cleaning

£ 80 : 00 p ✓

Service/maintenance

£ 145 : 00 p ✓

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1687 : 97 p

Gas 68.50 Elec 49.00 water 51.32 (up to Nov)

last pay Jan

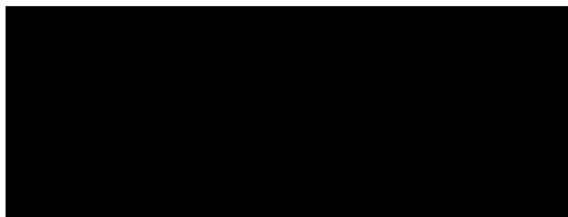
Garden £10 windows £36

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

Signature



...ely and necessarily to enable
...me for the purpose of performing

MP

Date

18.12.05

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Additional Costs Allowance

ACA2

Member's claim form

21 DEC 2005

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Your details

Name
in CAPITAL LETTERS

Constituency

CLARE SHORT

BIRMINGHAM LADYWOOD

Claim details

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.

Please list

Please attach

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

Period of claim

from 01 / 12 / 2005 to 31 / 01 / 2006

Total cost of hotel stays
attach all receipts

£ — : — p

Mortgage payments
(interest only) or rent

£ 879 : 15 p ✓

Food

£ 200 : 00 p ✓

Utilities

£ 168 : 82 p ✓

Council Tax/Rates

£ 114 : 00 p ✓

Telephone and
telecommunications

£ 100 : 00 p ✓

Cleaning

£ 80 : 00 p ✓

Service/maintenance

£ 124 : 00 p ✓

Repairs/insurance/
security

£ : : p

Other

£ : : p

▶ please specify

Other

£ : : p

▶ please specify

Other

£ : : p

▶ please specify

Total

£ 1665 : 97 p

29 DEC 2005

Gas - 68.50 (Dec 49.00)
Water 51.32 (up to Nov)

last payment Jan

£100 Garden £24 windows

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

18. 12. 05

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Additional Costs Allowance

04 OCT 2005

ACA2

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Your details

Name in CAPITAL LETTERS

LUTHE SHOOT

Constituency

BIRMINGHAM LITWOOD

Claim details

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.

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 1 109 105 to 30 109 105

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 802 : 60 p ✓

Food

£ 200 : 00 p ✓

Utilities

£ 168 : 82 p ✓

Council Tax/Rates

£ 114 : 00 p ✓

Telephone and telecommunications

£ 100 : 76 p

Cleaning

£ 113 : 00 p

Service/maintenance

£ 120 : 00 p

Repairs/insurance/security

£ 439 : 00 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

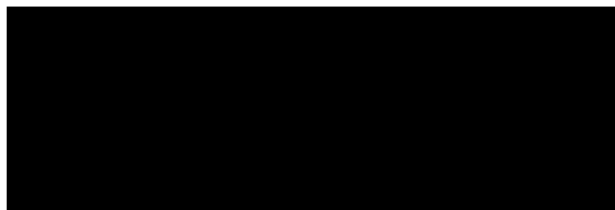
£ 2058 : 18 p ✓

Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*

Declaration

Signature



and necessarily to enable
for the purpose of performing

MP

Date

3 Oct 05

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INVOICE

Customer Name & Address:

MISC C SHORT

Site Address:

INVOICE No:

DATE: 10-9-05

QUOTE No:

ORDER No:

DESCRIPTION OF WORK CARRIED OUT:

£

p

OVERHAUL OF CONSERVATORY ROOF.

FLASHINGS AND SEALS TO GLAZING
BARS ETC STRIPPED OFF.

GLAZING BARS RE-SEALED AND
MADE GOOD

LABOUR
MATERIALS

130 00

42 00

Total to be paid

172 00

NOTES/COMMENTS:

Customer/Occupier: Name

Signature

INVOICE

Customer Name & Address:

MISS C SHORT

Site Address:

INVOICE No:

DATE: 10-9-05

QUOTE No:

ORDER No:

DESCRIPTION OF WORK CARRIED OUT:

£

p

CARRY OUT REMEDIAL WORK TO UNDERSTAIRS BOILER cupboard PER SPECIFICATION LIST FROM WORCESTER BOSCH

- BOARD OVER WINDOW
- PROVIDE VENTS AT LOW AND HIGH LEVEL TO EXTERIOR WALL
- ARRANGE ~~EARTH~~ EARTH BONDING TO ALL PIPEWORK

LABOUR

200 00

MATERIALS

67 00

Total to be paid

267 00

NOTES/COMMENTS:

Customer/Occupier: Name

Signature



Additional Costs Allowance

Member's claim form

ACA2

20 SEP 2008

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Constituency

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Please list

Please attach

Period of claim

from 1 / 08 / 08

to 31 / 08 / 08

Total cost of hotel stays

£ — : — p

attach all receipts

Mortgage payments

£ 802 : 60 p

(interest only) or rent

Food

£ 200 : 00 p

Utilities

£ 168 : 82 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ 53 : 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

£ 1551 : 65 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

_____ usively and necessarily to enable
home for the purpose of performing

MP

Date

18. 9. 05

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



Additional Costs Allowance

ACA2

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Your details

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Constituency

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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 / 07 / 05

to 31 / 07 / 05

Total cost of hotel stays

£ — : — p

attach all receipts

Mortgage payments (interest only) or rent

£ 802 : 60 p

Food

£ 200 : 00 p

Utilities

£ 168 : 82 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ 100 : 23 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

£ 1595 : 65 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

Signature

MP

Date

18 9 05

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

**Send your completed
form to**

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



Additional Costs Allowance

ACA2

Member's claim form

20 SEP 2005

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 1340.

Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LADYWOOD

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 / 05 to 30 / 6 / 05

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 802 : 60 p

Food

£ 200 : 00 p

Utilities

£ 168 : 82 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ 106 : 79 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

£ 1605 : 21 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 claim for the purpose of performing

Signature

MP

Date

18-9-05

Data protection

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Send your completed
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Member's claim form

20 SEP 200

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

CLARE SHORT

Constituency

BIRMINGHAM LADYWOOD

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 ho

Period of claim

from 6 / 05 / 05 to 31 / 05 / 05

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 802 : 60 p

Food

£ 200 : 00 p

Utilities

£ 168 : 82 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ 123 : 68 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

£ 1622 : 10 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
[REDACTED] for the purpose of performing

Signature

MP

Date

18.9.05

Data protection

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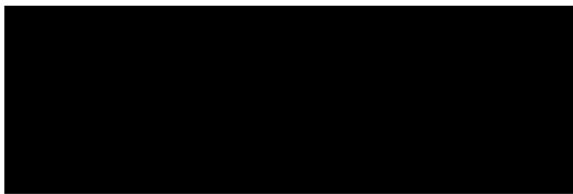
Send your completed
form to

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

PARLIAMENTARY COMMUNICATIONS
DIRECTORATE

01 JUN 2006

SECURE REMOTE BROWSER ACCESS
TOKEN APPLICATION

<i>This section to be completed by the requestor¹ (Refer to terms and conditions)</i>	
Members Name	Clare Short
Constituency /	Birmingham Ladywood
Number of Tokens Required	3
Token User's Name ²	Clare Short
Token User's Email	
Token User's Name	
Token User's Email	
Token User's Name	
Token User's Email	
Address for the delivery of the tokens:	
Clare Short MP House of Commons London SW1A 0AA	
Please charge these costs direct to my Incidental Expenses Provision (IEP) £ 150.00	
Requestor's Signature	
	

On completion please pass the form to Nathaniel Burrows, Parliamentary Communications Directorate, 4th Floor, 7 Millbank, SW1P 3JA

05-06

¹ Please type or use capital letters

² Repeat section for each token user