



ANDREW MITCHELL MP



25 June 2004



Dear

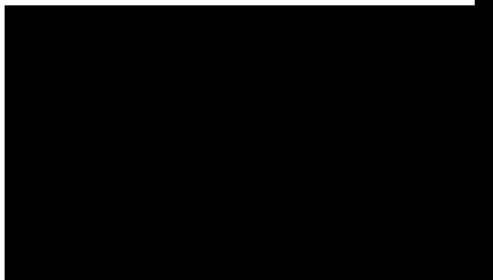
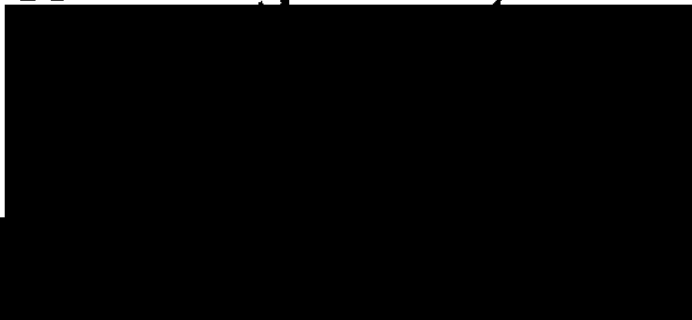
I attach details of the estimated expenses I anticipate invoicing on my additional Costs Allowance in 2004-2005.

Mortgage Payments	—	12,000.00	/
Council Tax	—	1,105.43	/
Water Rates		100.27 166.44	
House Insurance		275.00	/
& Building Contents		100.00	/
Gas Bills		300.00	
Electricity Bills		350.00	
Phone Bills		410.00	
TV Licence		120.00	
Cleaners & Associated costs			
Including Garden Maintenance		3,400.00	
Repairs, renewals, maintenance etc		1,000.00	
Per Diem @£25 per day		2,500.00	/
TOTAL		21,726.87	=====

Mr is going to send in details of Accounts in Sept.

As this exceeds the limit, I would be most grateful if, as before, I could draw the allowance at £2,000 per month until it is exhausted.

Kind regards





Member's claim form

Members' Allowances

About filling in
this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name
in CAPITAL LETTERS

ANDREW MITCHELL MP

Constituency

SUTTON COLDFIELD ✓

Claim details

Notes

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 05/04/04

to 30/06/04

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

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

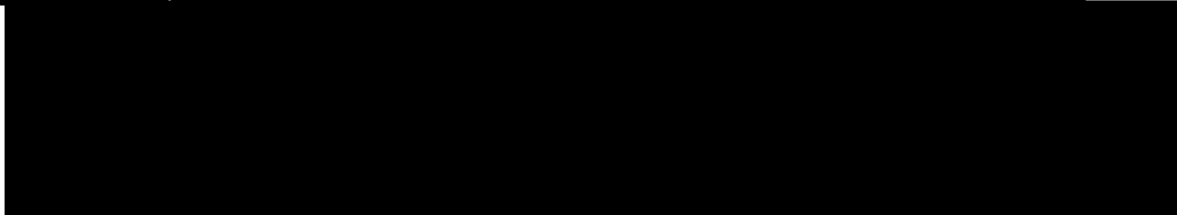
▶ please specify _____

Total

£6,000 : 00 p

Details of second home *if applicable*

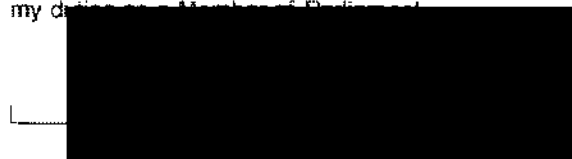
Address of
second home
for Additional
Costs Allowance



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

30.06.04

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Member's claim form



Members' Allowances

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Your details

Name
in CAPITAL LETTERS

ANDREW MITCHELL MP

Constituency

SUTTON COLDFIELD

Claim details

Notes

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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 01 / 07 / 04

to 31 / 07 / 04

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

£ : p

Other

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

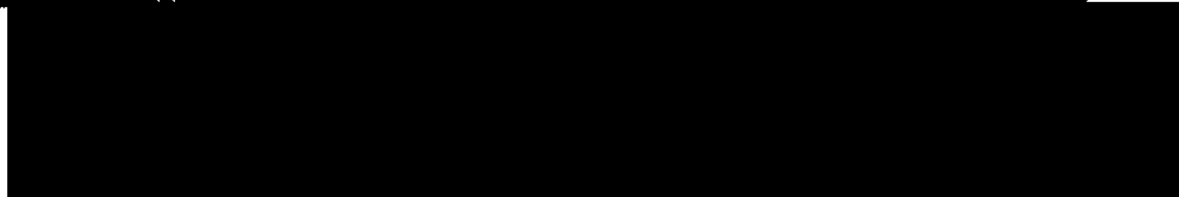
▶ please specify _____

Total

£ 2,000 : 00 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

31.07.04

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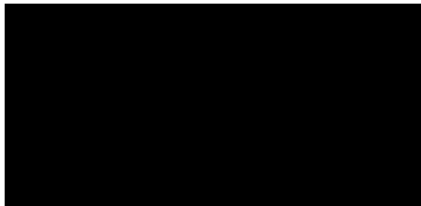
Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



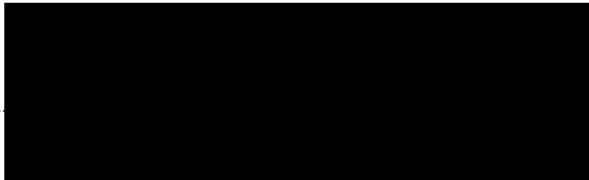
ANDREW MITCHELL MP



25 June 2004



Dear



**Additional Costs Allowance 2003 – 2004
8 Tudor Road Sutton Coldfield**

I set out below the details of the payments I have made together with some detailed explanatory notes.

I would be most grateful if you could check that I have complied fully with the rules governing this allowance.

Please do let me know if any further details are required.

2003-2004 Actual Expenditure:

Council Tax	1,079.11	
Water Rates	160.27	
Insurance Building	256.59	
Insurance Contents	96.78	
Gas Bills	226.43	
Electricity Bills	328.59	
Telephone Bills	394.89	
TV Licence	116.00	
Springers Cleaners	3,074.50	(see note I)
Mortgage Interest	10,385.65	(see note II)
Repairs & Renewals & Furniture	2,286.41	(see note III)
Per Diem	2,375.00	(see note IV)
TOTAL	£20,780.22	
	=====	



Note I

The amount of £3,074.50 is the total amount paid by invoice each month for cleaning, washing and gardening, and some general maintenance, to Springers cleaners (a local cleaning company).

Note II

This is the interest paid monthly to Northern Rock in respect of my mortgage during the financial year to 5 April 2004:

3 months @ £866.25	= £2,598.75
4 months @ £835.60	= £3,342.40
3 months @ £873.70	= £2,621.10
2 months @ £911.70	= £1,823.40
TOTAL	£10,385.65

Note III

The figure of £2,286.41 is made up as follows:

Redecoration	593.45
Repairs & Renewals & Items of furniture etc	1,692.96
Security Alarm etc	212.95

Note IV

The payment of £2,375 is calculated on the basis of a per diem of £25.00 per day towards living (food, etc) costs. This is the same rate as we agreed with the Fees Office for last year.

Further details and receipts are available if required.






ANDREW MITCHELL MP

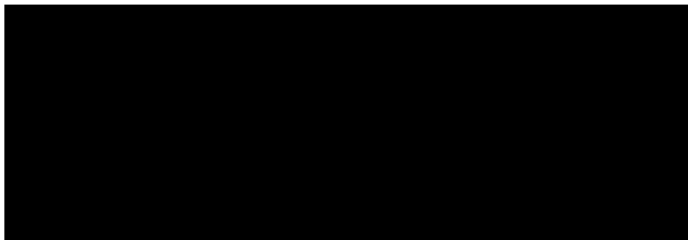
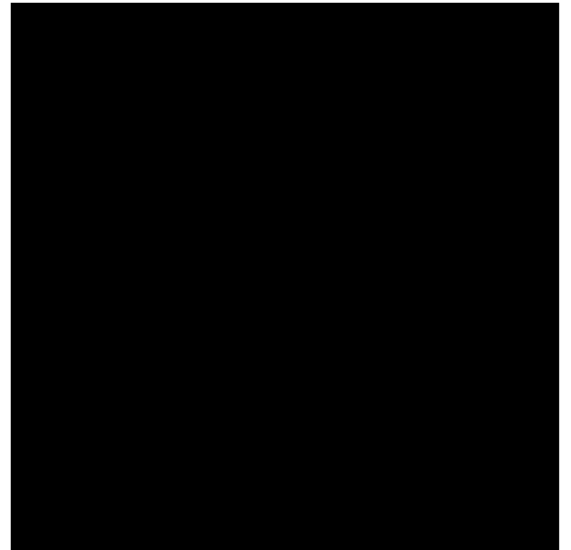
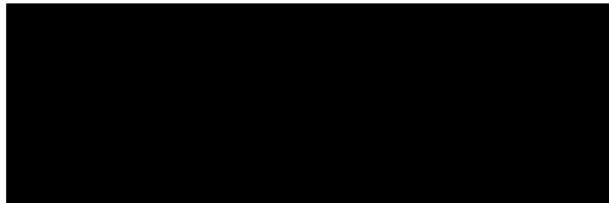


11 October 2004

Dear 

I promised to let you have details of my first half-year costs on my home and attach these herewith.

On this basis would it be possible to have a further payment from my Additional Costs Allowance 2004/05 of say £6,000.00?



Half Year Office Costs Allowance – 2004/05

Mortgage Payments	£ 5,888.90
Council Tax	£ 1,105.43
Water Rates	£ 166.44
Gas	£ 111.99
Electricity	£ 52.27
Telephones	£ 202.97
Cleaning & Maintenance	£ 1,610.70

	£ 8,986.40
+ Per diem Bill to September 45 days @ £25	£ 1,125.00

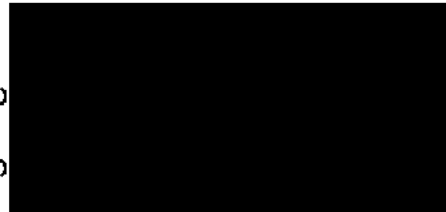
TOTAL	£10,263.70
	=====



Financial Processing }

Transaction No

Registration No

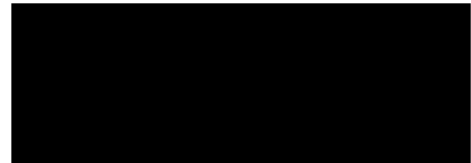


Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID



Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text ACA. 5Apr04 - 5Apr05.

(i.e. period of claim)

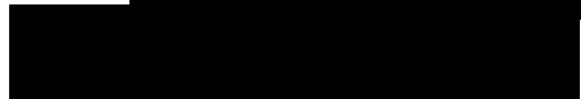
Invoice No. ✓

✓ 4/4 A



Account code / Allowance

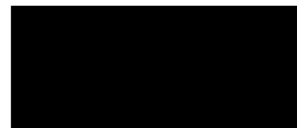
Members cost centre (Cat1)



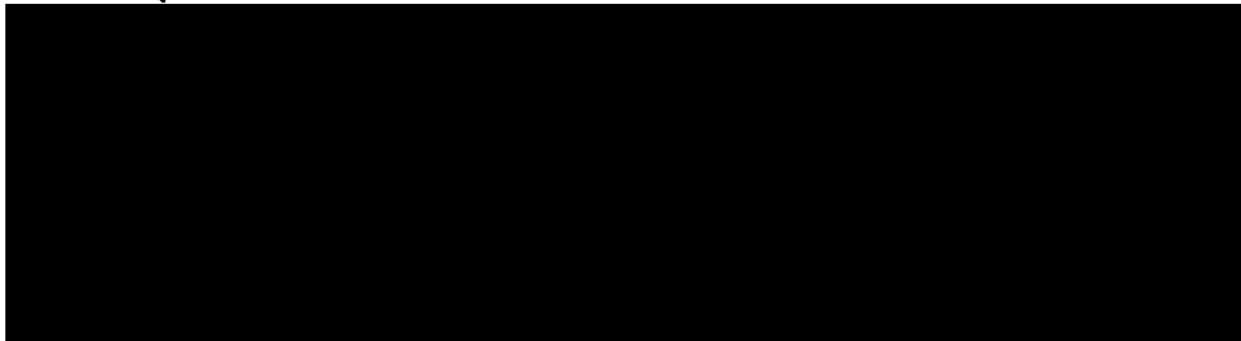
Financial Year/PIRO (Cat2)

~~04_05~~ ✓ / 05_06

Expenditure type (Cat5) :



Pay . 26902-00 ,



* Financial Processing purposes only

Registered by (initials & date)



19/4

Posted by (initials & date)

20 Apr



ANDREW MITCHELL MP

6 April 2005

John

I attach my annual return to 5 April 2005, which exceeds my allowance. Could you please, therefore credit my account with the remainder of my allowance.

May I draw your attention to a couple of points: -

1. I have been lagging one month behind on mortgage claims for a couple of years and this year's mortgage claim is for 13 months and not 12.
2. I have included a per diem of £25 per day for food, household goods etc and assume that this is in accordance with the rules.

Obviously I have invoices for everything else if you need to see these.

Yours faithfully



Member's claim form

04/05

Members' Allowances

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Constituency

SUTTON COLDFIELD

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Notes

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

Please list

Please attach

Period of claim

from 5 / 4 / 2004 to 5 / 4 / 2005

Total cost of hotel stays
attach all receipts

£ 11,930 : 10 p

Mortgage payments
(interest only) or rent

£ 1,025 : 90 p

* Food

£ — : — p

Utilities

£ 353 : 88 p

Council Tax/Rates

£ 306 : 94 p

Telephone and telecommunications

£ 1105 : 43 p

Cleaning

£ 423 : 46 p

Service/maintenance

£ 121 : 00 p

Repairs/insurance/security

£ 2819 : 99 p

Other

£ 296 : 78 p

Other

£ 2,400 : = p

Other

£ — : — p

Total

£ — : — p

£ 20,949.92 p

▶ please specify * 96 days @ £25.00

▶ please specify Pen Diet

▶ please specify

£6902-00

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

4th April 2005**Data protection**

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