



HOUSE OF COMMONS

09/10 08 MAY 2009

PAAE 2

Member's Reimbursement Form
Personal Additional Accommodation Expenditure (PAAE)

Office use only
Castc/Cat2

M SMITJVA
Allowance 514602

Supply/Res ID

675000

Member's Name (CAPITAL LETTERS)

JOHN SMITH

Constituency (CAPITAL LETTERS)

GLAMORGAN

Claim details

Month/period to be claimed

From 01042009 To 30042009

Subsistence

(No receipts required)

Number of nights spent away from main home

12

@ £25.00 per night £ 300

Exp type/
Cat5
637

Cost of accommodation

Mortgage interest £ 514 ---

Hotel £ 514 ---

Rent (inc deposits) £ 1140.67 514 632

docs attached

need new claim for 09/10

62.22

Council Tax/rates £ 62.22 x 514 633

Fixtures, fittings and furnishings

TABLE LAMP

£ 24.99 ✓

BATH MAT

£ 19.49 ✓

CROCKERY

£ 15.00 ✓

5886367
JE
27/5

Total £ 59.48 514 634

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

CLEANING

£ 20.00 ✓

LAUNDRY

£ 24.00 ✓

Minor Repair

£ 22.00 ?

DECORATING MATERIALS

£ 19.50 ✓

NEWSPAPERS

£ 24.00 ✓

427177
CC 27/5

Total £ 109.50 514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total

£1,609.65

£677.87

£1,671.87 ✓

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amount claimed complies with the principles and rules contained in the Green Book.

Member's Signature

Date

5/5/09

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 HMRC. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act. Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

About filling in this form
If you have any questions
please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA

Personal Business

Premier Plus Current accounts Savings Investments Credit Cards Loans Mortga

Recent transactions

Recent transactions for:

ADVANCE A/C

SMITH [REDACTED]

[Back to My accounts](#)

Monthly RENT

[Show account information](#)

Date	Type	Description	Paid out	Paid in	Balance (£)
08 Apr	TFR	[REDACTED]	[REDACTED]		[REDACTED]
03 Apr	DD	[REDACTED]	1140.67		[REDACTED]

[Download transactions](#)

[Print](#)

Enter new date range for transactions:

The earliest date you can view is 18 Mar 2009. For earlier transactions you can view your **previous statements**.

From (dd/mm/yyyy): / /

To (dd/mm/yyyy): / /

[Back to most recent](#)

[Show transactions](#)

PRIVATE AND CONFIDENTIAL

Mr John Smith MP



Tel : 0207 219 [REDACTED]
Fax : 0207 219 [REDACTED]
Email : [REDACTED]@parliament.uk

15 May 2009

Dear Mr Smith

Personal Additional Accommodation Expenditure (PAAE) 2009/2010

Thank you for your PAAE claim dated 5 May 2009, a copy of which is attached for ease of reference.

With effect from 1 April 2008 the Department of Resources is required to seek receipts or invoices for individual items costing £25.00 or more. In this case the relevant supporting documentation for council tax relating to the 2009/2010 financial year, was not included with your claim. If you are unable to submit the receipt, the Department will not be able to reimburse you.

I should be grateful if you would submit the required documentation with the attached copy of your claim at your earliest convenience, in order for us to complete the payment.

The remainder of your claim, totalling £1,609.65, has been processed and should reach your account within five working days.

If you have any questions about this matter please contact the Enquiry and Advice Team on the numbers listed above.

Yours sincerely



Assistant Validation Officer

DIRECTOR GENERAL OF RESOURCES **ANDREW WALKER CPFA**
DIRECTORATES: **JANET RISSEN** (BUSINESS MANAGEMENT & DEVELOPMENT) **TERRY BIRD** (OPERATIONS)
HEATHER BRYSON MA FCIPD (HUMAN RESOURCE MANAGEMENT & DEVELOPMENT)
CHRIS RIDLEY MBA FCCA (FINANCIAL MANAGEMENT) **BONNIE MOHAN MCIPS** (COMMERCIAL SERVICES)
DEPARTMENT OF RESOURCES HOUSE OF COMMONS LONDON SW1A 0AA



INVESTOR IN PEOPLE

John Smith

Proof of Payment

15 MAY 2009

Personal Business

Premier Plus Current accounts Savings Investments Credit Cards Loans Mortgages

Recent transactions

Recent transactions for:

ADVANCE A/C

SMITH

[Back to My accounts](#)

[Show account information](#)

Council Tax

Date	Type	Description	Paid out	Paid in	Balance (£)
27 Apr	DD	CITY OF WESTMINSTE	62.22		
24 Apr	TFR				
24 Apr	CR				
23 Apr	TFR				
22 Apr	CR				

[Download transactions](#)

[Print](#)

Enter new date range for transactions:

The earliest date you can view is 18 Mar 2009. For earlier transactions you can view your previous statements.

From (dd/mm/yyyy): 25 / 03 / 2009

To (dd/mm/yyyy): 14 / 04 / 2009

[Back to most recent](#)

[Show transactions](#)

From: [REDACTED]
Sent: 22 May 2009 12:21
To: SMITH, John
Subject: PAAE claim 5th May 2009

Importance: High

Dear Mr Smith

Thank you for your PAAE claim, of 5th May 2009. I wrote to you with regards to obtaining supporting documents for council tax for the 2009/2010 financial year, I have now received a copy of you bank statement outlining the cost incurred. I have processed your claim in full. However, I should be grateful if you could submit a copy of your council tax bill for the 2009/2010 financial year, for our records.

If you have any queries, please contact my colleague, [REDACTED] on Ext: [REDACTED], as I will be out of the office.

Kind Regards
[REDACTED]

[REDACTED] Assistant Validation officer	Validation Team Department of Resources House of Commons London SW1A 0AA
Tel: 0207 219 [REDACTED] Fax: 0207 219 [REDACTED]	



HOUSE OF COMMONS

5890128
AP 13/6

PAAE 2

Member's Reimbursement Form
Personal Additional Accommodation Expenditure (PAAE)

Office use only

Costo/Cat5

MSMITSVA

Allowance 514502

Supp/Res ID

12 JUN 2009

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

JOHN SMITH

GLAMORGAN

600503

Claim details

Month/period to be claimed

From 01052009 To 31052009

Subsistence

(No receipts required)

Number of nights spent away from main home

8

@ £25.00 per night £

200

Exp type/
Cat5

514537

Cost of accommodation

2009/2010

Mortgage interest £

514 ---

Hotel £

514 ---

Rent (inc deposits) £

1140.67

514 632

Council Tax/rates £

514 ---

Fixtures, fittings and furnishings

431145
MB 1916

Total £

514 ---

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

£
£
£
£
£
£

Total £

514 ---

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £

1340.67

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that I have read and understand the principles and rules contained in the Green Book.

Member's Signature

Date

4/6/09

Data Protection

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HOUSE OF COMMONS

6002 NNF 91

PAAE 2

Member's Reimbursement Form
Personal Additional Accommodation Expenditure (PAAE)

Office use only
Costs/Cat2

Supp/Res ID

MSMITSVA

Allowance: 514602

692102

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

JOHN SMITH

GLAMORGAN

Claim details

Month/period to be claimed

From

01042009

To

31052009

Subsistence

(No receipts required)

Number of nights spent
away from main home

@ £25.00 per night £

Exp type/
Cat5

Cost of accommodation

2009/2010

Mortgage interest £

514 ---

Hotel £

514 ---

Rent (inc deposits) £

514 ---

Council Tax/rates £

123.22

514633

5890804

S-S 2316109

Fixtures, fittings and furnishings

£

£

£

£

£

Total £

514 ---

432840
CC 28/6

Other household costs

(e.g. service charges, utilities,
telecommunications, maintenance
and repairs)

£

£

£

£

£

£

Total £

514 ---

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £

123.22

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's
Signature

Date

15/6/09

Data Protection

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Send your completed form to:
Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA



City of Westminster

Enquiries by post:

Westminster City Council, Council Tax, PO Box 165, Erith DA8 9DW

Send payments to:

Westminster City Council, PO Box 397, Warrington WA55 1GG

Tel: 0845 302 3400 8.30am to 6pm Monday to Friday

Minicom: 0845 070 0281 (call charges will vary)

Email: WestminsterCouncilTax1@Capita.co.uk

As Required
15/6



Date of Issue: 09-JUN-2009

MR J SMITH	
Account reference	

Address of property	
Property reference	

Council tax demand notice 2009/2010

The property above has been placed in **band C**. For properties in this band within the City of Westminster (not including the Montpelier Square area) the amounts set for the financial year 2009 to 2010 are as follows.

	Percentage (%) change from last year	
City of Westminster	0.0 % Increase	335.82
Greater London Authority	0.0 % Increase	275.40
Council tax for your property 2009 to 2010		611.22
Charge for period 01-APR-2009 to 31-MAR-2010		611.22
Adjustments	Period	
Payments Received as at Date of Issue		-123.22
Total		488.00

If you would like us to send your future bills by email, please send a request to wccctax.dd@capita.co.uk, quoting your council tax account number(s) and the email address that you would like them sent to.

The amounts shown below are currently payable by direct debit. **NO FURTHER ACTION IS REQUIRED.**

Date of payment	Amount due	Date of payment	Amount due
25-APR-2009	62.22	25-OCT-2009	61.00
25-MAY-2009	61.00	25-NOV-2009	61.00
25-JUN-2009	61.00	25-DEC-2009	61.00
25-JUL-2009	61.00	25-JAN-2010	61.00
25-AUG-2009	61.00		
25-SEP-2009	61.00		



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