



Additional Costs Allowance

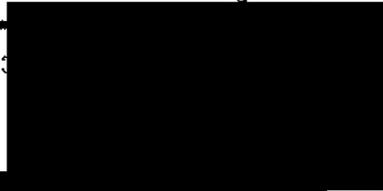
ACA2

Member's claim form

06/11/08

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

ALAN DUNCAN

Constituency

RUTLAND + MELTON

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.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

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

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1416 : 92 p

Food

£ : p

Utilities

£ 1047 : 23 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

£2464 : 15 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 me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted Signature]

MP

Date

5.3.08

**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.

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).

Send your completed  
form to

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

Invoice no.

20/02/2008

Account no.

no.

Mr A C Duncan

Product code	Description	Units	Quantity	Unit price	Value
1	BURNING OIL (28 SECONDS)	LITRES	2,227	45.94	£1,023.08

Net 1,023.08

VAT 51.15

Amount due £

Date due



Additional Costs Allowance

ACA2

05 FEB 2009

Member's claim form

Page 1 of 2

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

ALAN DUNCAN

Constituency

RUTLAND + MELTON

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.
- 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 / 08 to 31 / 1 / 08 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1427 : 26 ✓

Food

£ : p

Utilities

£ 22 : 18 ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 138 : 95 ✓

Cleaning

£ : p

Service/maintenance

£ 618 : 00 ✓

Repairs/insurance/security

£ 575 : 75 ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 2782 : 14 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

5. 2. 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.

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 1996, 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 1996, 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

MR A DUNCAN

Amount Due

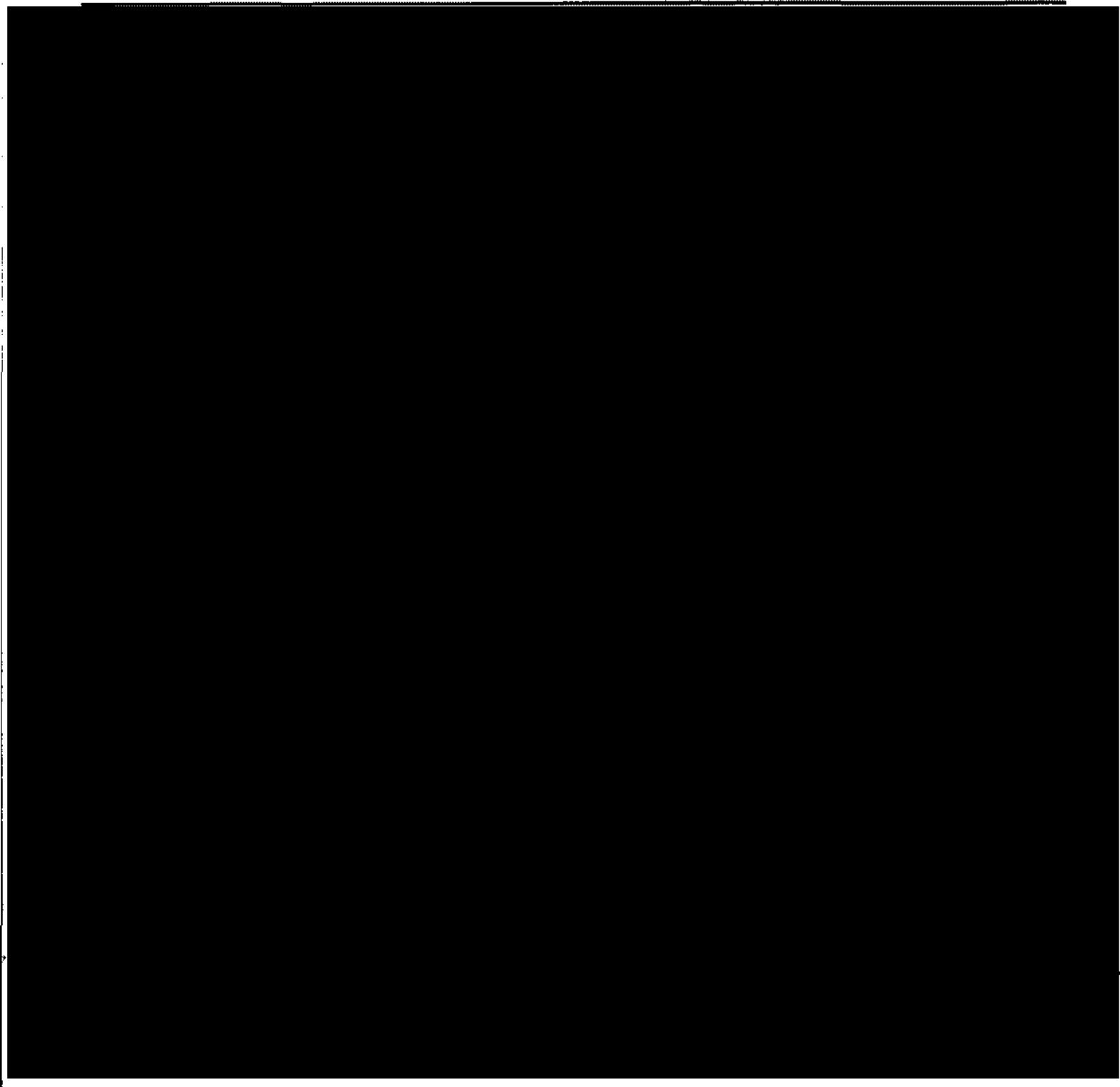
£22.18

Bill Date

21 January 2008

**Water Services Bill**

Bill Period : 28 August 2007 to 21 January 2008



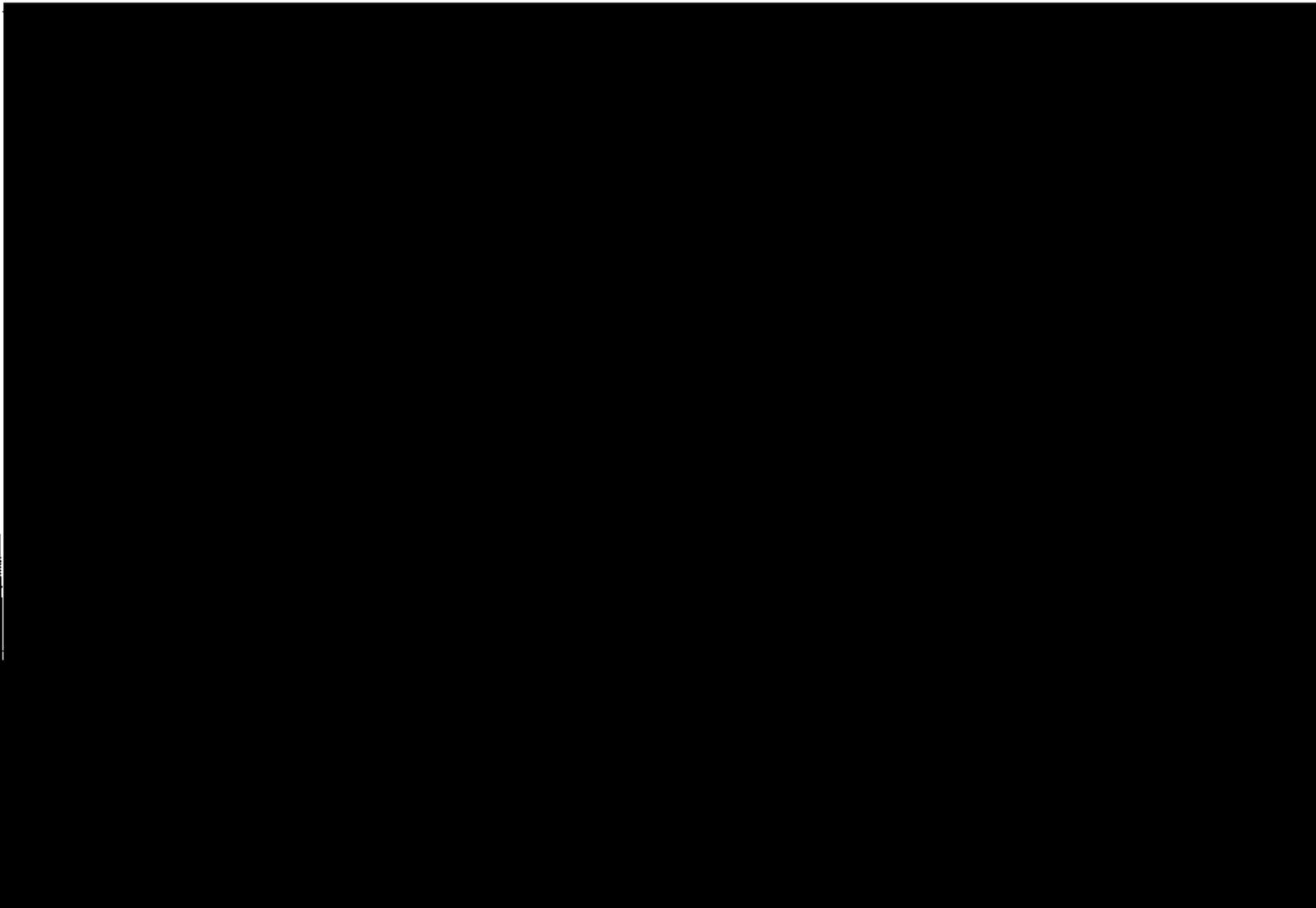
MR A.J.C DUNCAN



Date  
9 January 2008



**Total now due**                      **£ 39.05**



MR A.J.C DUNCAN

Date  
9 January 2008

**Total now due**                      **£ 48.72**

MR A.J.C DUNCAN

Date  
9 January 2008

**Total now due**      **£ 51.18**



MR ALAN J C DUNCAN

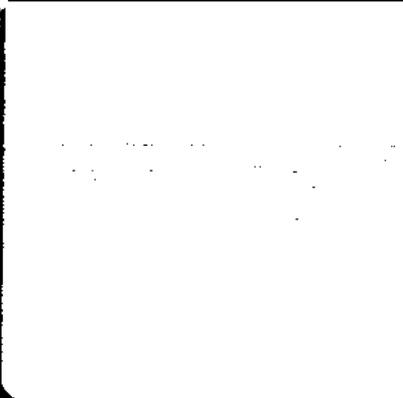
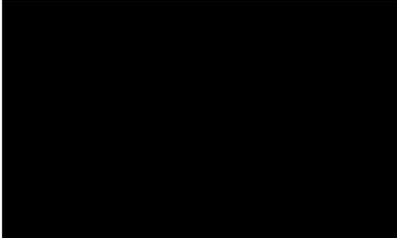
SALE

CARDHOLDER COPY

PLEASE KEEP THIS RECEIPT  
FOR YOUR RECORDS

AMOUNT

£618.00



Invoice

A. DUNCAN,  
[REDACTED]

DOCUMENT No. [REDACTED]

DATE/TAX POINT

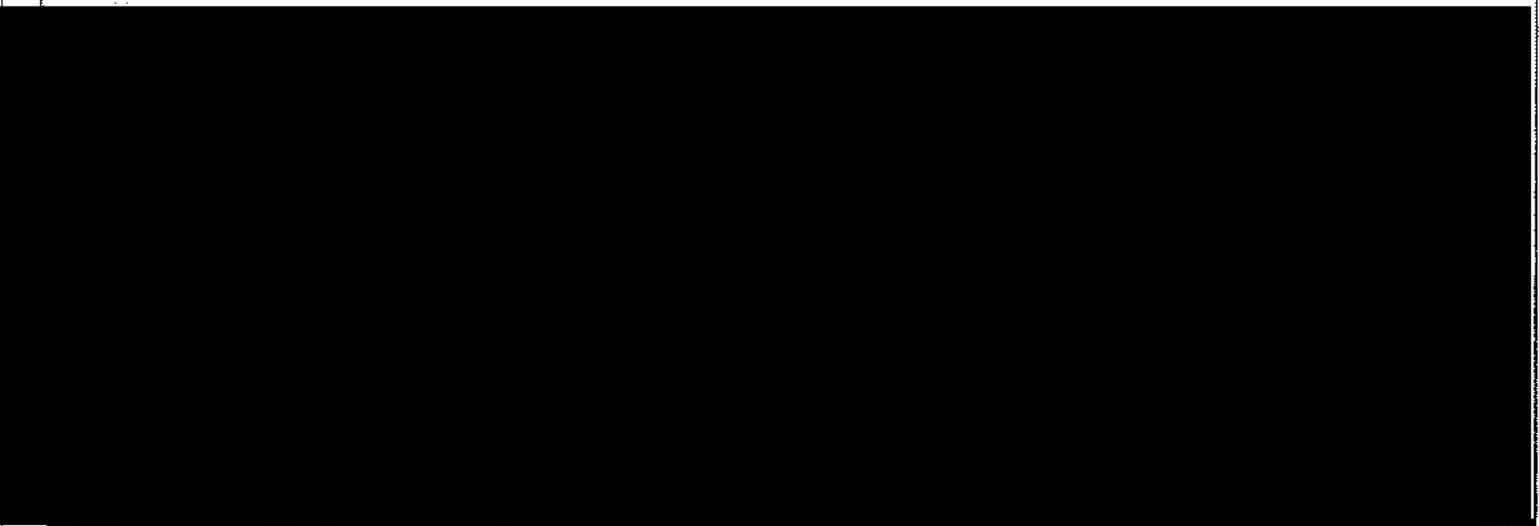
12/12/2007

ORDER No. [REDACTED]

ACCOUNT No. [REDACTED]

DETAILS NETT PRICE

[REDACTED]	POLE SAW [REDACTED]	490.00
------------	---------------------	--------



----- AS INVOICED -----  
[REDACTED]

Items Nett	490.00
Total Tax	65.75
Carriage	9.00
Invoice Tot	575.75



# Member's claim form

About filling in this form

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

## Your details

Name in CAPITAL LETTERS

ALAN DUNCAN

Constituency

RUTLAND & MELTON

## 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

£ 1427 : 26 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

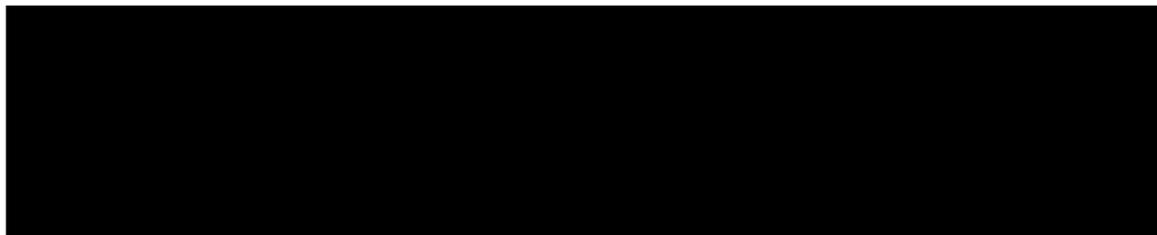
▶ please specify

Total

£ 1427 : 26 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

7. 1. 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.

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).

Send your completed  
form to

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

Mr A Duncan

Date 18th December 2007

Dear Mr Duncan

Mortgage Account:

The revised interest rate will be applied to your mortgage account from this date and your monthly payment will change from £1,437.89 to £1,427.26. This payment represents the total amount due for all elements of your mortgage account. (N.B. The new monthly payment showing on this letter does not take into account any payment holidays that you may have in place at this time). If you have arranged a regular monthly overpayment, the amount of the agreed overpayment will not change.



04 DEC 2007

Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

ALAN DUNCAN ✓

Constituency

RUTLAND + MERDON

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 / 11 / 07 to 30 / 11 / 07

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1437 : 69 p ✓

Food

£ : p

Utilities

£ 363 : 56 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 610 : 00 p ✓

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

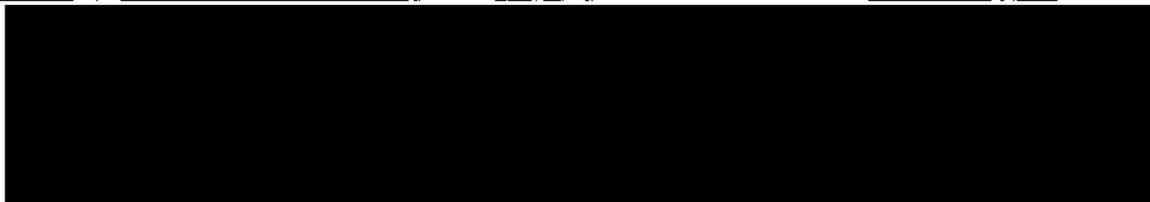
▶ please specify

Total

£ 2411 : 25 p ✓

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

✓  
X  
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.

X  
Signature

MP

X  
Date

6.12.07

**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.

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).

Send your completed form to

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

Mr A Duncan

Page 1 of 4

## Amended electricity bill

Your bill is **£363.56**

Date: 2/11/2007

[REDACTED]  
Alan Duncan  
[REDACTED]

For work carried as listed below:

Fit of new lights at [REDACTED]  
[REDACTED]

Price includes all materials and labor

All for the sum of £610.00

[REDACTED]

[REDACTED]



Member's claim form

01 NOV 2007

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

ALAN DUNCAN

Constituency

RUTLAND + MELTON



Office use Cost/Cat 2



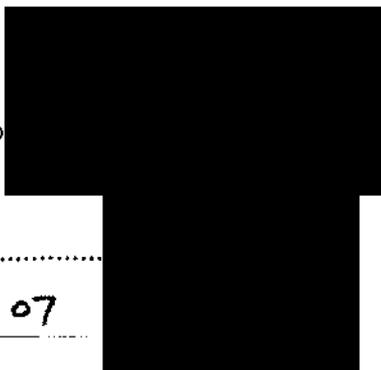
Claim details

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 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 / 07 to 31 / 10 / 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1437 : 69 p ✓

Food

£ 646 : 37 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

£2084 : 06 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 me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

1. 11. 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.

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).

Send your completed  
form to

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

# INVOICE

INVOICE TO:

Mr A J C Duncan

DELIVER TO:

INV/  
TKT. No

DATE  
ORDERED

NET  
NUMBER

PRODUCT DESCRIPTION

QTY. ORDERED | QTY. DELIVERED

UNIT PRICE

VAT

VALUE

MINING OIL

GOODS	618.59
VAT	30.78
TOTAL DUE	646.37



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

ALAN DUNCAN

Constituency

RUTLAND + MELTON

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 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

£ 1437 : 69 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1437 : 69 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

8.10.07 ✓

**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.

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).

Send your completed  
form to

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

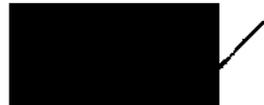


Member's claim form

29 AUG 2007

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

ALAN DUNCAN

Constituency

RUTLAND + MELTON

Office use only

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 / 8 / 07 to 31 / 8 / 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1437 : 69 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 293 : 24 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

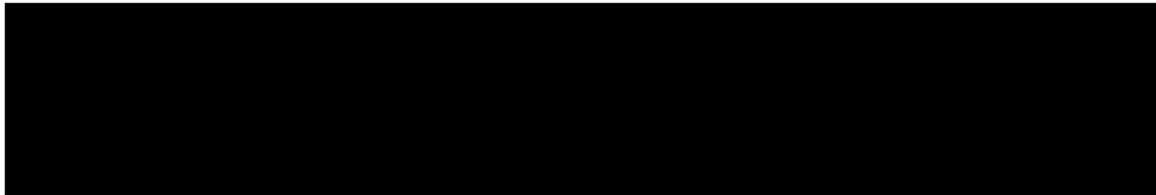
£ : p ▶ please specify

Total

£ 1730 : 93 p ✓

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

Address of  
second home  
*for Additional  
Costs Allowance*

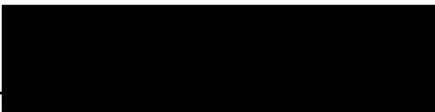


/

**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

28. 8. 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.

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).

Send your completed  
form to

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

MR A.J.C DUNCAN



Date  
2 July 2007



**Total now due**

**£ 147.00**

[REDACTED]

[REDACTED]

MR A J C DUNCAN

[REDACTED]

Date  
8 July 2007

[REDACTED]

[REDACTED]

**Total now due**

**£ 38.66**

[REDACTED]

MR A.J.C DUNCAN

Date  
8 July 2007

**Total now due**

**£ 50.58**

MR A.J.C DUNCAN



Date  
8 July 2007



**Total now due**

**£ 57.00**



Member's claim form

30 JUL 2007

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

ALAN DUNCAN

Constituency

RUTLAND + MELTON

Office use only

Costs/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 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 / 7 / 07 to 31 / 7 / 07 ✓

Total cost of hotel stays attach all receipts

£ ~~1427~~ : 28 p <sup>Sally</sup>

Mortgage payments (interest only) or rent

£ 1437 : 69 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p ✓

Service/maintenance

£ 276 : 13 p ✓

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1713 : 82 p

*Pay* £ 1403.41 ✓

**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

31.7.07

**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.

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).

Send your completed  
form to

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

Mr A Duncan

Date 17th July 2007

Dear Mr Duncan

Mortgage Account:

Your mortgage is on a variable rate and is therefore affected by movements in our Standard Variable Rate. Following the recent base rate change announced by the Bank of England, our Standard Variable mortgage rate will increase to 7.94% per annum with effect from 1st August 2007.

If you have a discounted mortgage product, your discount will be applied to the new Standard Variable Rate and will be reflected in the payments detailed below.

The revised interest rate will be applied to your mortgage account from this date and your monthly payment will change from £1,427.28 to £1,437.69. This payment represents the total amount due for all elements of your mortgage account. **(N.B. The new monthly payment showing on this letter does not take into account any payment holidays that you may have in place at this time).** If you have arranged a regular monthly overpayment, the amount of the agreed overpayment will not change.

DATE 25/7/07 ✓

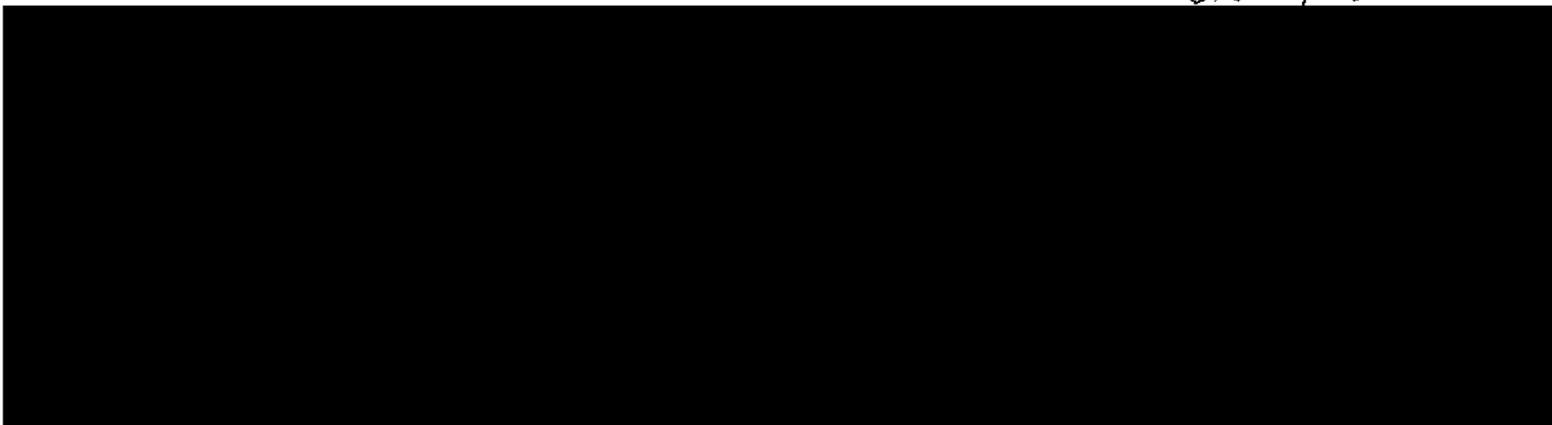
DESCRIPTION OF WORK CARRIED OUT:		£	P
<p>Recalled to above address, high pressure jetting applied to again fully clear pipe to tank.</p>	MECH. CLEANING	INC	—
	HPW JETTING	95	00
	CCTV SURVEY	45	00
	DRAIN TRACING		
	DRAIN TESTING	INC	—
	RELINING		
	MATERIALS		
	LABOUR	INC	—
	PLANT HIRE		
	FLEAS / INSECTS		
	BEES / WASPS		
	BAIT / POISON		
	BAIT STATIONS		
	ACCESS DOORS		
			140.00
			24.50
			164.50

Inspected drain with the camera unit & found no major defects which would cause continuous blockages. Pipes are holding water around 10% which could be causing water & sewage to slow down, which may be causing the blockages.

Further work recommended:

Check drains regular

DATE 6/6/07 ✓



DESCRIPTION OF WORK CARRIED OUT:		£	P
<p>Called out to blocked pipe leading to tank.</p> <p>High pressure jetting applied on this drain line to clear away any build up of grease / fat from when tank is full.</p> <p>Further work recommended: Check drains regular overflow pipe may not be</p>	<p>MECH. CLEANING</p> <p>HPW JETTING</p> <p>CCTV SURVEY</p> <p>DRAIN TRACING</p> <p>DRAIN TESTING</p> <p>RELINING</p> <p>MATERIALS</p> <p>LABOUR</p> <p>PLANT HIRE</p> <p>FLEAS / INSECTS</p> <p>BEEES / WASPS</p> <p>BAIT / POISON</p> <p>BAIT STATIONS</p>	<p>95</p>	<p>00</p>
			<p>95.00</p>
			<p>16.63</p>
			<p>111.63</p>



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

ALAN JENKIN

Constituency

RUTLAND + MELTON

Office  
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 / 6 / 07 to 30 / 6 / 07

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1427 : 28 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 49 : 12 p

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

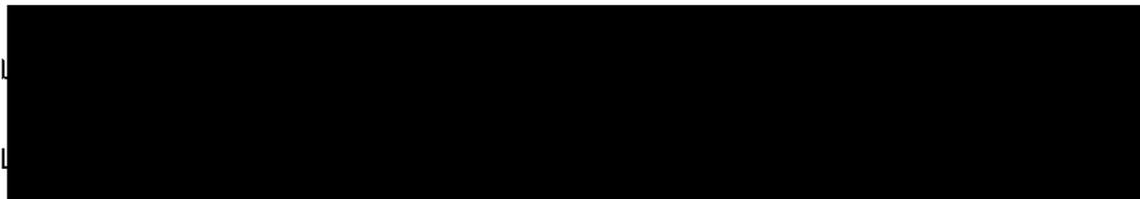
£ : p ▶ please specify

Total

£ 1476 : 40 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

10. 7. 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.

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).

Send your completed  
form to

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

Mr Alan Duncan MP

Document No.

Document/Tax Date

30/04/2007

Order No.

Account No.

**Quantity Details**

**Unit Price Net Amount VAT Rate VAT**

1.00  Ride-On Mower  
 Tom site, remove fos wheel, to workshop, repair  
 puncture in inner tube, to site & refit.  
 3 Patches: 1.80  
 Labour: 40.00

41.80 41.80 17.50 7.32

**Total Net Amount 41.80**

**Carriage Net 0.00**

**Total VAT Amount 7.32**

**Invoice Total 49.12**



Additional Costs Allowance

Member's claim form

07/08

ACA2

VALIDATION 01 JUN 2007 RECEIVED

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

ALAN DUNCAN

Constituency

RUTLAND & MELTON

Office use only Cost/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 / 5 / 07 to 31 / 5 / 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1427 : 28 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

£ 1427 : 28 p

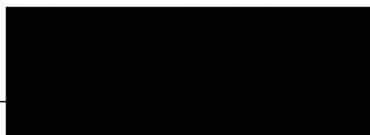
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me 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

1.6.07

**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.

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).

Send your completed  
form to

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



Your Ref

Our Ref

Date

Mr A Duncan

16th May 2007

Dear Mr Duncan

Mortgage Account:

Your mortgage is on a variable rate and is therefore affected by movements in our Standard Variable Rate. Following the recent base rate change announced by the Bank of England, our Standard Variable mortgage rate will increase to 7.69% per annum with effect from 1st June 2007.

If you have a discounted mortgage product, your discount will be applied to the new Standard Variable Rate and will be reflected in the payments detailed below.

The revised interest rate will be applied to your mortgage account from this date and your monthly payment will change from £1,417.00 to £1,427.28. This payment represents the total amount due for all elements of your mortgage account. (N.B. The new monthly payment showing on this letter does not take into account any payment holidays that you may have in place at this time). If you have arranged a regular monthly overpayment, the amount of the agreed overpayment will not change.



Additional Costs Allowance

01/08

ACA2

Member's claim form

Page 1 of 2

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

ALAN DUNCAN

Constituency

RUTLAND + MELTON

Office use only

Costs/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 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 4 1 0 7 to 3 0 1 4 1 0 7

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1417 : 00 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 266 : 96 p ✓

Cleaning

£ : p

Service/maintenance

£ 598 : 59 p ✓

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

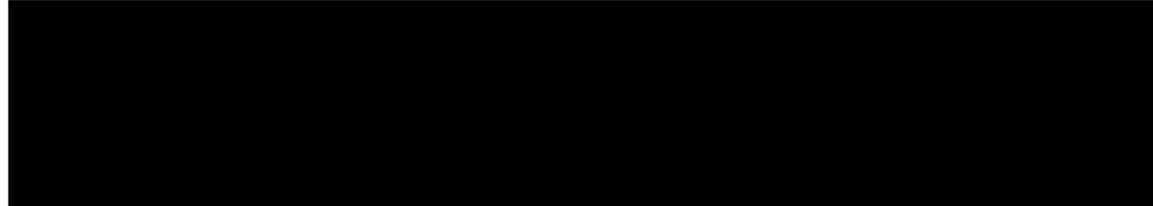
Total

£ 2282 : 55 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. 4. 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.

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).

Send your completed  
form to

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

Your Ref

Our Ref

Date

Mr A Duncan

18th January 2007

Dear Mr Duncan

**Mortgage Account:**

Your mortgage is on a variable rate and is therefore affected by movements in our Standard Variable Rate. Following the recent base rate change announced by the Bank of England, our Standard Variable mortgage rate will increase to 7.44% per annum with effect from 1st February 2007.

If you have a discounted mortgage product, your discount will be applied to the new Standard Variable Rate and will be reflected in the payments detailed below.

The revised interest rate will be applied to your mortgage account from this date and your monthly payment will change from £1,404.49 to £1,417.00. This payment represents the total amount due for all elements of your mortgage account. (N.B. The new monthly payment showing on this letter does not take into account any payment holidays that you may have in place at this time). If you have arranged a regular monthly overpayment, the amount of the agreed overpayment will not change.

Mr Alan Duncan MP

Document No.

Document/Tax Date

31/03/2007

Order No.

Account No.

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
----------	---------	------------	------------	----------	-----

1.00

Clean down, fit new spark plug, strip & clean out carburettor, change engine oil, blow out air filter, fit new battery, make & fit battery support clamp, remove all broken plastic covers & damaged petrol tank, straighten plastic cover support bracket, fit new plastic covers & fuel tank, fit new blade, straighten air cooling intake cover on engine, fit new plastic grass chute to collector & rubber seal kit, fit new idler pulley bearing.  
 Plug: 2.96 Oil: 1.75 Battery: 35.39 Fixings: 0.15  
 Material: 2.00 Panels: 8.75 & 45.25 & 17.50 Tank: 52.00 Blade: 14.50 Chute: 60.00 Seal Kit: 11.75 Hose: 0.80 Bearing: 6.64  
 Labour: 250.00

509.44

509.44

17.50

89.15

Total Net Amount

509.44

Carriage Net

0.00

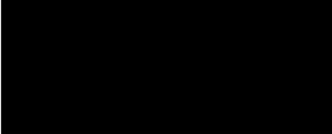
Total VAT Amount

89.15

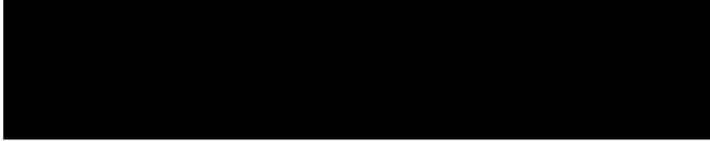
Invoice Total

598.59

MR A.J.C DUNCAN



Date  
10 April 2007



**Total now due**

**£ 37.05**



MR A.J.C DUNCAN

Date  
10 April 2007

**Total now due**

**£ 66.25**

MR A.J.C DUNCAN



Date  
10 April 2007



**Total now due**

**£ 49.35**

MR A.J.C DUNCAN

Date

2 April 2007

Total now due

£ 114.31



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

ALAN DUNCAN

Constituency

RUTLAND + MELTON

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 31, 3, 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1427 : 26 p ✓

Food

£ : p

Utilities

£ 372 : 44 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

£ 1799 : 70 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

\_\_\_\_\_

11.4.08

**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.

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).

Send your completed  
form to

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

Mr A Duncan

## Electricity bill

Date of this bill 31 January 2008

Your bill is **£372.44**