



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

D. HEALD

Constituency

N. E. HERTS

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 14 104 to 30 14 104

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 586 : 00 p

Food

£ 425 : 00 p

Utilities

£ 26 : 00 p

Council Tax/Rates

£ 95 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 128 : 00 p

Service/maintenance

£ 976 : 62 p

Repairs/insurance/security

£ 1758 : 49 p

Other

£ 150 : 00 p

Other

£ : p

Other

£ 67 : 50 p

Total

£4212 : 61 p

3 8 5 . .

Various replacement items

please specify Furniture delivery.

please specify

please specify Boiler service

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

Signature

MP

Date

2/5/04**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.

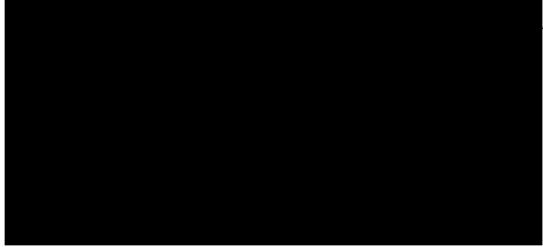
We will normally keep the information you give for three years following the year in which you incurred the expense.

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

Mr Oliver Heald



Date: 15 Apr 2004



-  
A minus sign indicates a credit

Date	Description	Gross
	<i>Brought forward balance</i>	<i>0.00</i>
25 Mar 2002	24 Mar 2003 Excess Year End March 2003	126.68
25 Mar 2004	28 Sep 2004 Half Yearly Rent in Advance	25.00
25 Mar 2004	28 Sep 2004 Half Yearly S/C Reserve In Advance	207.83
25 Mar 2004	28 Sep 2004 Half Yearly S/C Insurance In Advance	183.38
25 Mar 2004	28 Sep 2004 Half Yearly Service Charge In Advance	433.53
	Balance to Pay:	976.62

24.75

98 MAXELL VIDEO TAPES  
NO PICK 4.99

DUPLICATE

Items 29.74

GBP 29.74

20

CUSTOMER'S COPY

Soap Dish		
809.46301	2	9.90
Towel Ring		
809.52728	1	13.00
Bath Strainer		
822.31616	1	1.89
Taper Toilet Brush		
809.23003	1	20.00
Toilet Roll Holder		
809.52707	1	13.00

TOTAL 56.79

534/1609 TV STAND  
1039.99 39.95

530/3867 21 INCH TV  
10149.99 Replaced 149.95  
6/4/04

534/2093 1.5M GOLD-SCART LEAD  
207.99 15.95

DUPLICATE

TOTAL 4 Items 205.95

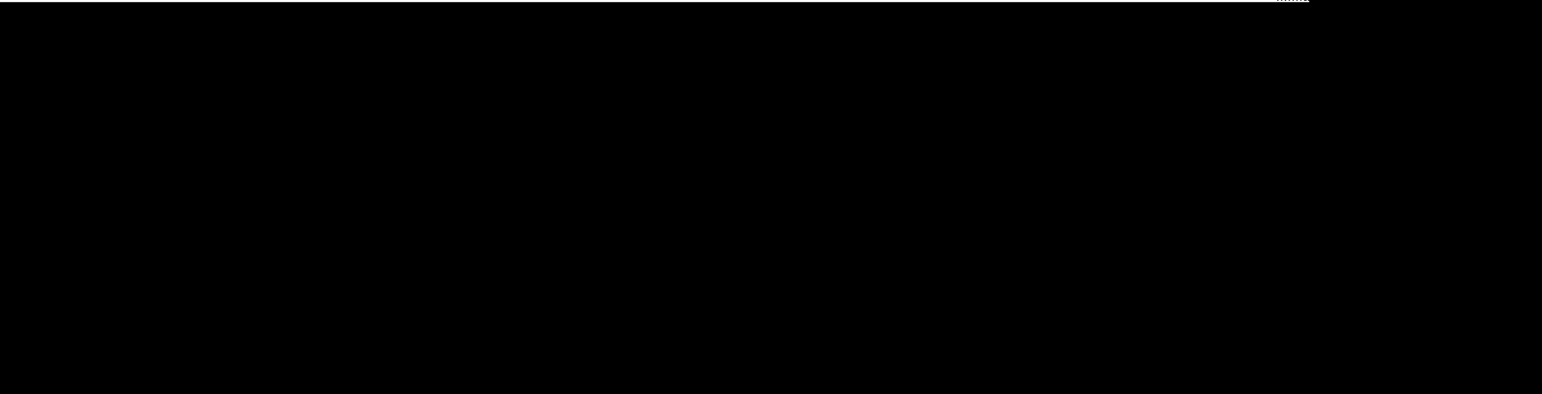
Customer's Name Mr

HEALD

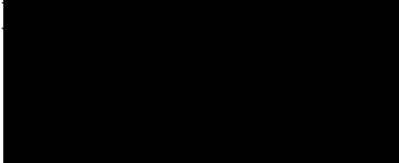
Date 03-04-04

Address

QUANTITY	DESCRIPTION	
	FLOOR MODEL	
1	WOODWAYS SAVANNAH DINING TABLE + 4 CHAIR SET	599 -
<del>1</del> 2	<del>WOODWAYS SAVANNAH</del> CHAIRS	198 -
2	MGTAS PROTECT TABLE	30 -
1	5'4 DR. P/T REST ASSURED NO. 1 BEAULIEUX DIVAN SET FLOOR MODEL	399 -
1	5' STUART JONES LIBRA HEAD BOARD FLOOR MODEL	71 -
To ORDER	1x5' HARRISON TATE PLAIN (FABRIC AS SIMBA RANGE)	169 -
		1466 -
	DEPOSIT BY	296 -
	BALANCE ON DELIVERY	1170 -



MUR O. NEALD

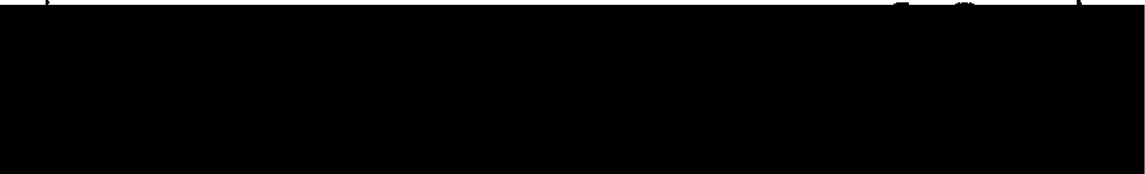



INVOICE NO

INVOICE DATE/TAX POINT DATE

15/11/11

YOUR REF / ORDER NO

DESCRIPTION	AMOUNT	
FOR DELIVERING FURNITURE TO 	150	00
SUB TOTAL	150	00
	00	00



# 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

O. HEALD

Constituency

N. E. HERTS

## 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 11/5/04 to 31/5/04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 586 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 26 : 00 p ✓

Council Tax/Rates

£ 95 : 00 p ✓

Telephone and  
telecommunications

£ : p

Cleaning

£ 128 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 220 : 00 p

▶ please specify

*Various household items  
and repair of table.*

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1455 : 00 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

4/6/04

**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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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

12 JUN 2004

Members' Allowances

DFA

About filling in this form

- For details of costs you can claim for see *Green Book* section 3.
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Your details

Name  
in CAPITAL LETTERS

O-HEALD

Constituency

N.E. HERTS

Claim details

Notes

You can only claim for

Please list

Please attach

- 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

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

£ 586 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 95 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 128 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 240 : 00 p

▶ please specify

Various household items

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1449 : 00 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  
or main home for the purpose of performing

Signature

MP

Date

8/7/04

**Data protection**

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



Member's claim for

Members' Allowances

23/10/04

About filling in this form

- For details of costs you can claim for, see *Green Book* section **DFA**
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name  
in CAPITAL LETTERS

O. HEALD

Constituency

N.E. HERTS

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 1 7 1 0 4 to 3 1 7 1 0 4

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 586 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 95 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 128 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 220 : 00 p

▶ please specify Various lunch/dinner.

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1429 : 00 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] only or main home for the purpose of performing  
[redacted].

Signature

[redacted signature]

MP

Date

10/8/04

**Data protection**

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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

OLIVER HEARD

Constituency

NE HERTS

## 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 118104 to 3118104

Total cost of hotel stays  
attach all receipts

£ 586 : 00 p (Mortgage interest)

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 26 : 00 p

Council Tax/Rates

£ 190 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 128 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 368 : 00 p

▶ please specify

Replacement for broken washing machine.

Other

£ 26 : 00 p

▶ please specify

Utilities not claimed in July

Other

£ 112 : 00 p

▶ please specify

Various household items

Total

£4436 : 00 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

5/9/04

**Data protection**

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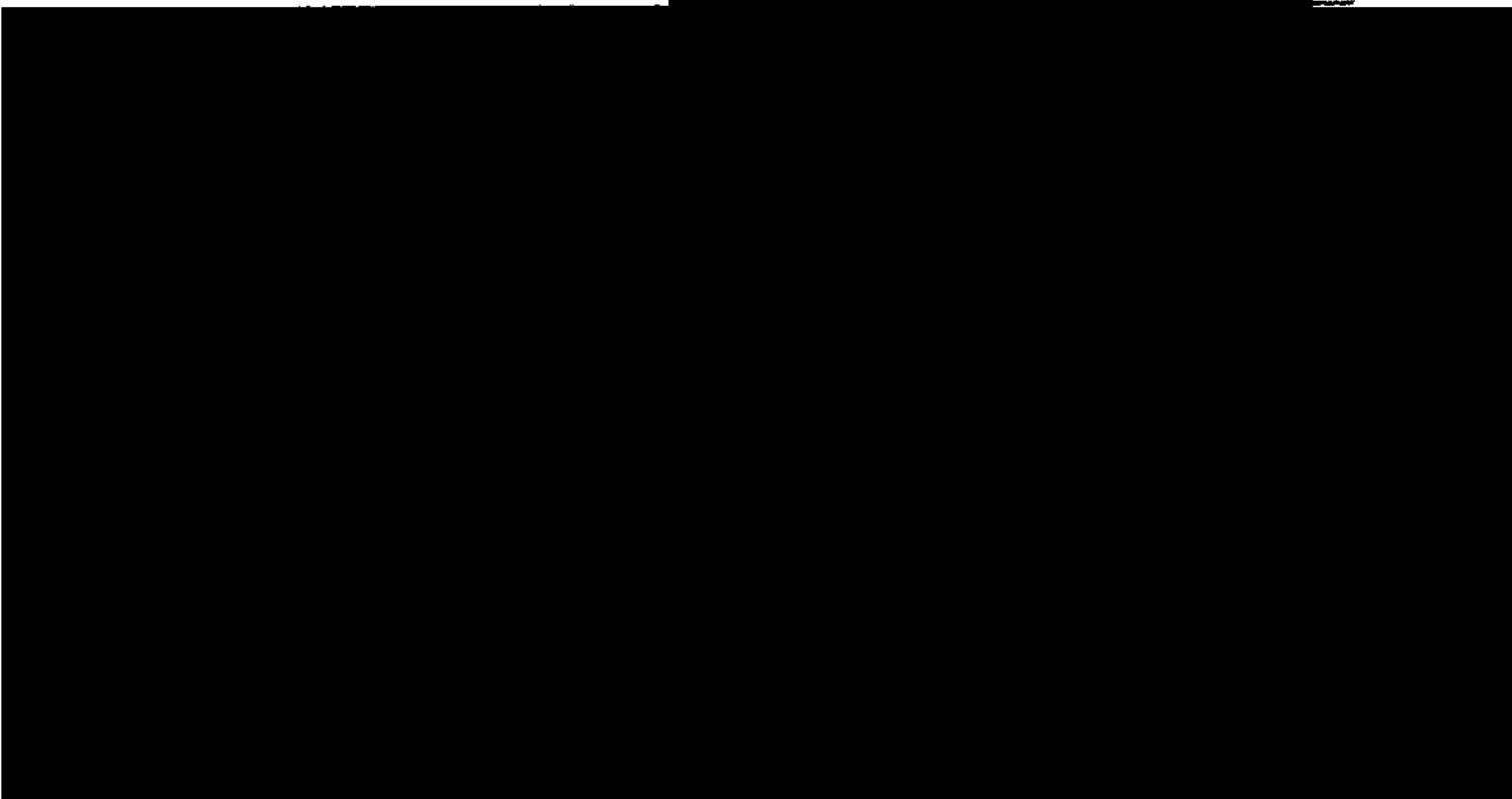
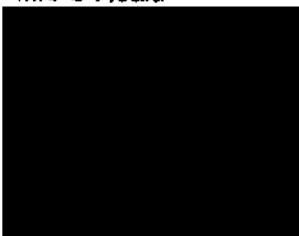
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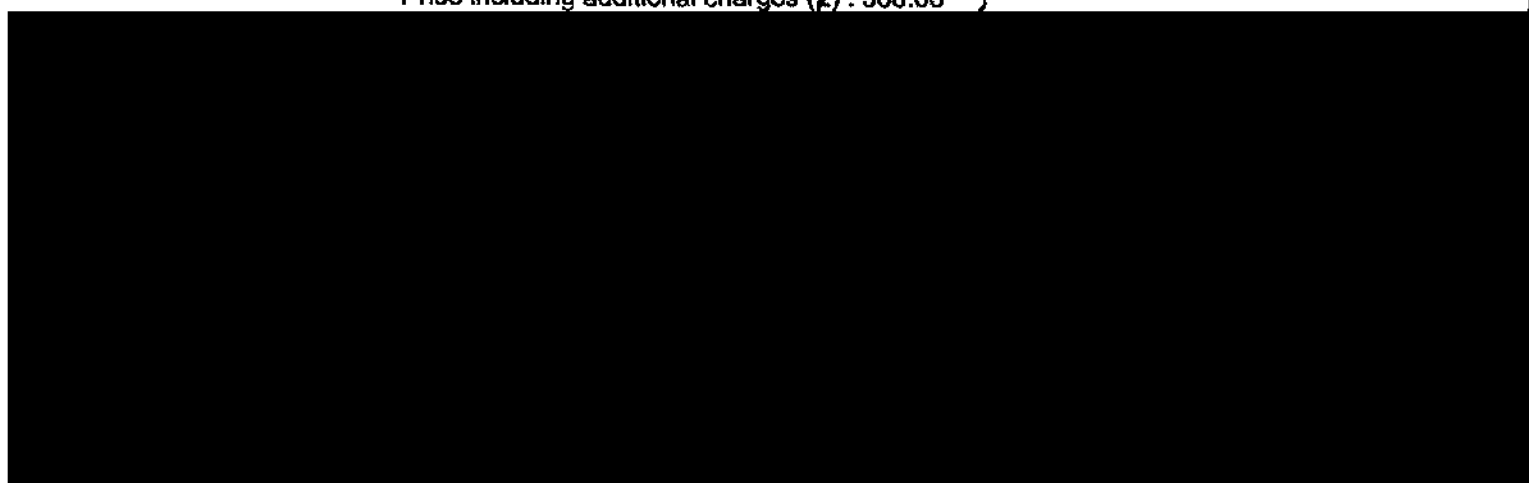
Mrs C Heaid



Stock No.	Description	Unit Price (£)	Qty	Status
	Hotpoint WD63P washer dryer	329.00	1	Deliver and disposal.

Total Selling Price (£) : 329.00

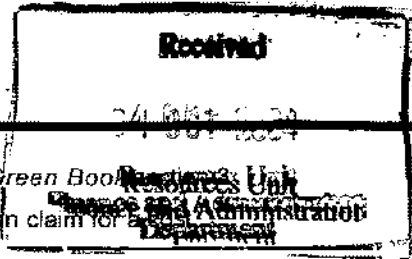
Price including additional charges (£) : 368.00





# Member's claim form

Members' Allowances



About filling in this form

- For details of costs you can claim for, see *Green Book*
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## Your details

Name in CAPITAL LETTERS

D. HEAD

Constituency

N.E. HERTS

## Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

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*

£ 586 : 00 p

Food

£ 200 : 00 p

Utilities

£ 26 : 00 p

Council Tax/Rates

£ 76 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 128 : 00 p

Service/maintenance

£ 849 : 74 p

Repairs/insurance/security

£ : p

Other

£ 245 : 81 p

▶ please specify

Hotel bills

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2111 : 55 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  
myself to live in my second home or main home for the purpose of performing

Signature

MP

Date

2/10/04

**Data protection**

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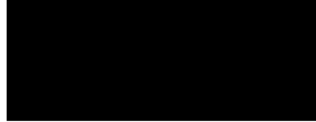
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Send your completed form to

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

Mr Oliver Heald



Date: 14 Sep 2004  
Tenant Ref: [Redacted]  
Demand No: [Redacted]  
Payment by: [Redacted]



A minus sign indicates a credit

<i>Date</i>	<i>Description</i>	<i>Gross</i>
	<i>Brought forward balance</i>	<i>0.00</i>
29 Sep 2004	24 Mar 2005 Half Yearly Rent in Advance	25.00
29 Sep 2004	24 Mar 2005 Half Yearly Service Charge In Advance	433.53
29 Sep 2004	24 Mar 2005 Half Yearly S/C Insurance In Advance	183.38
29 Sep 2004	24 Mar 2005 Half Yearly S/C Reserve In Advance	207.83
	Balance to Pay:	<u>849.74</u>

430/9477 VIRGINIA FLOOR LAMP  
 1029.99 29.99  
 431/0631 MIXED WATTAGE BULBS  
 101.49 1.49  
 431/1788 BEADED FABRIC SHADE  
 107.99 7.99  
 860/9094 BEIGE CHECK TABLECLO  
 208.99 17.98  
 831/8086 LINEN & WASTE BINS  
 1029.99 29.99  
 840/2538 WORKTOP SAWERT  
 104.99 4.99  
 840/3654 MECHANICAL SCALE  
 108.99 8.99  
 410/8946 BUSH IRON  
 1016.95 16.95  
 850/4618 IRONING BOARD  
 1014.99 14.99  
 431/2770 SWIRL UPLIGHT TWIN P  
 109.99 9.99

DUPLICATE

TOTAL 11 Items 143.35

551/7440 SOUTH WESTERN BELL P  
 1064.99 64.99  
 883/0832 RPC 60 -69.99  
 1012.49 12.49  
 OFFER LEAFLETS  
 883  
 800/8028 4 FINE BONE CHINA MU  
 109.99 9.99  
 420/9814 DELUXE HANDMIXER  
 1014.99 14.99

DUPLICATE

TOTAL 4 Items 102.46



RECEIVED

Member's claim form

02 NOV 2004

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name in CAPITAL LETTERS

O. HEARD

Constituency

N.E. HERTS

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 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 586 : 00 p

Food

£ 150 : 00 p

Utilities

£ 42 : 00 p

Council Tax/Rates

£ 76 : 00 p

Telephone and telecommunications

£ 35 : 00 p

Cleaning

£ 128 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 211 : 81 p

Other

£ TV Licence p

▶ please specify

121.00

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1349 : 81 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

1/11/04

**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

Date issued 24th September 2004

Expiry Date 24th October 2005

**PERSONAL DETAILS**

**Policy Holder(s)**  
MR O HEALD

**Address**



**Total Annual Premium Payable**

**£211.81**



Member's claim form

07 DEC 2004

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 6
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name  
in CAPITAL LETTERS

O. HEARD

Constituency

NE HERTS

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1 / 11 / 04

to 30 / 11 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 586 : 00 p

Food

£ 250 : 00 p

Utilities

£ 42 : 00 p

Council Tax/Rates

£ 76 : 00 p

Telephone and  
telecommunications

£ 35 : 00 p

Cleaning

£ 128 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 200 : p

▶ please specify

Various household items

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1317 : 00 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

4/12/04

**Data protection**

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Send your completed form to

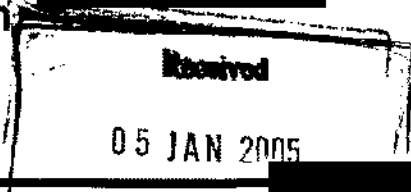
Members' Allowances Section, Operations Directorate,  
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Member's claim form

Members' Allowances



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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

O. HEALD

Constituency

N. E. HERTS

Claim details

Notes

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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, 12, 04

to 31, 12, 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 586 : 00 p

Food

£ 400 : 00 p

Utilities

£ 42 : 00 p

Council Tax/Rates

£ 76 : 00 p

Telephone and telecommunications

£ 35 : 00 p

Cleaning

£ 128 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 246 : 71 p

▶ please specify

Household items

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1513 : 71 p

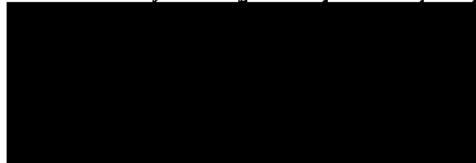
**Details of second home**

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

4/1/05

**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.

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

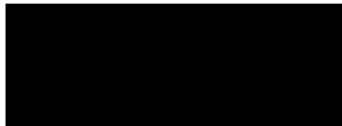


# Member's claim form

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

O. HEARD

Constituency

N. E. HERTS

## 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 1/1/05 to 31/1/05

Total cost of hotel stays  
*attach all receipts*

£ : p [Redacted]

Mortgage payments  
*(interest only) or rent*

£ 586 : 00 p [Redacted]

Food

£ 400 : 00 p

Utilities

£ 34 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 40 : 00 p

Cleaning

£ 128 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 215 : 00 p ▶ please specify Misc travel

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1403 : 00 p [Redacted]

**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] to obtain home for the purpose of performing

Signature

MP

Date

2/2/05

**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

8 MAR 2005



## Members' Allowances

About filling in this form

- For details of costs you can claim for see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name OLIVER HEARD  
 in CAPITAL LETTERS  
 Constituency N. E. HERTS

## 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 1 2 1 0 5 to 2 8 1 2 1 0 5

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

Mortgage payments £ 586 : 00 p  
*(interest only) or rent*

Food £ 400 : 00 p

Utilities £ 34 : 00 p

Council Tax/Rates £ : p

Telephone and telecommunications £ 40 : 00 p

Cleaning £ 128 : 00 p

Service/maintenance £ : p

Repairs/insurance/security £ : p

Other £ 210 : 00 p

▶ please specify

Misc household

Other £ : p

▶ please specify

Other £ : p

▶ please specify

Total £ 1398 : 00 p

74

**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

6/3/05

**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

Financial Processing }

Transaction No. ..

Registration No. ..



**Validation Claim Summary Sheet**

**ACA**

Please write or print clearly & attach to claim

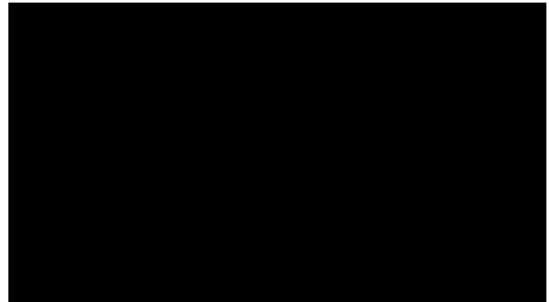
**Member Supplier ID**



**Pay recipient**

(NB Financial Processing to check whether a dedicated a/c exists)

**Text** MAR 05



**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)

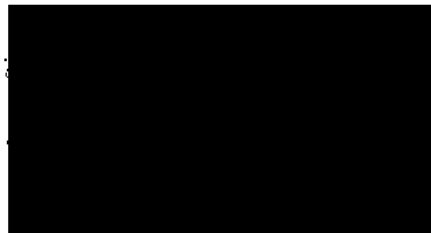
Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 <sup>nd</sup> home address
Budget checked
Claim signed
Claim correctly dated

/
/
/
/
/
/

\* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)





# Member's claim form

05 APR 2005

## 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

O'HEALD

Constituency

N.E. HERTS

## 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 1 3 1 0 5 to 3 1 1 3 1 0 5

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 586 00 : 00 p

(Mortgage Int.)  
(Gtd Rent)

Food

£ 400 00 : 00 p

Utilities

£ 34 00 : 00 p

Water  
Council Tax/Rates

£ 398 16 : 16 p

> £250

Telephone and  
telecommunications

£ 40 00 : 00 p

Cleaning

£ 128 00 : 00 p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 210 00 : 00 p

▶ please specify

Disallowance (under 115)

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1821 16 : 16 p

~~£ 1423~~  
£ 1821.16



**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 my duties as a Member of the House of Commons.

Signature

MP

Date

3/4/05

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

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- National Audit Office staff.

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

MR OLIVER HEALD

Property Address:

Your water services bill for the year 1 April 2005 to 31 March 2006

Current  
charges

£398.16