

Finance and Administration			Reason for Amendment:						
Prepared by: [REDACTED]			Recovery of Prior Year Funds 05/06						
Authorised by: [REDACTED]									
Date: 27/07/07									

Transfer Description	Account Code								Debit £	Credit £
		Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7		
Recovery of Prior year funds	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		4,950.32
									4,950.32	

Total	4,950.32	4,950.32
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All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference:

Date received: Input by: (Signature)

Date Input onto Computer: Checked by: (Signature)



Additional Costs Allowance

ACA2

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- 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 LABYWOOD

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

Please list

Please attach

Period of claim

from 1 / 2 / 07 to 28 / 2 / 07

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 176 : 67 p

Food

£ 200 : 00 p

Utilities

£ 204 : 27 p

Council Tax/Rates

£ — : — p

Telephone and telecommunications

£ 1153 : 96 p

Cleaning

£ 1180 : 00 p

Service/maintenance

£ 120 : 00 p

Repairs/insurance/security

£ 60 : 00 p

Other

£ 120 : 00 p

▶ please specify

Garden

Other

£ 80 : 00 p

▶ please specify

Windows

Other

£ : p

▶ please specify

Total

£ 1264 : 90 p

Details of second home

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

Date

Signature
to enable
use of performing

4 - 5 - 07

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



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

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.
- 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 / 3 / 07 to 31 / 3 / 07

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 176 : 67 p

Food

£ 200 : 00 p

Utilities

£ 204 : 27 p

Council Tax/Rates

£ 150 : 00 p

Telephone and telecommunications

£ 109 : 87 p CS

Cleaning

£ 180 : 00 p

Service/maintenance

£ 130 : 00 p

Repairs/insurance/security

£ 75 : 00 p

Other

£ 120 : 00 p

▶ please specify

Garden

Other

£ 50 : 00 p

▶ please specify

Windows

Other

£ : p

▶ please specify

Total

£ 1286 : 06 p

Details of second home *if applicable*

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

Declaration

Signature

Date

4.4.07

to enable
of performing

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23 JAN 2007

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

CLARE SIFORT

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.
- all items costing £250 or more and include receipts – except for food for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 1 / 07 to 31 / 1 / 07

Total cost of hotel stays attach all receipts

£ - : - p

Mortgage payments (interest only) or rent

£ 177 : 79 p ✓

Food

£ 200 : 00 p ✓

Utilities

£ ~~172 : 00~~ 118 : 61 p ✓

Council Tax/Rates

£ 116 : 00 p ✓

Telephone and telecommunications

£ 125 : 00 p ✓

Cleaning

£ 160 : 00 p ✓

Service/maintenance

£ 60 : 00 p ✓

Repairs/Insurance/security

£ - : - p

Other

£ 48 : 00 p ✓

▶ please specify Windows

Other

£ - : - p

▶ please specify

Other

£ 1004 : 90 p

▶ please specify

Total

£ ~~1056 : 79~~ 1004 : 90 p

£ 1004.90

Details of second

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

Declaration

Signature

[Redacted Signature]

and necessarily to enable
for the purpose of performing

MP

Date

20.1.07

✓

Data protection

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23 JAN 2007

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Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

Birmingham Ladywood

Office Cost/C

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

Please list

Please attach

Period of claim

from 1/12/06 to 31/12/06

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 177 : 79 p ✓

Food

£ 200 : 00 p ✓

Utilities

£ 172 : 50 p ✓

Council Tax/Rates

£ 116 : 00 p ✓

Telephone and telecommunications

£ 120 : 00 p ✓

Cleaning

£ 160 : 00 p ✓

Service/maintenance

£ 48 : 00 p ✓ Windows

Repairs/insurance/security

£ — : — p

Other

£ 60 : 00 p please specify Garden

Other

£ — : — p please specify

Other

£ — : — p please specify

Total

£ 1000.40 p ~~1054.29~~ £1000.40

Details of second

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

Date

20.1.07

ity to enable
se of performing

Data protection

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23 JAN 2007

Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LABYWOOD

Office

Costs/Ce



Claim details

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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 / 11 / 06 to 31 / 11 / 06

Total cost of hotel stays

attach all receipts

£ — : — p

Mortgage payments

(interest only) or rent

£ 177 : 79 p ✓

Food

£ 200 : 00 p ✓

Utilities

£ ~~172 : 50~~ p ✓ *stet*

Council Tax/Rates

£ 116 : 00 p ✓

Telephone and telecommunications

£ 140 : 00 p ✓

Cleaning

£ 160 : 00 p ✓

Service/maintenance

£ 48 : 00 p ✓ *Windows*

Repairs/insurance/security

£ 599 : 14 p ✓ *Decorations & maintenance (see)*

Other

£ . 60 : 00 p ▶ please specify *GARDEN*

Other

£ 1437 : 60 p ✓ ▶ please specify *Property insurance*

Other

£ : p ▶ please specify

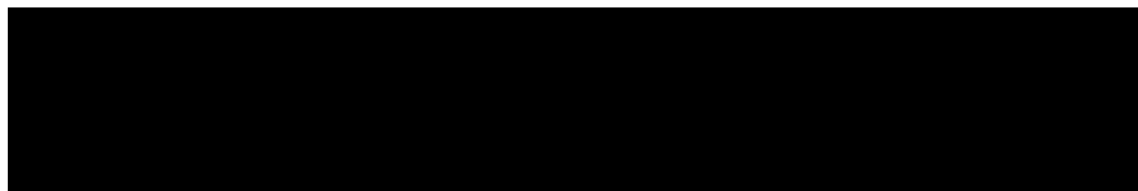
Total

£ ~~3010 : 03~~ p

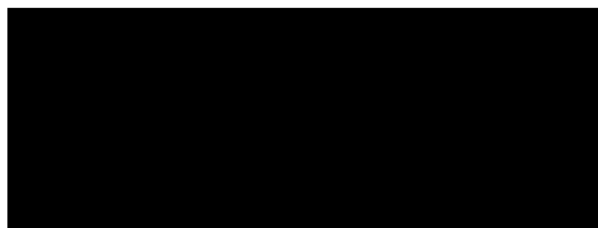
TOTAL 3111 : 03

Details of second home *if applicable*

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

**Declaration**

Signature



...y and necessarily to enable
...e for the purpose of performing

MP

Date

20 - 1 - 07

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**Send your completed
form to**

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: [REDACTED]
Date: 25 October 2006 ✓
Quote No:
Order No:

Description of Work Carried Out:	£	p
Front porch – strip off and repair porch ceiling, make good and decorate Prepare and gloss paint woodwork.		
Labour	210	00
Materials	18	87
Kitchen – Ceiling, make good loose paper, fill gaps, seal and decorate Prepare and paint all woodwork		
Labour	280	00
Materials	37	40
Remove from site summer house roof, c/h radiator and building debris Tip fee only (time and labour included above)	52	87
Total to be paid	599	14 ✓

Notes/Comments:
Labour charges above include
Various emergency call outs

RECEIPT:
Cash/Cheque received [REDACTED]
Operatives Name [REDACTED]
Signature: [REDACTED]
Date: [REDACTED]

Customer/Occupier:	Name: CLARE SHORT	Date: 29.10.06
	Signature: [REDACTED]	Time:

[Redacted]

14/11/2006

MS C SHORT

[Redacted]

[Redacted]

Dear MS C SHORT

Property Insurance Renewal Details for Ms C Short

[Redacted]

✓

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

[Redacted]

Annual Premium Payable [Redacted] £ 1,437.60

Instalment to be collected with next mortgage payment [Redacted] £ 1,437.60

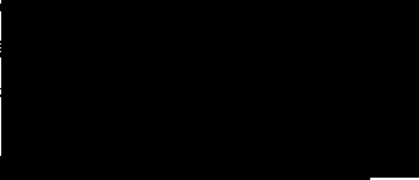
✓



Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- 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 / 10 / 06 to 31 / 10 / 06

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 177 : 79 p ✓

Food

£ 200 : 00 p

Utilities

£ 172 : 50 p

Council Tax/Rates

£ 116 : 00 p

Telephone and telecommunications

£ 148 : 80 p

Cleaning

£ 160 : 00 p

Service/maintenance

£ 130 : 00 p

Repairs/insurance/security

£ — : — p

Other

£ 48 : 00 p ✓

Other

£ 160 : 00 p CS

Other

£ 1109 : 14 p CS

Total

£ 2422 : 29 p

▶ please specify

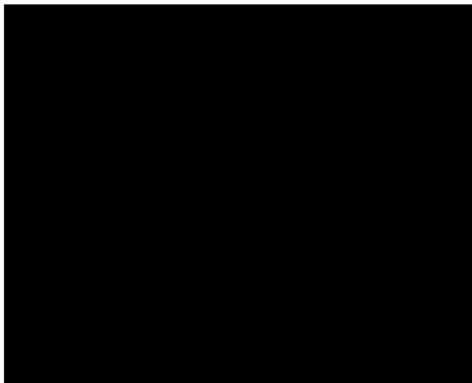
Window Cleaning

▶ please specify

Garden

▶ please specify

Decorate & clean paintwork - see enc.



Details of second home *if applicable*

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

Declaration

and necessarily to enable
for the purpose of performing

Signature

MP

Date

5 - 11 - 06

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

INVOICE

Customer Name & Address:
 Miss C Short
 [Redacted]

Site Address:
 [Redacted]

Date: 25 October 2006
Quote No:
Order No:

Description of Work Carried Out:	£	p
Front porch – strip off and repair porch ceiling, make good and decorate Prepare and gloss paint woodwork.		
Labour	210	00
Materials	18	87
Kitchen – Ceiling, make good loose paper, fill gaps, seal and decorate Prepare and paint all woodwork		
Labour	280	00
Materials	37	40
Remove from site summer house roof, c/h radiator and building debris Tip fee only (time and labour included above)	52	87
Total to be paid	599	14

*Rec'd
29/10/06*

Notes/Comments:
 Labour charges above include
 Various emergency call outs

RECEIPT:
 Cash/Cheque received in full payment
Operatives Name:
Signature:
Date:

Customer/Occupier: Name: CLARE SHORT Date: 29.10.06
 Signature: [Redacted] Time:

Order

Date: [Redacted]

From: DMK Driveways
[Redacted]

To: Klare Street
4
[Redacted]

Quantity	Description	Price	Amount
①	Clean PATIO and Driveway down Seal contracting joint and cracks	\$90	
②	Seal PATIO with clear Seal	\$40	
③	Stain Driveway with Black Seal Plus Seal with clear Seal	\$160	
	labour	\$180	
		Total	\$510

paid

22/10 ✓



08 NOV 2005

Member's claim form

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Your details

Name in CAPITAL LETTERS

CLARE / STORT

Constituency

BIRMINGHAM LAUDYWOOD.

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

Please list

Please attach

Period of claim

from 1 / 9 / 06 to 30 / 9 / 06

Total cost of hotel stays
attach all receipts

£ — : — p

Mortgage payments
(interest only) or rent

£ 177 : 79 p ✓

Food

£ 200 : 00 p

Utilities

£ 172 : 50 p

Council Tax/Rates

£ 116 : 00 p

Telephone and telecommunications

£ 119 : 89 p

Cleaning

£ 160 : 00 p

Service/maintenance

£ 120 : 00 p

Repairs/insurance/
security

£ — : — p

Other

£ 48 : 00 p

▶ please specify Window Cleaning

Other

£ 170 : 00 p

▶ please specify Gardening

Other

£ — : — p

▶ please specify

Total

£ 1284 : 18 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
for the purpose of performing

Signature

MP

Date

8-11-06

Data protection

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Member's claim form

15 SEP 2006

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Your details

Name in CAPITAL LETTERS

CLARE SHURT

Constituency

BIRMINGHAM LAOYWOOD

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 / 8 / 06 to 31 / 8 / 06 ✓

Total cost of hotel stays

£ — : — p

attach all receipts

Mortgage payments (interest only) or rent

£ 185 : 43 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 172 : 50 p ✓ Gas 45.09 Water 83.91 Elec 73.50

Council Tax/Rates

£ 116 : 00 p ✓

Telephone and telecommunications

£ 196 : 75 p ✓ 175.07 21.68

Cleaning

£ 86 : 60 p ✓

Service/maintenance

£ 94 : 00 p ✓

Repairs/insurance/security

£ 140 : 00 p ✓

Other

£ 150 : 00 p ✓ ▶ please specify Garden

Other

£ 36 : 00 p ✓ ▶ please specify Windows

Other

£ — : — p ▶ please specify

Total

£ 1417 : 28 p

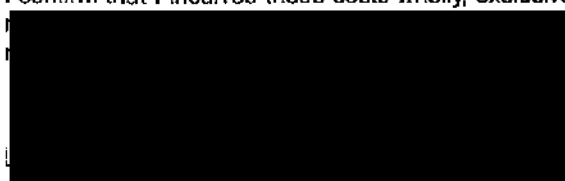
Details of second home *If applicable*

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

9 - 9. 06

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Name in CAPITAL LETTERS

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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 / 7 / 06 to 31 / 7 / 06 ✓

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 185 : 43 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 172 : 50 p ✓ Elec 45.09 Water 58.90 Gas 73.50

Council Tax/Rates

£ 116 : 00 p ✓

Telephone and telecommunications

£ 76 : 16 p ✓ 39.94 36.22

Cleaning

£ 86 : 60 p ✓

Service/maintenance

£ 80 : 00 p ✓

Repairs/insurance/security

£ 52 : 00 p ✓

Other

£ 60 : 00 p ✓ ▶ please specify Garden

Other

£ 36 : 00 p ✓ ▶ please specify Windows

Other

£ — : — p ▶ please specify

Total

£ 1104 : 69 p

Details of second home *If applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I have provided the information above and necessarily to enable
me to complete this form for the purpose of performing

Signature

MP

Date

9. 9. 06

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Send your completed
form to

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

1. TO BE COMPLETED BY DEPARTMENTS

Date of Cheque: 200606

Cheque Number: [Redacted] 111

Cheque Payee: Ms C Short

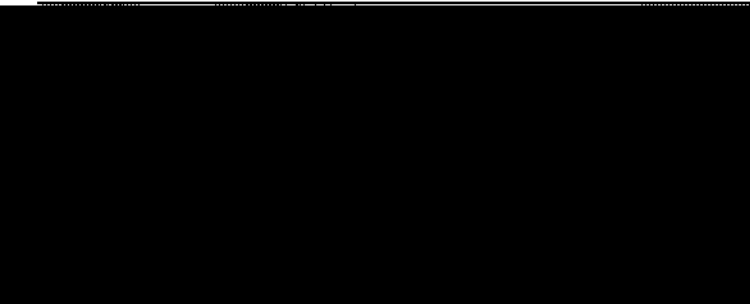
Account Code	Amount £ p	Cost C	Piro	Who	Exp_Type	Description
[Redacted]	5145 50	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Refund from MP
[Redacted]	3290 86	[Redacted]	[Redacted]	[Redacted]	[Redacted]	" " "
Total	8436 36					

COMPLETED BY: [Redacted]

Signature: [Redacted]

Name: [Redacted]

Date: 22-06-06





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

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 / 06 to 30 / 6 / 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 185 : 43 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 172 : 50 p ✓ Gas 73.50 Water 58.91 Elec 45.09

Council Tax/Rates

£ 116 : 00 p ✓

Telephone and telecommunications

£ 192 : 65 p ✓ 158.39 34.26

Cleaning

£ 86 : 60 p ✓

Service/maintenance

£ 185 : 00 p ✓

Repairs/insurance/security

£ 170 : 00 p ✓

Other

£ 140 : 00 p ✓ please specify Garden

Other

£ 36 : 00 p ✓ please specify Windows

Other

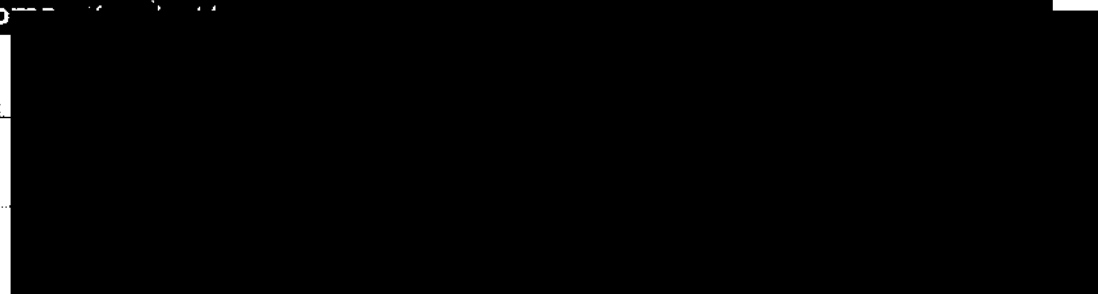
£ - : - p please specify

Total

£ 1514 : 18 p

Details of second home

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

9.9.06



Data protection

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Member's claim form

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Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LABYWOOD.

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 / 5 / 06 to 31 / 5 / 06 ✓

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 185 : 43 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 172 : 50 p ✓ Gas 73.50 water 53.91 elec 45.09

Council Tax/Rates

£ 116 : 00 p ✓

Telephone and telecommunications

£ 162 : 62 p ✓ £127.62 / 35.00

Cleaning

£ 86 : 60 p ✓

Service/maintenance

£ 150 : 00 p ✓

Repairs/insurance/security

£ 205 : 60 p ✓

Other

£ 120 : 00 p ✓ ▶ please specify Garden

Other

£ 36 : 00 p ✓ ▶ please specify Windows

Other

£ — : — p ▶ please specify

Total

£ 1474 : 75 p

Details of second home

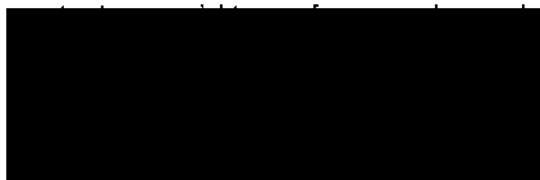
Address of second home
for Additional Costs Allowance



Declaration

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

Signature



MP

Date

9-9-06



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Member's claim form

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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 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 / 5 / 06 to 31 / 5 / 06 ✓

Total cost of hotel stays attach all receipts

£ — : — p

Mortgage payments (interest only) or rent

£ 185 : 43 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 172 : 50 p ✓ Gas 73.50 Water 58.91 Elec 45.09

Council Tax/Rates

£ 116 : 00 p ✓

Telephone and telecommunications

£ 162 : 62 p ✓ £127.62 / 35.00

Cleaning

£ 86 : 60 p ✓

Service/maintenance

£ 150 : 00 p ✓

Repairs/insurance/security

£ 205 : 60 p ✓

Other

£ 120 : 00 p ✓ please specify Garden

Other

£ 36 : 00 p ✓ please specify Windows

Other

£ — : — p please specify

Total

£ 1474 : 75 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

9-9-06

Data protection

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Additional Costs Allowance

ACA2

Member's claim form

13 April 2006

About filling in this form

- For details of costs you can claim for, see Green Book section 1.
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 LABYWOOD

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

Please list

Please attach

Period of claim

from 1 April 2006 to 31 April 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 197 : 23 p

Food

£ 300 : 00 p

Utilities

£ 177 : 31 p

Council Tax/Rates

£ 119 : 63 p

Telephone and telecommunications

£ 181 : 88 p

Cleaning

£ 126 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ - : - p

Other

£ - : - p

please specify

Other

£ - : - p

please specify

Other

£ - : - p

please specify

Total

£ 1202 : 05 p

continued on page 2

Details of second home

Address of
second home
for Additional
Costs Allowance

Declaration

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

Signature

Date

16.6.06

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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Additional Costs Allowance

Member's claim form

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 1340.

Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LABWOOD

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 1 5 106 to 31 1 5 106

Total cost of hotel stays attach all receipts

£ - : - p

Mortgage payments (interest only) or rent

£ 197 : 23 p

Food

£ 300 : 00 p

Utilities

£ 177 : 31 p

Council Tax/Rates

£ 116 : 00 p

Telephone and telecommunications

£ 151 : 16 p

Cleaning

£ 126 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1167 : 70 p

Details of second home

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable
me to perform my duties as a Member of the House of Commons for the purpose of performing

Signature

Date

16-6-06

Data protection

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Additional Costs Allowance

ACA2

Member's claim form

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Your details

Name in CAPITAL LETTERS

CLARE SHORT

Constituency

BIRMINGHAM LABYWOOD

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

Please list

Please attach

Period of claim

from 1 / 5 / 06 to 31 / 5 / 06

Total cost of hotel stays attach all receipts

£ - : - p

Mortgage payments (interest only) or rent

£ 197 : 23 p

Food

£ 300 : 00 p

Utilities

£ 177 : 31 p

Council Tax/Rates

£ 116 : 00 p

Telephone and telecommunications

£ 151 : 16 p

Cleaning

£ 126 : 00 p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1167 : 70 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 perform the purpose of performing

Signature

Date

16.6.06

Data protection

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