



Member's claim form

05/06 ✓

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

O. HEARD

Constituency

N.E. HERTS

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 / 3 / 06 to 31 / 3 / 06

Total cost of hotel stays attach all receipts

£ : p ✓

Mortgage payments (interest only) or rent

£ 750 : — p ✓

Food

£ 350 : — p

Utilities

£ 13 / 28 : — p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 128 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1269 : — 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
_____ main home for the purpose of performing

Signature



MP

Date

3/4/06.**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



Additional Costs Allowance

Member's claim for

About filling in this form

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Your details

Name
in CAPITAL LETTERS

O - HEARD

Constituency

N - E - HERTS

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, 2, 06 to 28, 2, 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 750 : 00 p ✓

Food

£ 350 : 00 p ✓

Utilities

£ 28 : 00 p ✓
13 : 00 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ : p

Cleaning

£ 128 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/
security

£ 127 : 00 p ✓

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1396 : 00 p

Replace damaged windows

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted address]

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

[Redacted signature]

MP

Date

10/3/06

Data protection

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14 [redacted] 06

Member's [redacted]

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Your details

Name in CAPITAL LETTERS

Constituency

[redacted]

[redacted]

[redacted]

Claim details

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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 / 1 / 2006 to 31 / 1 / 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 750 : 00 p ✓

Food

£ 350 : 00 p

Utilities

£ 28 : 00 p
13 : 00 p

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ 98 : 48 p

Cleaning

£ 128 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

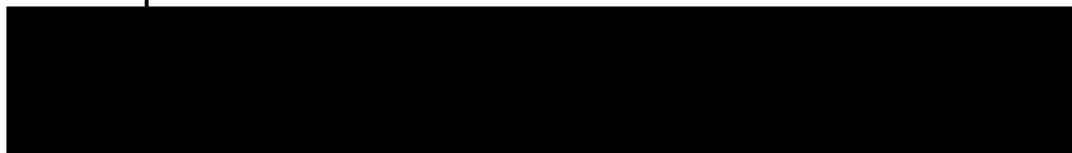
£ : p ▶ please specify _____

Total

£ 1466 : 48 p
33 ✓


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

Sign



MP

Date

11/2/06

Data protection

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More connections.
More possibilities.

Your account number

Bill number

18 January 2006

Bill for

Total now due

£ 98.48

This amount will be debited from your bank or building society account on or after 1 February 06.



Additional Costs Allowance

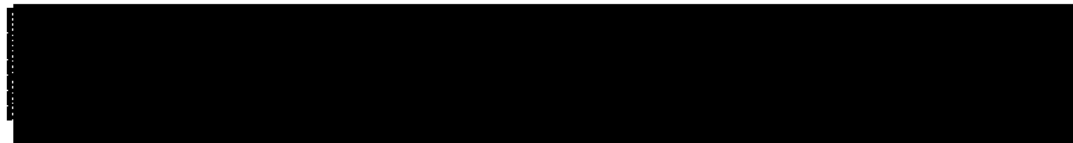
Member's claim

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Your details

Name in CAPITAL LETTERS
Constituency



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 / 12 / 05 to 31 / 12 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 750 : 00 p ✓

Food

£ 350 : 00 p ✓

Utilities

£ 28 : 00 p ✓
13 : 00 p

Council Tax/Rates

£ 99 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 128 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1368 : 00 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Declaration

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

Signature

[Redacted Signature]

MP

Date

10/1/06

Data protection

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Member's

About filling in this form

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Your details

Name in CAPITAL LETTERS

Constituency

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

Period of claim

from 1 / 11 / 05 to 30 / 11 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 750 : 00 p ✓

Food

£ 350 : 00 p ✓

Utilities

£ 28 : 00 p ✓
13 : 00 p ✓

Council Tax/Rates

£ 99 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 128 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 3500 : 00
3525 : 00 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 4893 : 00 p

£ 4868.00

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

10/12/05

Data protection

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form to

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

nce

Date: 28.11.05

INVOICE NO:

To refurbish bathroom, supply and fit new sanitary ware throughout.

Labour

£1,900

Materials

£1,100

PRICE	£3,000	
VAT	£525	
TOTAL	£3,525	✓

All material prices include transport and all working equipment



08 NOV 2005

Member's claim form

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Your details

Name
in CAPITAL LETTERS

Constituency

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 1/10/2005 to 31/10/2005

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 750 : 00 p ✓

Food

£ 350 : 00 p

Utilities

£ 28 : 00 p
13 : 00 p

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 128 : 00 p

Service/maintenance

£ 227 : 79 p

Repairs/insurance/
security

£ 216 : 86 p

Other

£ 127 : p

Other

£ : p

Other

£ : p

Total

£ 1939 : 65 p

Replace dishwasher

▶ please specify


Various household items?

▶ 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
_____ in home for the purpose of performing

Signature



MP

Date

5/11/05

Data protection

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ORDER COMPLETE

Thank You, we have received your order request.

Print this page for reference. You will also receive a confirmation email shortly.

[« Back to products](#)

Web Order Number [REDACTED]

Your Order

Product Details	Delivery Date	Quantity	Price
Bosch SKT51D2Compact 4 place settings Dishwasher	To be confirmed	1	£227.79
		Sub Total	£227.79
		Delivery Cost	£19.99
		Grand Total	£247.78

Your Personal Details

Contact

Title [REDACTED]

Forename [REDACTED]

Surname [REDACTED]

Heald

Contact Tel No. [REDACTED]

Email Address [REDACTED]

Billing Address

Address Line 1 [REDACTED]

Address Line 2 [REDACTED]

Address Line 3 [REDACTED]

Town [REDACTED]

County [REDACTED]

Postcode [REDACTED]

Your Payment & Delivery

Card Details

Card Holders Name [REDACTED]

Card Number [REDACTED]

Expiry Date [REDACTED]



Additional Costs Allowance

Member's

2005

About filling in this form

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Your details

Name in CAPITAL LETTERS

Constituency

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 9 1 0 5 to 3 0 1 9 1 0 5

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 689 : 00 p ✓

Food

£ 200 : 00 p ✓

Utilities

£ 28 : 00 p ✓
13 : 00 p ✓

Council Tax/Rates

£ 99 : 00 p ✓

Telephone and telecommunications

£ 125 : 10 p ✓

Cleaning

£ 128 : 00 p ✓

Service/maintenance

£ 887 : 18 p ✓

Repairs/insurance/
security

£ : p

Other

£ 198 : 00 p ✓

▶ please specify Various household items

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify


Total

£ 2367 : 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
 me for the purpose of performing

Signature

MP

Date

22 / 10 / 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

Date: 15 Sep 2005
Tenant Ref: [REDACTED]
Demand No: [REDACTED]
Payment by: [REDACTED]

A minus sign indicates a credit

Date	Description	Gross
	<i>Brought forward balance</i>	<i>25.00</i>
29 Sep 2005	24 Mar 2006 Half Yearly Service Charge In Advance	489.31
29 Sep 2005	24 Mar 2006 Half Yearly S/C Insurance In Advance	158.93
29 Sep 2005	24 Mar 2006 Half Yearly S/C Reserve In Advance	213.94
	Balance to Pay:	<u>887.18</u>



Member's cl

27 SEP 2005

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Your details

Name in CAPITAL LETTERS

Constituency

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Please list

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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 18 05 to 31 8 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 689 : 00 p ✓

Food

£ : p ✓

Utilities

£ 28 : 00 p ✓
13 : 00 p

Council Tax/Rates

£ 99 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 128 : 00 p ✓

Service/maintenance

£ 25 : 00 p ✓

Repairs/insurance/security

£ : p

Other

£ 211 : 00 p ✓ please specify Various household items

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1193 : 00 p ✓

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

[Redacted]



Declaration

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

Signature

[Redacted Signature]

MP

Date

20/9/05

Data protection

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Additional

Member

ACA2

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Your details

Name in CAPITAL LETTERS

Constituency

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Please list

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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 1 7 1 0 5 to 3 1 7 1 0 5

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 586 : 00 p

Food

£ 350 : 00 p

Gas

£ 28 : 00 p

Utilities

£ 13 : 00 p

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ 95 : 23 p

Cleaning

£ 128 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 212 : 00 p

▶ please specify Vanier Council etc

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

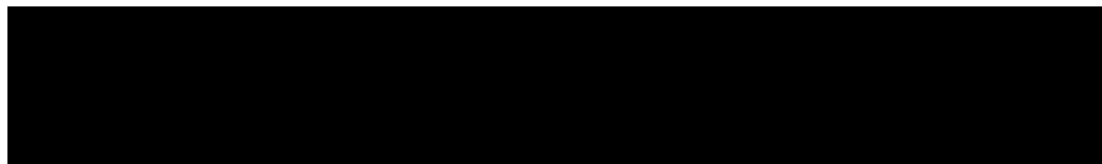
Total

£ 1511 / 23 p

44

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
home for the purpose of performing

Signature



MP

Date

1/8/05

Data protection

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Member's claim form

05/06

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Your details

Name in CAPITAL LETTERS

Constituency

Claim details

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Please list

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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 16 05 to 30 16 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 586 : 00 p

Food

£ 350 : 00 p

Utilities

£ 34 : 00 p

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ 45 : 00 p

Cleaning

£ 128 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 212 : 00 p

Other

£ : p

Other

£ : p

Total

£ 1454 : 00 p

▶ please specify

Various household items

▶ please specify

▶ please specify

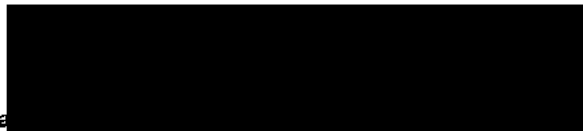
Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

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Signature



MP

Date

2/7/05

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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

05/06. 10 JUN 2005
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

O. HEALID

Constituency

N.E. HERTS

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 06/05/05 to 31/05/05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 586 : 00 p ✓

Food

£ 250 : 00 p

Utilities

£ 34 : 00 p

Council Tax/Rates

£ 99 : 00 p

Telephone and telecommunications

£ 45 : 00 p

Cleaning

£ 128 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 220 : 00 p

▶ please specify

Various household items

Other

£ : p

▶ please specify

Other

£ : p

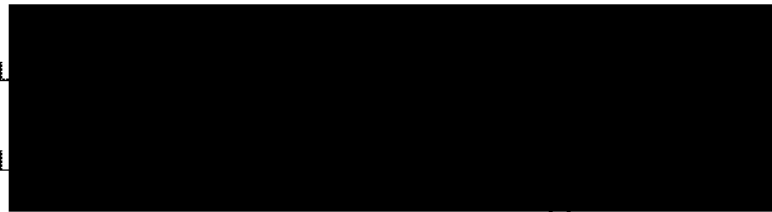
▶ please specify

Total

£ 1362 : 00 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

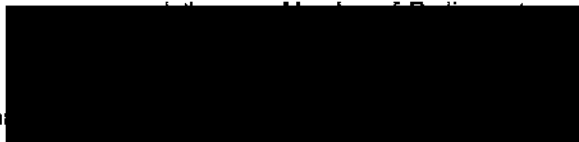


postcode

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

Sign



MP

Date

6/6/05**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.

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Send your completed
form to

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

Financial Processing }

Transaction No. ... [redacted]

Registration No. ... [redacted]

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicated

Text 1-11 April 05

Invoice No. 4/5/05

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :

Pay £ 1124.45

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

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

** Financial Processing purposes only*

Registered by (initials & date) [redacted] *10/05/05*

Posted by (initials & date) [redacted] **10 MAY 2005**



Member's claim form

09 MAY 2005

05/06

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: W. 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 14 05 to 11 4 05

Total cost of hotel stays <i>attach all receipts</i>	£	:	p	/
Mortgage payments <i>(interest only) or rent</i>	£	586	: 00	p ÷ 30 = £19.53 × 11 days = £214.86
Food	£	80	: 00	p
Utilities	£	11	: 00	p
Council Tax/Rates	£	30	: 00	p
Telephone and telecommunications	£	10	: 00	p
Cleaning	£	30	: 00	p
Service/maintenance <i>6 months 1/2 yr.</i>	£	862	: 18	p ÷ 153 = £4.91 × 159 days = £748.89
Repairs/insurance/security	£	:	:	p
Other	£	:	:	p ▶ please specify
Other	£	:	:	p ▶ please specify
Other	£	:	:	p ▶ please specify

Total **£1609 : 18 p**
 £3124.45

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

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

[Redacted Signature]

MP

Date

4/5/05

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

Date: 6 Apr 2005

Tenant Ref:

Demand No:

Payment by:

Flat 94 - Vanbrugh Court

A minus sign
indicates a credit

<i>Date</i>	<i>Description</i>	<i>Gross</i>
	<i>Brought forward balance</i>	<i>0.00</i>
25 Mar 2005	28 Sep 2005 Half Yearly S/C Reserve In Advance	213.94
25 Mar 2005	28 Sep 2005 Half Yearly S/C Insurance In Advance	158.93
25 Mar 2005	28 Sep 2005 Half Yearly Service Charge In Advance	489.31
	Balance to Pay:	<u>862.18</u>