

How your gas adds up

Gas account

Last reading	This reading	Gas used	Cost split	Charges
Charges for Tariff - Standard Gas Meter / Monthly Direct Debit				Meter Number
				£220.44

How your Direct Debit account adds up



Account balance before charges £65.01 credit

This bill	Gas account
Account balance before charges	£65.01 credit
Total gas charges this period	£220.44 debit
Account balance for information	£155.43 debit

*Monthly payment
£28*

**Application For Payment and/or
Notice to Long Leaseholders of Rent Due
under the Commonhold and Leasehold
Reform Act 2002 Section 166**

(This is not a VAT invoice)

TO: TENANT/LEASEHOLDER (NOTE 1)

Mr Oliver Head

APPLICATION No

TAX POINT DATE

CLIENTS VAT No

Tenant Reference

DUE DATE	DETAIL	NETT	VAT	GROSS
25 Mar 08	Half Yearly Rent in Advance 25 Mar 08- 28 Sep 08	25.00		25.00
		0.00		
BALANCE B/ FORWARD		0.00		
		NETT DUE		
		25.00		
		VAT DUE		
		0.00		
			TOTAL DUE	
			25.00	



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. HEARD

Constituency

N. E. HERTS

Office use only

Costs/Cat 2

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, 2, 08 to 29, 2, 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 863 : - p

Food

£ 121 : - p

Utilities

£ 28 : - p

Council Tax/Rates

£ 105 : 51 p

Telephone and telecommunications

£ : p

Cleaning

£ 128 : - p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 14 : 53 p please specify Water

Other

£ 58 : 00 p please specify Replacement kitchen blind

Other

£ 72 : p please specify Household supplies:

Total

£ 1297 : 04 p

£1397.04 kitchen rolls, 600 rolls etc

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 m

Signature



MP

Date

2/3/08

✓

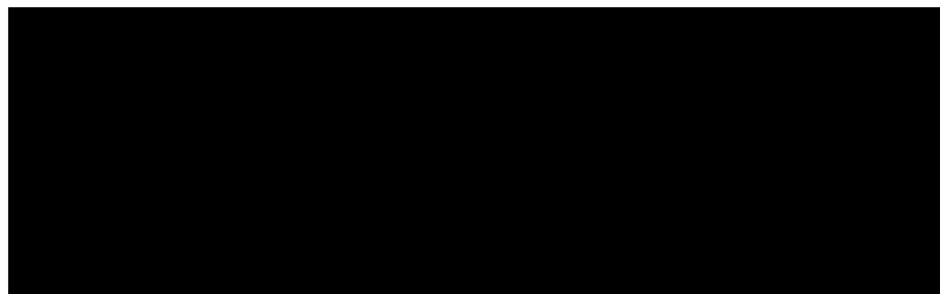
Data protection

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Send your completed form to

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

Invoice



Invoice To
[Redacted]
Heald
[Redacted]

VAT REG NO	Tax Date	Invoice #
[Redacted]	17/11/2007	[Redacted]

P.O. No.	Terms	Project
Heald	Due on receipt	

Description	Qty	Rate	VAT AMT	Amount
Various Supplies Roller Blind	1	58.00	8.64	58.00
[Redacted]				

VAT SUMMARY	SUBTOTAL	£49.36
8.64 @ 17.5% ;	VAT TOTAL	£8.64
	Total	£58.00

Payments/Credits	£0.00
Balance Due	£58.00





Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

OLIVER HEALD

Constituency

NORTH EAST HERTS

Office use
Costo/Cat 2

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 / 07 to 14 / 2 / 08

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 533 : 98 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 533 : 98 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] my main home for the purpose of performing

Signature

MP

Date

15-2-08

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form to

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

Customer Delivery Address :

Mr O. Heald

Customer's Address (if different)

Mr O. Heald

Invoice Date 24th October 2007

Line No	Stock Code	Product Description	Width	Sales Qty	Priced Units	Unit Price	Total Value	Order Method	Status	Rack /Bay
Area #1 - Lounge										
		New Gala Tw Sup 5m 50% Off Carpets	Ivory	5.80m	29.00m ²	35.99	£ 1,043.71	Fitting	Stock	
		Gold Underlay	Gold	29.00m ²	29.00m ²	8.99	£ 260.71	Fitting	Stock	
		Insurance Flat	Insurance	29.00m ²		2.75	£ 79.75	Fitting	Stock	
		Ldn Uplift&dispose		30.00m ²		3.58	£ 107.40	Fitting	Stock	
		Natureweave 5m 50% Off Carpets	Cable Oat	2.80m	14.00m ²	35.99	£ 503.86	Fitting	Stock	
		Gold Underlay	Gold	14.00m ²	14.00m ²	8.99	£ 125.86	Fitting	Stock	
		Insurance Flat	Insurance	14.00m ²		2.75	£ 38.50	Fitting	Stock	

Total Value : £ 2,159.79
 Total Discounts : £ 773.79-
 Sale Value : £ 1,386.00
 Total Payments : £ 533.98

 Balance : £ 852.02

+ £ 50 excess



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

O. HEARD

Constituency

N. E. HERTS

Office use
Costs/Cat 2

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 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 / 08 to 31 / 1 / 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 863 : - p ✓

Food

£ 362 : - p ✓

Utilities

£ 28 7 : - p ✓

Council Tax/Rates

£ 105 : 51 p ✓

Telephone and telecommunications

£ 152 : 41 p ✓

Cleaning

£ 128 : - p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 14 : 53 p ✓ please specify Water

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1659 : 45 p £1660.45

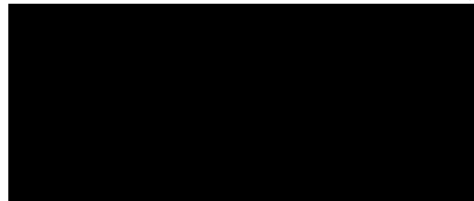
Details of second

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

3/2/08

Data protection

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



Additional Costs Allowance

ACA2

Member's claim form

RECEIVED
INFORMATION

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. HEALD

Constituency

N.E. HERTS

Office use
Costo/Cat

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 / 12 / 07 to 31 / 12 / 07

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 863 : — p

Food

£ 375 : — p

Utilities

£ 22 : — p
7 : — p

Council Tax/Rates

£ 105 : 51 p

Telephone and telecommunications

£ : p

Cleaning

£ 128 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 14 : 53 p

▶ please specify

Water

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1515 : 04 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

4/1/08

Data protection

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Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

O. HEARD ✓

Constituency

N. E. HERTS

Office use only

Costs/Cat 2

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 11 07 to 30 1 11 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 863 : — p

Food

£ 375 : — p

Utilities

£ 22 7 : — p

Council Tax/Rates

£ 102 : — p

Telephone and telecommunications

£ : p

Cleaning

£ 128 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 14 : 53 p

▶ please specify

W Rates

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1511 : 53 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
or main home for the purpose of performing

Signature

MP

Date

2/12/07

Data protection

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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

O'HEALD

Constituency

N.E. HERTS

Office use
Costs/Cat 2

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 1/10/07 to 31/10/07

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 863 : — p

Food

£ 375 : — p

Utilities

£ 22 : — p
7

Council Tax/Rates

£ 102 : — p

Telephone and telecommunications

£ 102 : 73 p

Cleaning

£ 128 : — p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 239 : 98 p

Other

£ 14 : 53 p

▶ please specify

Water Rates

Other

£ 75 : 00 p

▶ please specify

Honorary item

Other

£ : p

▶ please specify

Total

£ 1929 : 24 p

Details of second

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

5/11/07

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



[Redacted] Home Insurance Policy Renewal Schedule

Policy Number: [Redacted]

Policyholder Name: Mr O Heald
[Redacted]

Period of Cover: From: 00:01 on 25 October 2007 to: 00:00 on 25 October 2008

EXCESS

You will pay the first £50 towards any contents claim under Sections you have selected shown above.

Your Contents premium reflects your previous claim-free period

Premium Details

Total Annual Premium £239.98

Premium includes:

Legal Expenses £20.00

Method of Payment

Annually

We reserve the right to apply an administration charge of up to £10.00 (subject to Insurance Premium Tax where applicable) for any change you make to your policy.



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

O. HEALD

Constituency

N.E. HERTS

Office use
Costs/Cash

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 9 107 to 30 1 9 107

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 770 : — p

Food

£ : p

Utilities

£ 22 7 : — p

Council Tax/Rates

£ 107 : — p

Telephone and telecommunications

£ : p

Cleaning

£ 128 : — p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 14 : 53 p

▶ please specify

W Rates

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

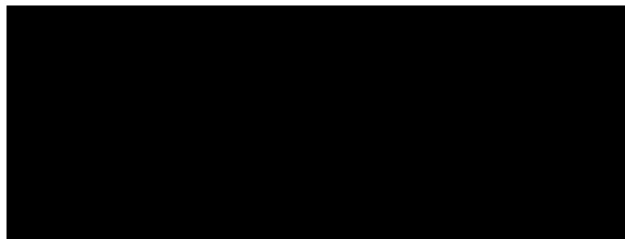
£ 1048 : 53 p

Details of second home

Address of
second home
for Additional
Costs Allowance

Declaration

Signature



and necessarily to enable
for the purpose of performing

MP

Date

1 / 10 / 07

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



Member's claim form

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Your details

Name in CAPITAL LETTERS

O. HEALD ✓

Constituency

N. E. HERTS

Office u Costo/Cat

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 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, 8, 07 to 31, 8, 07

Total cost of hotel stays attach all receipts

£ 770 : 00 p (Mortgage) ✓

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 22 : 00 p ✓
7 : 00 p ✓

Council Tax/Rates

£ 107 : 00 p ✓

Telephone and telecommunications

£ 40 : 44 p ✓

Cleaning

£ 128 : 00 p ✓

Service/maintenance

£ 882 : 60 p (1/2 yearly service charge) ✓

Repairs/insurance/security

£ : p

Other

£ 14 : 53 p ✓ ▶ please specify Water Rates

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1971 : 57 p ✓

23

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

Signature

L



MP

Date

L

4/9/07

Data protection

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form to

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

**Application for Payment and/or
Notice to Long Leaseholders of Rent Due
under the Commonhold and Leasehold
Reform Act 2002 Section 166**

TO: TENANT/LEASEHOLDER (NOTICE)

Mr Oliver Heald

DUE DATE	DETAIL	VAT	AMOUNT
29 Sep 07	Half Yearly Rent in Advance	29 Sep 07-24 Mar 08	25.00
29 Sep 07	Half Yearly Service Charge In Advance	29 Sep 07-24 Mar 08	463.52
29 Sep 07	Half Yearly S/C Reserve In Advance	29 Sep 07-24 Mar 08	256.73
29 Sep 07	Half Yearly S/C Insurance In Advance	29 Sep 07-24 Mar 08	137.35

BALANCE B/ FORWARD	0.00	NETT DUE	882.60	VAT DUE	0.00	TOTAL DUE	882.60
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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

D. HEALD ✓

Constituency

N.E. HERTS

Office use only

Costs/Cat 2

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 7 10 7 to 31 1 7 10 7

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 770 : 00 p ✓

Food

£ 350 : 00 p ✓

Utilities

£ 22 7 : 00 p ✓

Council Tax/Rates

£ 107 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 128 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 29 : 06 p ✓

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

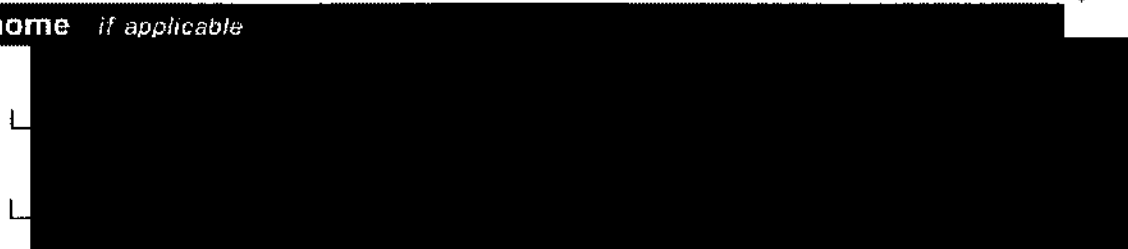
Total

£ 1413 : 06 p ✓

2 3

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance



Declaration

exclusively and necessarily to enable
main home for the purpose of performing

Signature



MP

Date

6/8/07

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 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. HEALD

Constituency

N. E. HERTS

Office use only

Costs/Cat 2



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 16 107 to 30 16 107

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 770 : — p ✓

Food

£ 315 : — p

Utilities

£ 28 16 : — p

Council Tax/Rates

£ 105 : 51 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

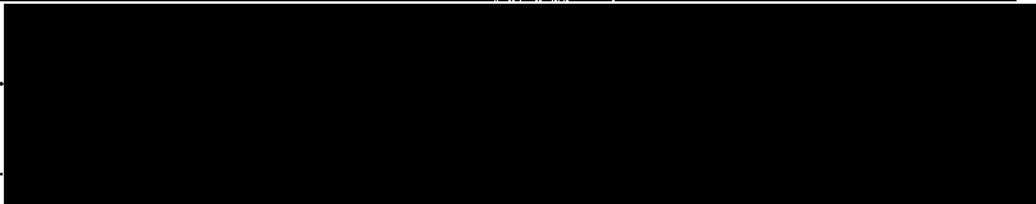
Total

£ 1362 : 51 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

2/7/07

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Member's claim form

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Your details

Name in CAPITAL LETTERS

OLIVER HEALD

Constituency

NE HERTS

Office use Cost

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 if it is less than £250

Period of claim

from 1 107 to 107 May

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Clearing

£ : p

Service/maintenance charge

£ 857 : 60 p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 857 : 60 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

7-6-07

Data protection

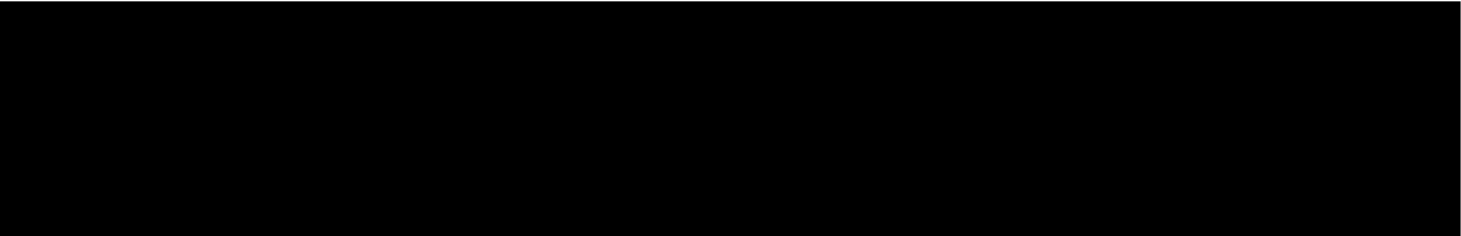
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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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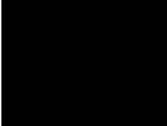
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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



Mr Oliver Heald



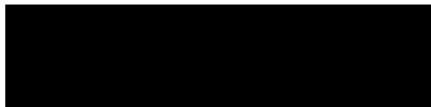
Date: 6 Jun 2007



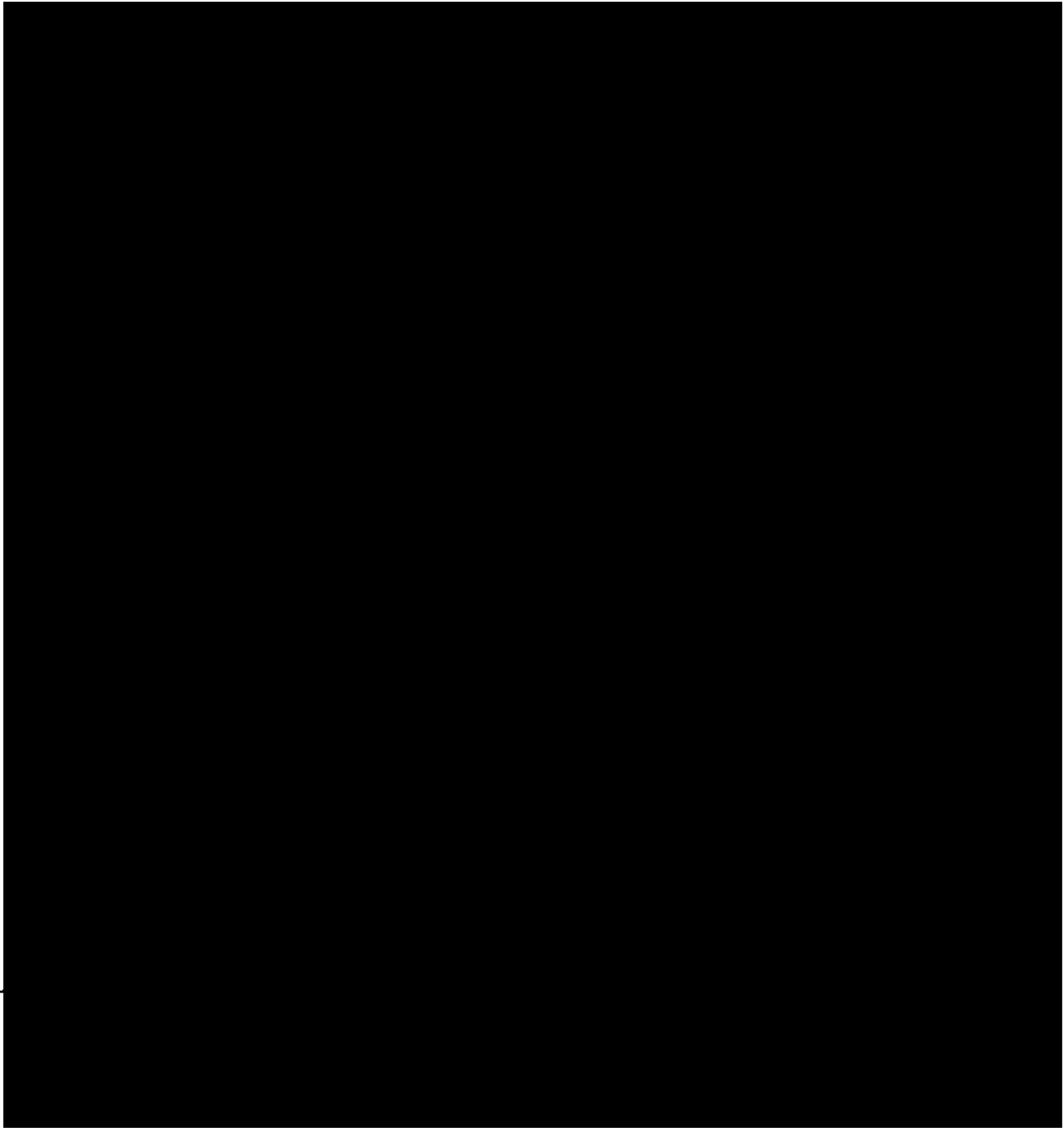
Dear Mr. Heald,,



Our records show that there is a balance outstanding of £857.60 due in respect of your property. A breakdown of which is shown below:-



Half Yearly Service Charge In Advance	463.52
Half Yearly S/C Reserve In Advance	256.73
Half Yearly S/C Insurance In Advance	<u>137.35</u>
	857.60



07/08



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 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. HEARD

Constituency

N. E. HERTS

Office use
Costs



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

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 770 : - p ✓

Food

£ 325 : - p ✓

Utilities

£ 16 : 25 p ✓

Council Tax/Rates

£ 105 : 51 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 128 : - p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 75 : - p ✓

▶ please specify

Household items: bathroom cleaning supplies

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

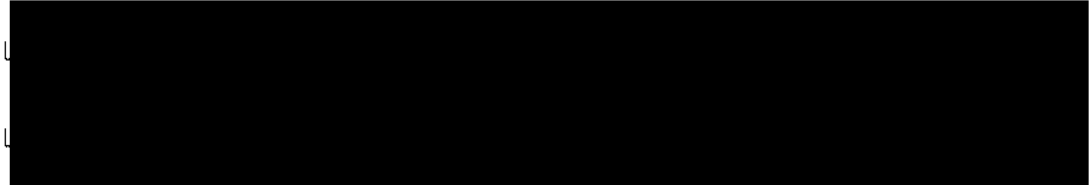
Total

£ 1444 : 51 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 my duties as a Member of Parliament.

Signature



MP

Date

5/6/07 /

Data protection

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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. HEALD

Constituency

N.E. HERTS

Office
Costs/Ca

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, 4, 07 to 30, 4, 07

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 770 : 00 p ✓

Food

£ 350 : 00 p ✓

Utilities

£ 16 : 00 p ✓
25 : 00 p ✓

Council Tax/Rates

£ 105 : 51 p ✓

Telephone and
telecommunications

£ 38 : 06 p ✓

Cleaning

£ 128 : 00 p ✓

Service/maintenance

£ : p

Repairs/insurance/
security

£ 678 : 00 p ✓

Other

£ 55 : 86 p ✓

Other

£ : p

Other

£ : p

Total

£2166 : 43 p

3 4 .

Repairs and maintenance in Bedroom (enc.)
W Rates

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] or main home for the purpose of performing

Signature

[Redacted Signature]

MP

Date

8/4/07

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27th April 2007 ✓

Invoice for work as listed below at

Work included –

Turn off tank fed water supply to flat, (sketch attached shows position of stop cock in roof tank house)

Remove tiling as necessary on boxing-in

Dismantle WC cistern and remove defective valve, procure replacement

Fit to cistern and test

Replace tiling and grout

Remove remnants of adhesive from bathroom floor

Remove bath panel

Cut floor tiles around WC and basin pedestal, fix, grout and polish

Reduce height of bath panel and refit with dome screws

Move hinge on kitchen cupboard and adjust door extension to prevent problem reoccurring

Fix shelf above basin

Replace shower curtain rail

Costs include 3½ days labour @ £180 per day, 3 days congestion charge @ £8, valve for WC £24. (Adhesive and grout supplied foc)

Cost including labour and materials

£678



Additional Costs Allowance

ACA2

Member's claim form

of 2

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Your details

Name
in CAPITAL LETTERS

O. HEALD

Constituency

N. E. HERTS

Office use
Costs

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.

07/08

Please list

- all items costing £25 or more and include receipts — except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel costs.

Period of claim

from 1 / 3 / 08 to 31 / 3 / 08 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 800 : — p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Total

£ 800 : — p ✓

continued on page 2

Details of second home

Address of second home
for Additional Costs Allowance

Declaration

...olly, exclusively and necessarily to enable
... or main home for the purpose of performing

Signature _____ MP

Date 21/4/08

Data protection

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