



Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

MICHAEL GOVE MP

Constituency

SURREY HEATH

Office use only

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.
- 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 13 108 to 31 13 108

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,767 : 24 p ✓

Food

£ : p

Utilities

£ 60 : 00 p (Gas & Elec. Div. Debits)

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 40 : 34 p ✓

Other

£ 11 : 61 p please specify TV LICENCE

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1,879 : 79 p please pay £1623.99

**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

4/3/08**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

14th February 2008

  
Mr Michael Andrew Gove &  





### **MORTGAGE INTEREST RATE**

We are writing to advise you that the Bank of Scotland base rate has recently changed from 5.500% to 5.250% a year.

In addition, from 1st March 2008, the Bank of Scotland Home Loan Rate (our standard variable rate) that applies to your mortgage has also changed from 7.850% to 7.600% a year.

This means that from 1st March 2008 the interest rate we apply to the amount of your mortgage charged on a tracker rate will be changing to 5.740%.

Your new monthly payment, from March 2008, will be £1,767.24. This will be collected on or





Additional Costs Allowance

ACA2

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Constituency

SURREY HEATH

Office use only

Costs

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.

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 2 1 0 8 to 2 9 1 2 1 0 8

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,843 : 79 p ✓

Food

£ : p

Utilities

£ 60 : 00 p (gas & Elec. D. Debits)

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Home Repairs/insurance/security

£ 40 : 34 p ✓

Other

£ 11 : 61 p ✓ please specify TV LICENCE

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1,955 : 74 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

11/2/08

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Additional Costs Allowance

ACA2

Member's claim form

1 of 2

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- If you have any doubt about whether you can claim for a cost please call 020 7219 1340.

Your details

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Constituency

SURREY HEATH

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Costs

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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

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

Period of claim

from 1 1 108

to 31 11 108

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 1,843 : 79 p

(interest only) or rent

Food

£ : p

Utilities

£ 60 : 00 p

(gas & Elec. DDs)

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 161 : 21 p

(Home Ins. for October/November/December 2007 & Jan. 2008)

Other

£ 11 : 61 p

▶ please specify TV Licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

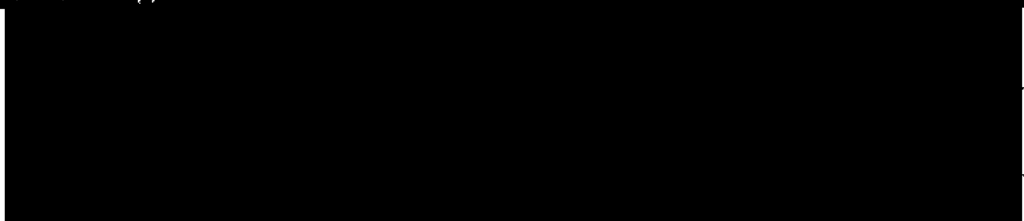
Total

£ 2076 : 61 p

continued on page 2

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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Signature



MP

Date

3/1/08

**Data protection**

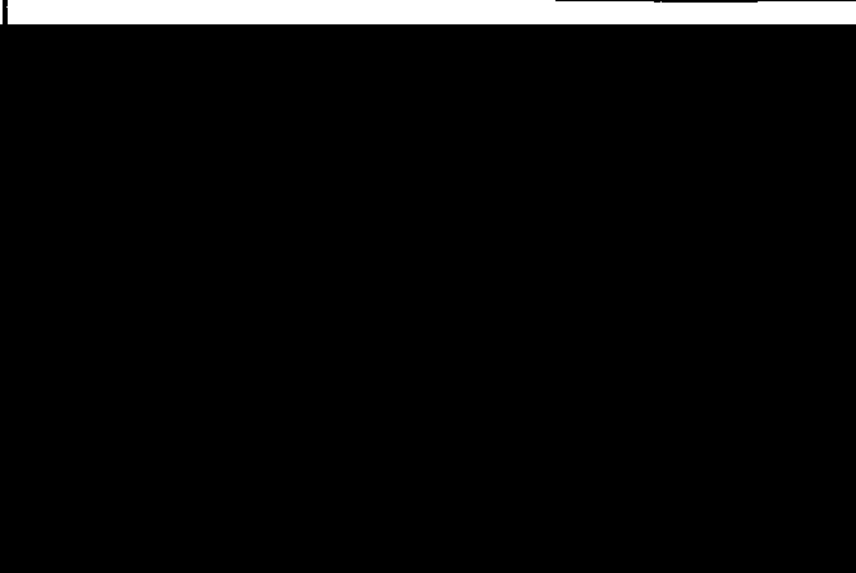
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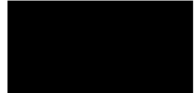
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Department of Finance & Administration, House of Commons, London SW1A 0AA



The Customer/you  
Mr Micheal Gove



Date  
29/09/07

**KEY FINANCIAL INFORMATION**

(A) Amount of credit	£484.05 (total premium as set out below)
(B) Duration of agreement	12 months starting on the date of this agreement
(C) Total amount payable including charge for credit	£484.05
(D) Repayment	The initial amount payable is £40.31 due on 10/10/07 followed by 11 instalments of £40.34 monthly thereafter.



Additional Costs Allowance

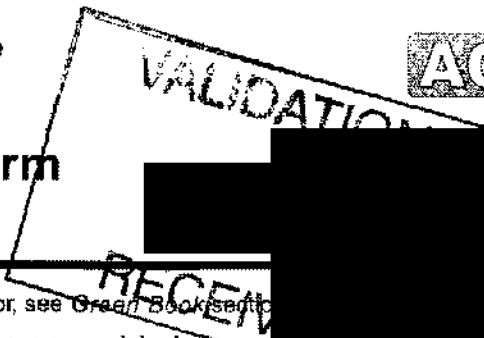
ACA2

Member's claim form

of 2

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Your details

Name in CAPITAL LETTERS

Michael Gove

Constituency

Office use only

Costs

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 11 107 to 30 11 107

Total cost of hotel stays £ : p

Mortgage payments £ 1,920 : 43 p ✓

Food £ : p

Utilities £ 60 : 00 p (gas & elec.)

Council Tax/Rates £ : p

Telephone and telecommunications £ 56 : 90 p

Cleaning £ : p

Service/maintenance £ : p

Repairs/insurance/security £ : p

Other £ 20 : 80 p ▶ please specify TV Licence D.P.

Other £ : p ▶ please specify

Other £ : p ▶ please specify

Total £2,058 : 13 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

12/12/07

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Send your completed  
form to

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

Your account number  
[REDACTED]

Bill number  
[REDACTED]

Date  
23 October 2007

[REDACTED]  
MR M GOVE  
[REDACTED]

[REDACTED]

---

**Total now due**

**£ 56.90**

*Please make sure we receive the total now due by  
3 November 2007.*

7 September 2007

Monthly  
Direct Debit

Your DD Plan  
Already paid

Next year's licence will then be paid over 12 months (six payments before the licence begins and six after). The first payment will be £11.75 due on 1 April 2008.

Following payments of £11.61 will continue to be made on the first working day of each month, until further notice.

Total = £68.26

**Due to be paid**

1 Oct 2007	£9.19
1 Nov 2007	£11.61
3 Dec 2007	£11.61
2 Jan 2008	£11.61
1 Feb 2008	£11.61
3 Mar 2008	£11.61

Total = £67.24

Monthly  
Direct Debit

£135.50

30 Sep 2008

Colour  
TV Licence



Additional Costs Allowance

ACA2

Member's claim form

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Your details

Name in CAPITAL LETTERS

MICHAEL GOVE MP

Constituency

SURREY

Office use only

Costs

Claim details

You can only claim for

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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

£ 1,920 : 43 p

Food

£ : p

Utilities

£ 60 : 00 p

(Gas & Elec.)

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

£ 1,980 : 43 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

15/10/07

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Additional Costs Allowance

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Your details

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Constituency

SURREY HEATH

Office use only

Costs

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 9 1 0 7 to 30 1 9 1 0 7

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,920 : 43 p

Food

£ : p

Utilities

£ 60 : 00 p (gas & elec)

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 162 : 49 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£2142 : 92 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

\_\_\_\_\_ P

Date

\_\_\_\_\_ 11/9/07 \_\_\_\_\_

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# Direct Debit

– the smart way to pay.

Your account and bill number

Date

27 July 2007

[Redacted]

MR M GOVE

[Redacted]

[Redacted]

[Redacted]



## Reminder

[Redacted]

Total now overdue  
**£ 162.49**

[Redacted]

[Redacted]

MR

M GOVE

your **electricity** account

Dear Mr [REDACTED] M Gove,

Thank you for paying by Direct Debit. You have received our maximum discount by paying this way.

This is your electricity statement for 18 May 2007 until 09 August 2007.

As you are spreading your electricity costs throughout the year, we will carry forward the balance you owe of **£24.04**.

MR M GOVE

your**gas**account

Dear Mr M Gove,

Thank you for paying by Direct Debit. You have received our maximum discount by paying this way.

This is your gas statement for 18 May 2007 until 09 August 2007.

As you are spreading your gas costs throughout the year, we will carry forward the balance you owe of **£1.75**.



Additional Costs Allowance

ACA2

Member's claim form

of 2

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Your details

Name in CAPITAL LETTERS

MICHAEL GOVE MP

Constituency

SURREY HEATH

Office use

Costs

Claim details

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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 8 1 0 7 to 3 1 1 8 1 0 7

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(Interest only) or rent

£ 1,920 : 43 p

Food

£ : p

Utilities

£ 245 : 32 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

£2,165 : 75 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 my duties as a Member of Parliament.

Signature

MP

Date

30/7/07

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

MR [REDACTED] M GOVE

gas

22 June 2007

Our reference [REDACTED]

Dear Mr [REDACTED] Gove

**Important confirmation of the set-up of your new payment plan  
Instruction, including future payment schedule**

I am pleased you have chosen this easy and convenient way to pay your bills with the benefit of our direct debit discount.

I confirm we have arranged to collect £45.00 from your bank starting from 14 July 2007, and on the 14th of each month in the future.

MR & MRS M GOVE

electricity

22 June 2007

Our reference:

Dear Mr Gove

**Important confirmation of the set-up of your new payment plan  
Instruction, including future payment schedule**

I am pleased you have chosen this easy and convenient way to pay your bills with the benefit of our direct debit discount.

I confirm we have arranged to collect £15.00 from your bank starting from 14 July 2007, and on the 14th of each month in the future.

[REDACTED]

MR &

M GOVE

[REDACTED]

[REDACTED]

**gas**

[REDACTED]

22 June 2007

Our reference: [REDACTED]

Dear Mr [REDACTED] Gove

**Confirmation of payment**

Thank you for your payment of £133.39 that we received on 22 June 2007.

[REDACTED]

MR [REDACTED] M GOVE

**electricity**

22 June 2007

Our reference [REDACTED]

Dear Mr [REDACTED] Gove

**Confirmation of payment**

Thank you for your payment of £51.93 that we received on 22 June 2007.

Yours sincerely

[REDACTED]



Additional Costs Allowance

ACA2

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Please list

Please attach

Period of claim

from 1 1 7 1 0 7 to 3 1 1 7 1 0 7

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,843 : 79 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

£ 1,843 : 79 p

continued on page 2

**Details of second home** *If applicable*

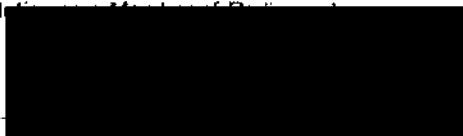
**Address of second home**  
for Additional Costs Allowance



**Declaration**

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Signature



MP

Date

11/7/07

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07/08

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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, 6, 07 to 30, 6, 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) ~~current~~

£ 1,843 : 79 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 1,476 : 00 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

£ 3,319 : 79 p

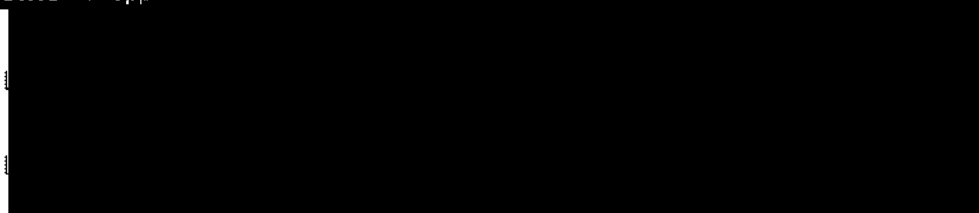
VALIDATION

RECEIVED

continued on

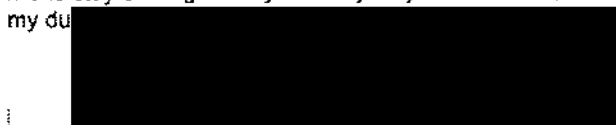
**Details of second home** *if applicable*

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.

Signature



Date

11/6/07

**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

17th May 2007

██████████  
Mr Michael Andrew Gove &  
████████████████████

Page 1 of 2

### MORTGAGE INTEREST RATE

Dear M ██████████ Gove

I am writing to advise you that the Bank of Scotland Base rate has recently changed from 5.250% to 5.500% a year.

In addition, from 1st June 2007 the Bank of Scotland Home Loan Rate (our standard variable rate) that applies to your account has also changed from 7.500% to 7.850% a year.

This means that from 1st June 2007 the interest rate that applies to the amount of your loan on which we charge a tracker rate will be changing to 5.990%.

Your new monthly payment, from June 2007, will be £1,843.79. This will be collected on or just after 2nd June 2007, and each subsequent month, from your account with the sort

Date Issued: 12/03/2007

Mr Gove

**COUNCIL TAX BILL 2007/2008**

Percentage  
change over  
previous year

£ 1233.98	+4.4
£ 209.33	+4.9
£ 178.20	+2.7
£ 23.42	-22.1
<u>£ 1644.93</u>	+3.8 %

**THE TOTAL AMOUNT PAYABLE BY YOU IS AS FOLLOWS:**

Reason for Bill: New Year Billing

Council Tax for period 01/04/07 to 31/03/08 ✓

£

1644.93

£ 1476 owed AS  
£ 168.93 paid ✓

1,476.00

Amount Due £

1644.93

THIS BILL IS BASED ON INFORMATION HELD IN OUR COUNCIL TAX DATABASE ON 24.2.07

Mr Gove

Date of Issue: 14/05/2007

**Amount overdue**

**£ 164.00**

**Council Tax Second Reminder 2007**

*21,475*



Additional Costs Allowance *02/08*  
**Member's claim form**

About filling in this form

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

**Your details**

Name  
in CAPITAL LETTERS

MICHAEL GOVE

Constituency

SURREY HEATH

Office use only

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.

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 11/5/07 to 31/5/07

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ 1,767 : 80 p

Food

£ : p

Utilities

£ 211 : 33 p

Council Tax/Rates

£ 168 : 93 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

£ 2,148 : 06 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

Signature

MP

Date

2/5/07

**Data protection**

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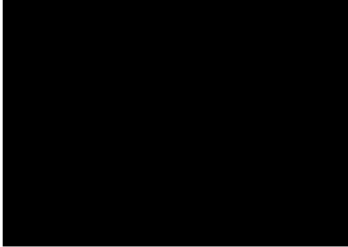
Send your completed  
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Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

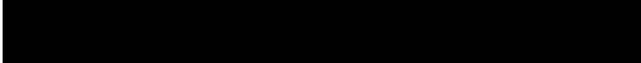


Mr

Gove



Date of Issue: 16/04/2007

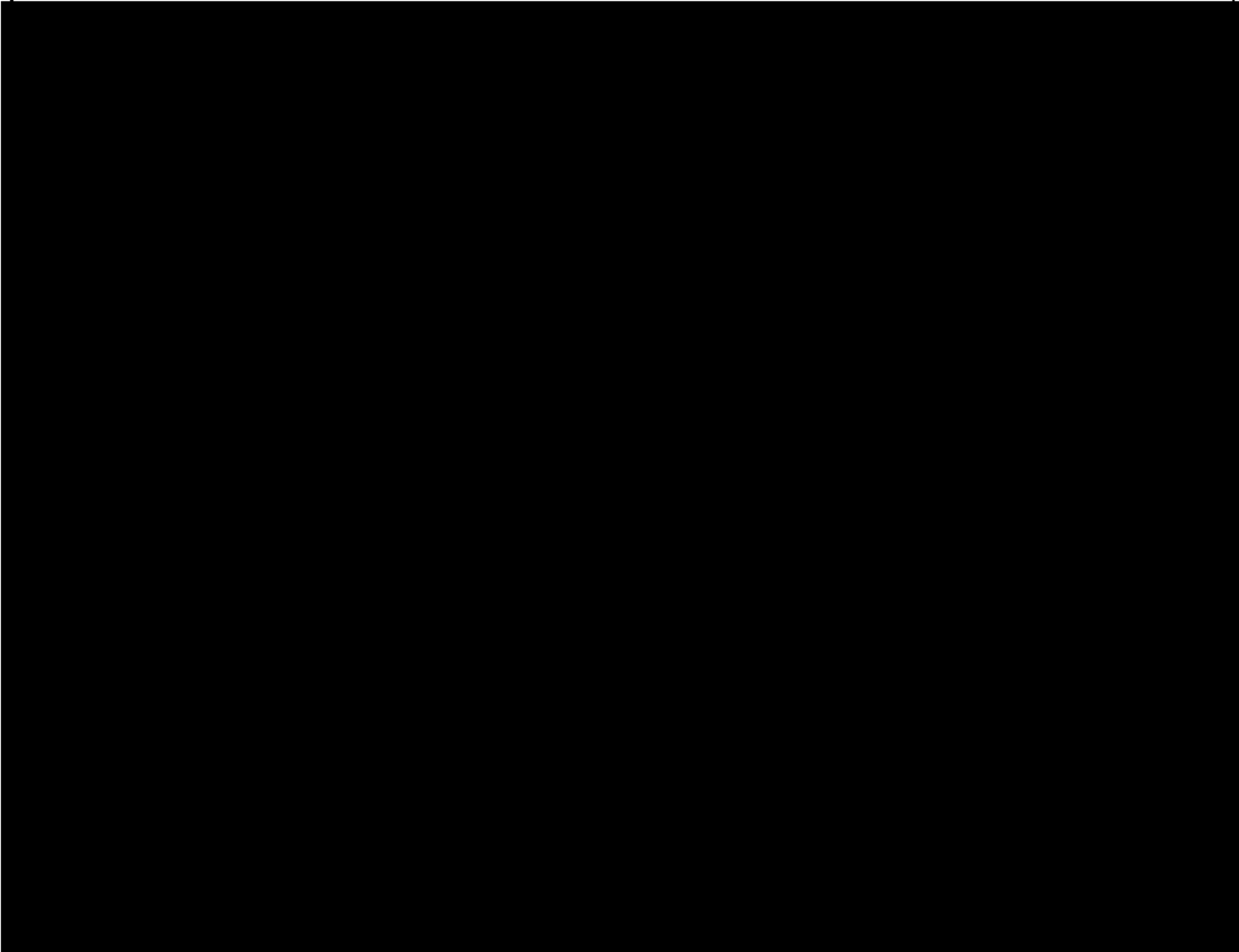


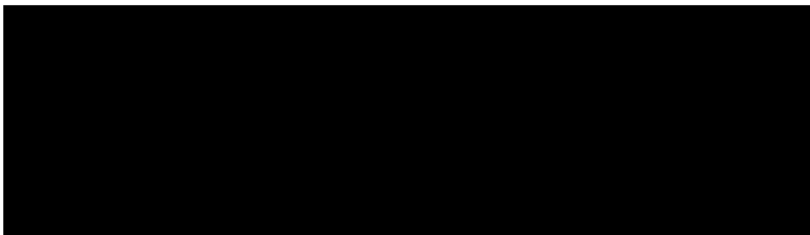
**Amount overdue**

**£ 168.93**



**Council Tax Reminder 2007**

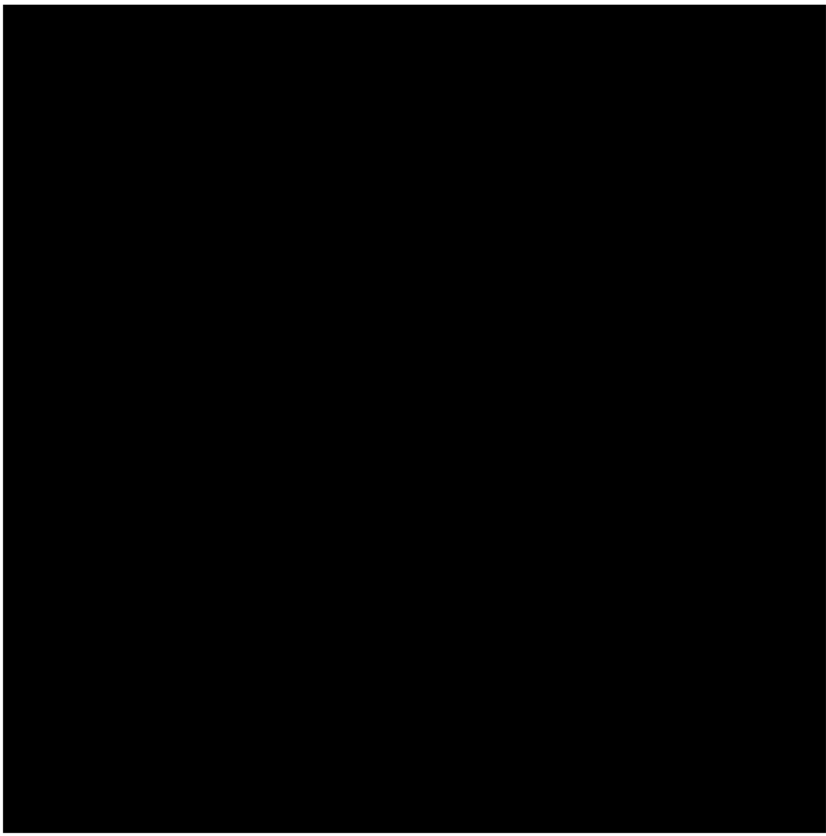




MR MICHAEL GOVE



**Your water bill is £211.33**





Additional Costs Allowance

07/08

ACA2

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

MICHAEL GOVE

Constituency

SURREY HEATH

Office use only

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.

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 4 107 to 30 14 107

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) ~~or rent~~

£ 1,767 : 80 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

£ 1,767 : 80 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

2/4/07

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