



Member's claim form

020 7219 2305

05/06

Members' Allowances

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 1592.

Your details

Name in CAPITAL LETTERS

A SWAYNE

Constituency

NEW FOREST WEST

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.
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 / 3 / 06 to 31 / 3 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 652 : 66 p

Food

£ 370 : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 24 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 8 : p

please specify Laundry

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1054 : 66 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 [Redacted] the purpose of performing my duties [Redacted]

Signature

[Redacted Signature]

Date

2 | 4 | 06

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

CLEANING SERVICES

Mr Desmond Swayne



Date: Saturday . 18.03.2006

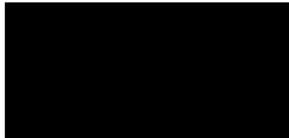
INVOICE

For cleaning the house at

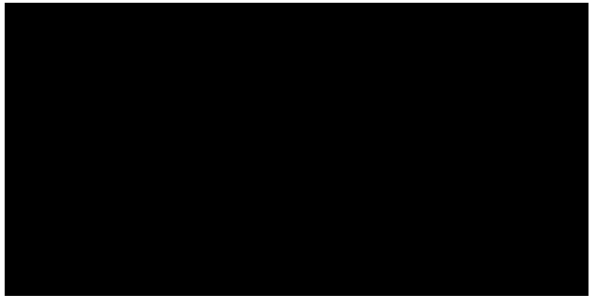


Amount for Cleaning @ £8 per hour £ 12

Received



.....

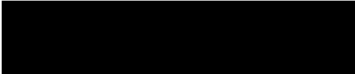


CLEANING SERVICES


Mr Desmond Swayne



Date: Saturday 25 03, 2006

INVOICE

For cleaning the house at 

Amount for Cleaning @ £8 per hour £ 12

Received 





Member's claim form

Members' Allowances

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 1592.

Your details

Name in CAPITAL LETTERS

D A SWAYNE

Constituency

NEW FOREST WEST

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

Period of claim

from 1 12 06 to 28 12 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 652 : 66 p ✓

Food

£ 326 : p ✓

Utilities

£ 350 : 59 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 32 : 98 p ✓

Cleaning

£ 36 : p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 23 : p ✓

▶ please specify

Laundry

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

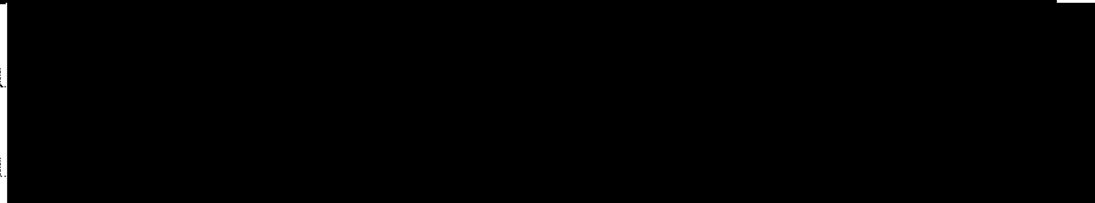
Total

£ 1441 : 23 p

Please pay £ 1070.64

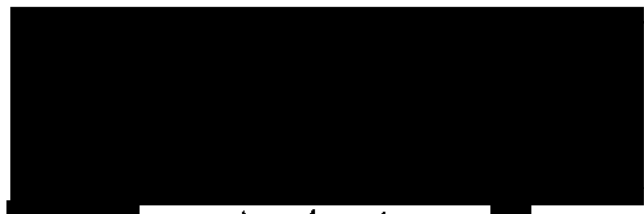
Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*



Declaration

Signature



and necessarily to enable
for the purpose of performing

MP

Date

2/3/06

Data protection

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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.

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**Send your completed
form to**

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

MRS M SWAYNE



Moving Home? Call us on 0800 096 9595 up to 7 days before you move with your account number, meter reading and new address.

Dear MRS SWAYNE,

Your gas and electricity statement

Account Number: [REDACTED]

For the period: 24/10/05 to 09/01/06

Balance on your account before this new statement	-£218.35
Your gas charges	£185.82
Your electricity charges	£150.21
Discounts	-£2.14
VAT	£16.70

Your total charges are £132.24

Date
25 January 2006

Your phone number

Summary and detail

If you require a copy of your bill, or request calls to be itemised after the bill is produced, an administration charge will be raised. You can view your bill and all your calls online for free at www.bt.com.

Statement totals	Cost of calls	£ 0.77	see below
<i>This is a summary of your main bill totals, together with where to find information of each total.</i>	Your benefits	£ 0.00	see page 4
	Service charges	£ 28.07	see page 4
	VAT	£ 5.05	see page 4
	Total this period	£ 33.89	
	Brought forward	- £ 42.99	see page 4
Payments	- £ 45.00	see page 5	
	Credit balance	£ 54.10	

28.07
x 17.5 VAT 4.91

32.98


CLEANING SERVICES

Mr Desmond Swayne




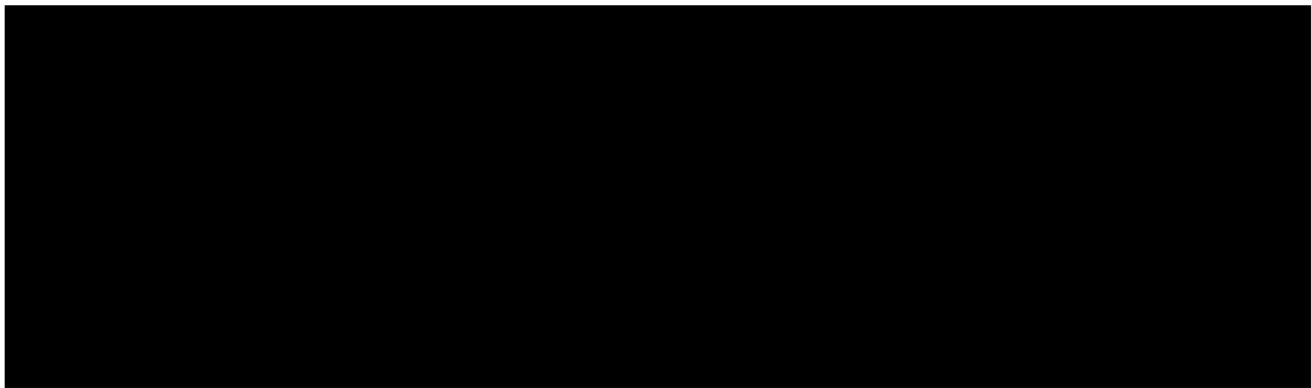
Date: ~~Saturday~~ 11.02.2006
Saturday

INVOICE

For cleaning the house at 

Amount for Cleaning @ £8 per hour £ 12

Received 



CLEANING SERVICES

Mr Desmond Swayne



Date: Saturday . 18 . 02 . 2006 .

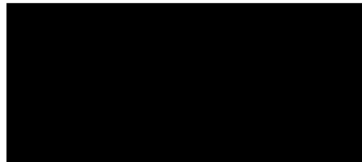
INVOICE

For cleaning the house at



Amount for Cleaning @ £8 per hour £12

Received




.....

CLEANING SERVICES


Mr Desmond Swayne


Date: Saturday 25, 02, 2006

INVOICE

For cleaning the house at 

Amount for Cleaning @ £8 per hour £ 12

Received 



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

JD A SWAYNE

Constituency

NEW FOREST WEST

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

Period of claim

from 1 12 106 to 23 12 106

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 652 : 66 p

Food

£ 32.6 : p

Utilities

£ ~~350~~ : ~~59~~ p

Council Tax/Rates

£ 241 : 26 p

Telephone and telecommunications

£ 36 : 98 p

Cleaning

£ 36 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 23 : p

▶ please specify Laundry

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ ~~1461~~ : ~~23~~ p

Please pay £241.26

continued on page 2

1315.00

MR SWAYNE

Dear MR SWAYNE,

Your gas and electricity statement - Estimate

Account Number

For the period: 17/11/05 to 15/02/06

Balance on your account before this new statement	-£253.39
Your gas charges	£128.66 ✓
Your electricity charges	£79.50 ✓
Discounts	-£2.40
VAT	£10.29

You are in credit by £37.34

205.76
 35.50

 241.26



Members' Allowances claim form

01 FEB 2006

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

D A SWAYNE

Constituency

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.
- 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 / 01 / 06 to 31 / 1 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 652 : 66 p

Food

£ 319 : p

Utilities

£ : p

Council Tax/Rates

£ 142 : p

Telephone and telecommunications

£ : p

Cleaning

£ 48 : p

Service/maintenance

£ 807 : 54 p ✓

Repairs/insurance/security

£ : p

Other

£ 16 : p

▶ please specify laundry

Other

£ : p

▶ please specify

Other

£ : p

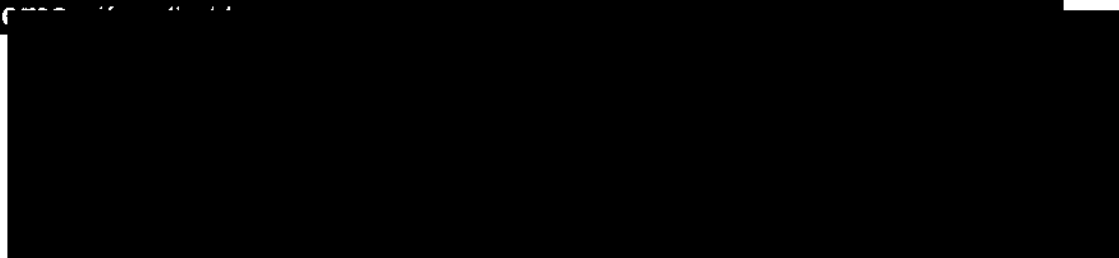
▶ please specify

Total

£ 1985 : 20 p ✓

Details of second home

Address of second home
for Additional Costs Allowance



Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable
purpose of performing

Signature



Date

31/1/06

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.

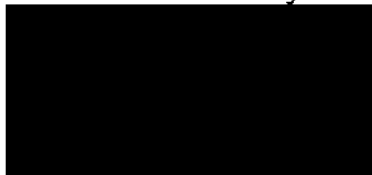
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed form to

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

CLEANING SERVICES

Mr Desmond Swayne



Date: Saturday 07.01.2006

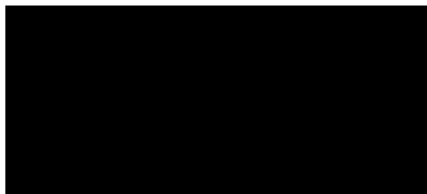
INVOICE

For cleaning the house at



Amount for Cleaning @ £8 per hour £ 12

Received



CLEANING SERVICES

Mr Desmond Swayne




Date: Saturday 14.01.2006

INVOICE

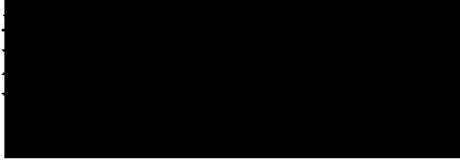
For cleaning the house at 

Amount for Cleaning @ £8 per hour £ 12

Received 

CLEANING SERVICES

Mr Desmond Swayne



Date: Saturday . 21 . 01 . 2006

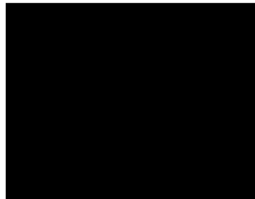
INVOICE

For cleaning the house at



Amount for Cleaning @ £8 per hour £ 12

Received



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Mr Desmond Swayne



Date: Saturday . 28 . 01 . 2006

INVOICE

For cleaning the house at

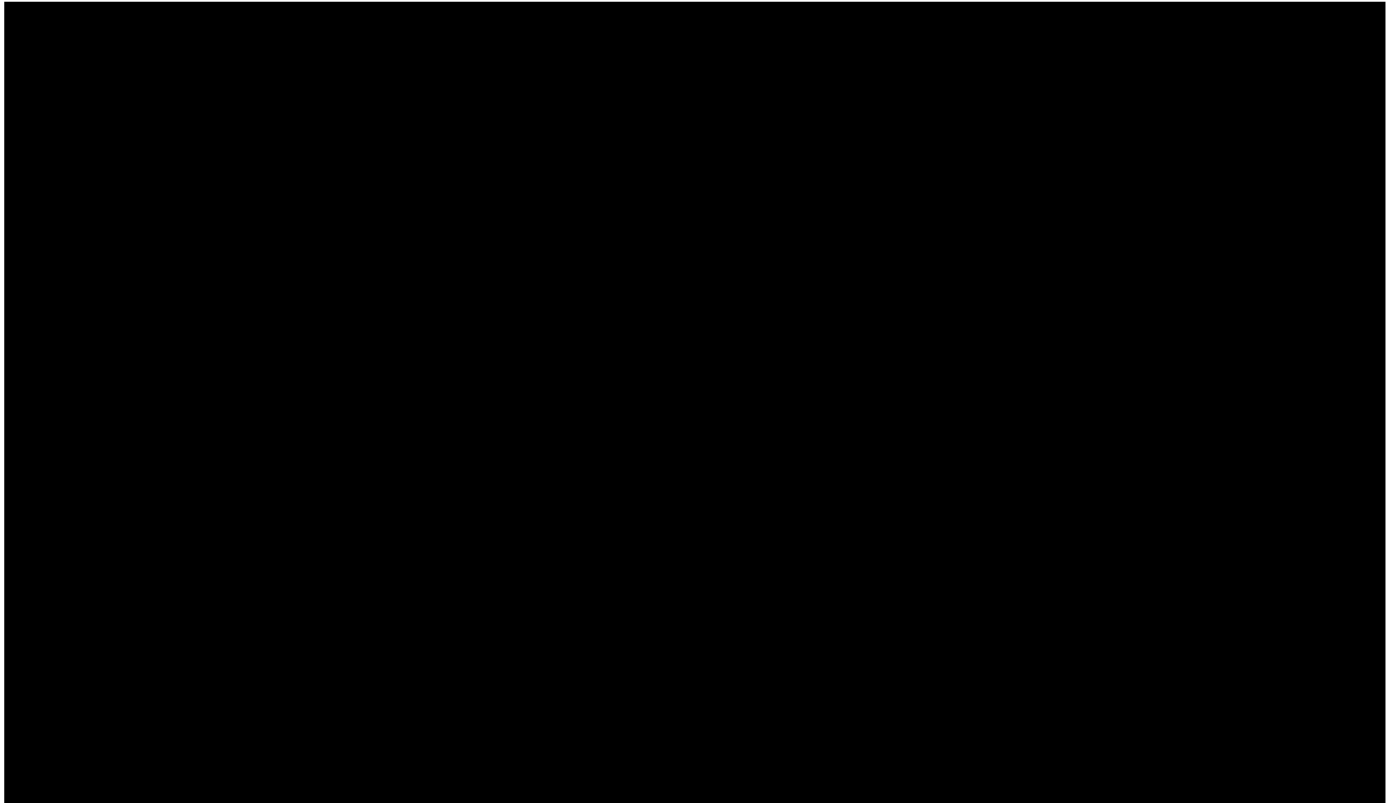


Amount for Cleaning @ £8 per hour £ 12

Received



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Member's claim form

11 JAN 2005

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

SWAYNE
NEW FOREST WEST

Constituency

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1 / 12 / 05 to 31 / 12 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 652 : 66 p ✓

Food

£ 280 : p ✓

Utilities

£ : p

Council Tax/Rates

£ 142 : p

Telephone and telecommunications

£ : p ✓

Cleaning

£ 40 : p

Service/maintenance

£ 1152 : 80 p

Repairs/insurance/security

£ : p

Other

£ 8 : p

▶ please specify Laundry

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2275 : 46 p

Details of second home

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

Date

necessarily to enable
purpose of performing

10 Jan 06

Data protection

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

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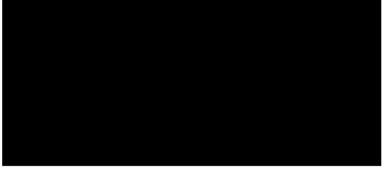
Send your completed
form to

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




CLEANING SERVICES

Mr Desmond Swayne



Date: Saturday . 04 . 12 . 2005

INVOICE

For cleaning the house at 

Amount for Cleaning @ £8 per hour £ 12

Received



CLEANING SERVICES

Mr Desmond Swayne



Date: Saturday 10, 12, 2005.

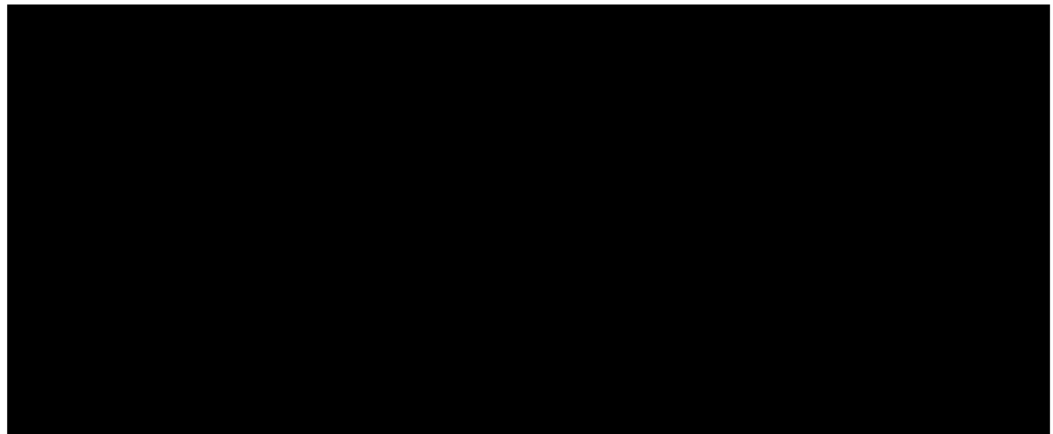
INVOICE

For cleaning the house at

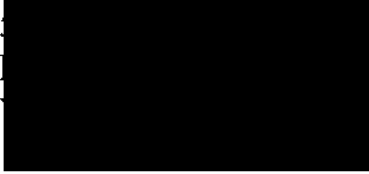


Amount for Cleaning @ £8 per hour £ 12

Received




CLEANING SERVICES

Mr Desmond Swayne


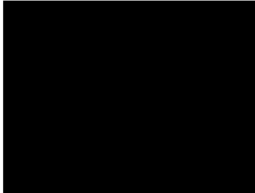
Date: Saturday . 17/12/05

INVOICE

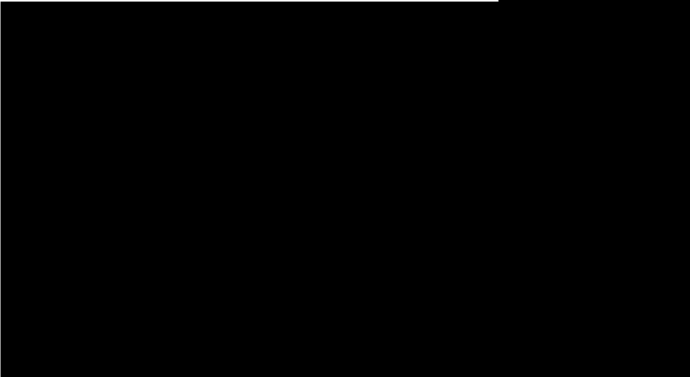
For cleaning the house at 

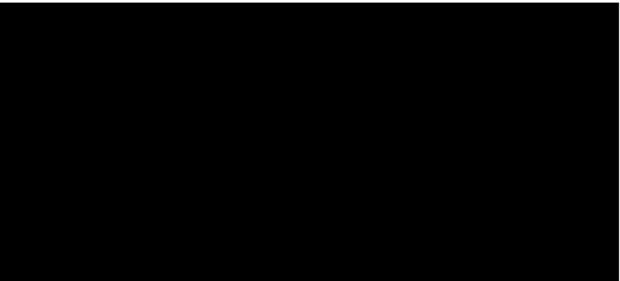
Amount for Cleaning @ £8 per hour £ 16

Received



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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

Constituency

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 1 / Nov / 05 to 30 / Nov / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 652 : 66 p

Food

£ 360 : p

Utilities

£ ~~112~~ 117.98 : p

Council Tax/Rates

£ 142 : p

Telephone and telecommunications

£ : p

Cleaning

£ 32 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 165 : 99 p

Other

£ 24 : p

Other

£ : p

Other

£ : p

Total

£ 1394 : 63 p

insurance

▶ please specify

Laundry

▶ please specify

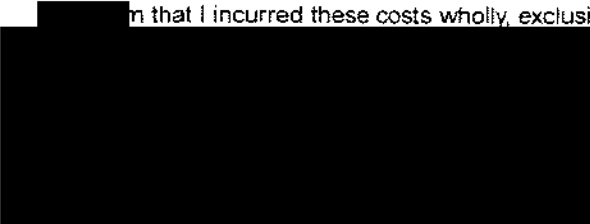
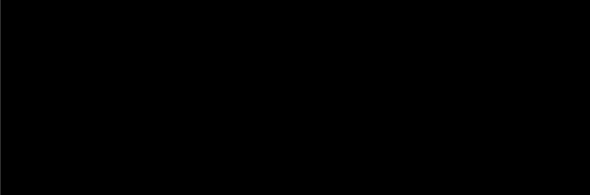
▶ please specify

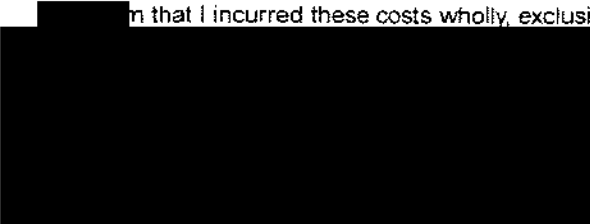
08 DEC 2005

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

 that I incurred these costs wholly, exclusively and necessarily to enable
 to come for the purpose of performing

Signature  MP

Date 7/12/05

Data protection

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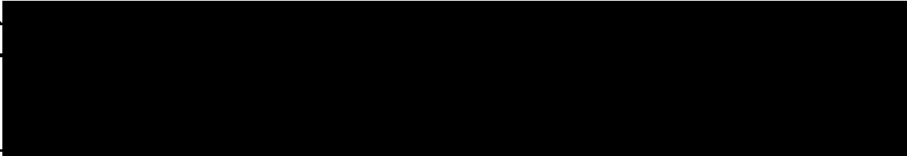
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Send your completed
form to

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

MR SWAYNE



Dear MR SWAYNE,

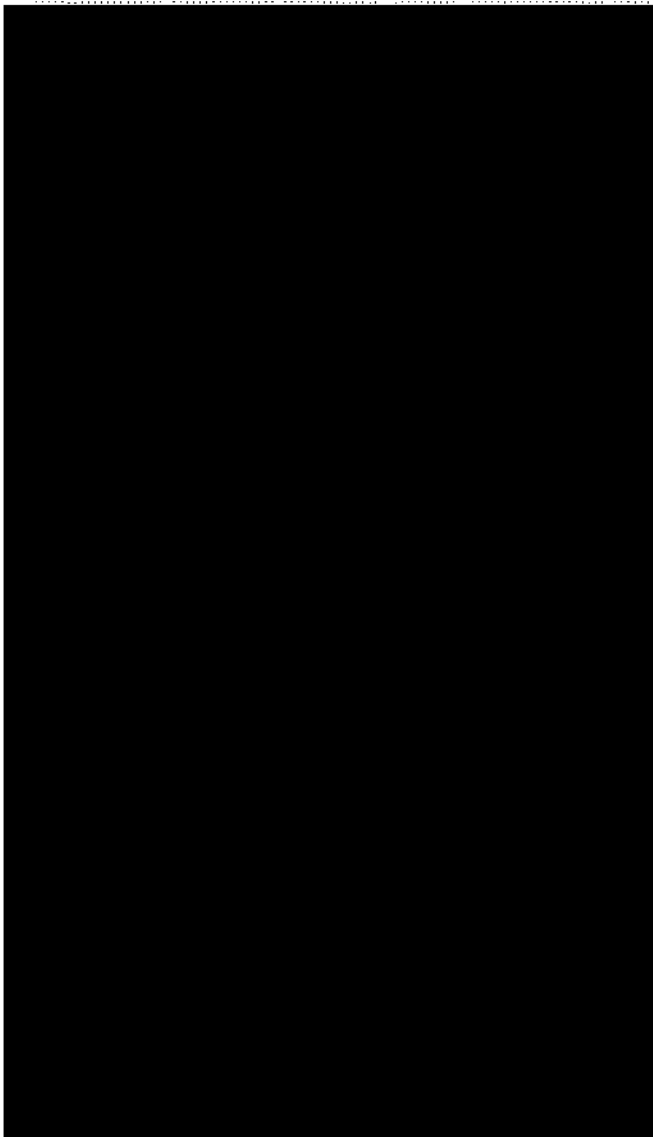
Your gas and electricity statement - Estimate


Account Number: [Redacted]

For the period: 18/08/05 to 16/11/05

Balance on your account before this new statement	-£161.09
Your gas charges	£51.86
Your electricity charges	£60.61
Discounts	-£2.28
VAT	£5.51

You are in credit by £45.39




 51.86
 60.61
 5.51

 117.98



CLEANING SERVICES

Mr Desmond Swayne



November 2005

INVOICE

For cleaning the house at 

Amount for Cleaning @ £8 per hour £32

Date 05.11.2005

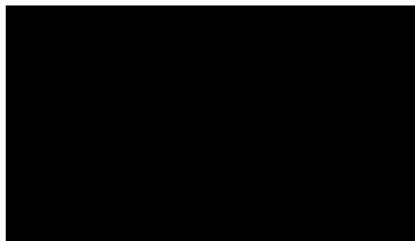
Date 12.11.2005

Date 19.11.2005

Date 26.11.2005

} 4 x 8

Received



...

1

Home insurance renewal Schedule

Your insurance premium for period from 11th December 2005 00:01 to 11th December 2006 17:36 will cost **£165.99**

Your policy number

[Redacted]

Your personal details

Your name: [Redacted] Desmond Swayne

Your address:

[Redacted]

Address of property to be insured:

[Redacted]

Your policy details

Cov

Contents

Accidental
Damage Exter
to Contents





Members' Allowance 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

DESAROND SWAYASE

Constituency

New Forest west

Claim details

Notes

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- 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 / 05 to 31 / 10 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 652 : 66 p

Food

£ 332 : p

Utilities

£ : p

Council Tax/Rates

£ 142 : p

Telephone and telecommunications

£ : p

Cleaning

£ 36 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 60 : p

(Plumber)

Other

£ 12 : p

▶ please specify

Laundry

Other

£ 100 : p

▶ please specify

Gardening

Other

£ : p

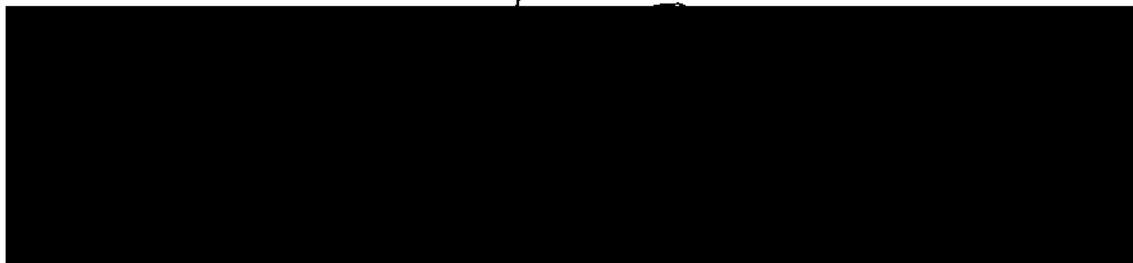
▶ please specify

Total

£ 1334 : 66 p

Details of second home *if applicable*

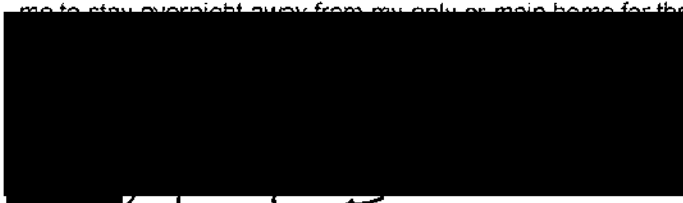
Address of second home
for Additional Costs Allowance



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

Signature



Date

3 / 11 / 05

Data protection

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- 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.

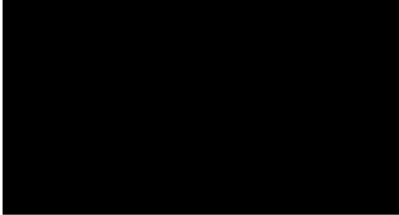
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed form to

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

CLEANING SERVICES

Mr Desmond Swayne



Date: ~~S~~aturday

INVOICE *October 2005*

For cleaning the house at



Dates

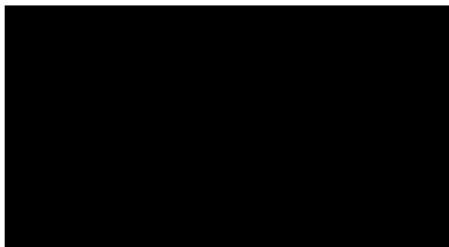


2005 *FM*
2005
2005

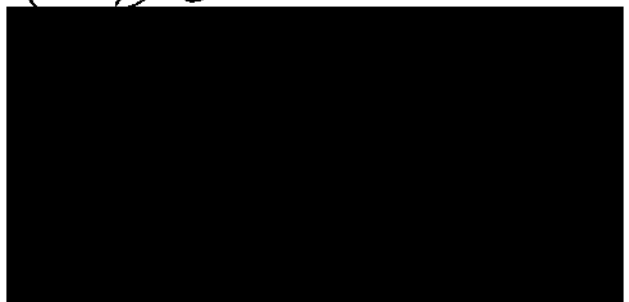
Amount for Cleaning @ £8 per hour £

, 2005 *£12*
, 2005 *£12*
, 2005 *£12*

Received



A 36



[REDACTED]

Builders and Decorators

[REDACTED]

30th October, 05

[REDACTED]

Dear Mrs Swayne,

Please find enclosed invoice for works carried out at [REDACTED]

Adjust ball cock in water tank on roof.

For the sum of,

£60.00

Assured of our best attention at all times.

Yours sincerely,

[REDACTED]

[REDACTED]

[REDACTED]



Additional Costs Allowance
Member's claim form

07 SEP 2005

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

D SWAYNE

Constituency

New Forest west

Claim detail

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 1 / 8 / 05 to 31 / 8 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 652 : 66 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 142 : p

Telephone and telecommunications

£ 31 : 49 p

Cleaning

£ 16 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Total

£ ~~710~~ 66 p

742.15

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

code W10 6PA

Declaration

Signature

enable
performing

Date

5/9/05

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

CLEANING SERVICES

Mr Desmond Swayne

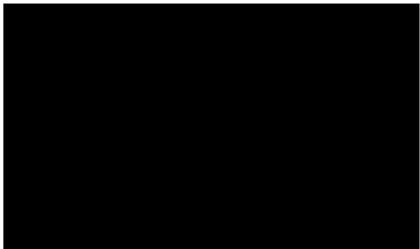


Date: ~~Saturday~~ . 15. 08. 2005 . . .

INVOICE

For cleaning the house at 

Amount for Cleaning @ £8 per hour £ 8

Received  . . .

CLEANING SERVICES

Mr Desmond Swayne

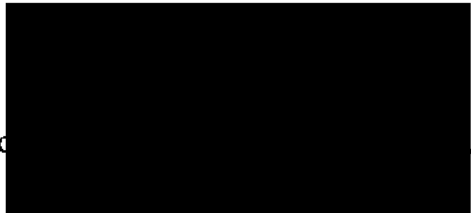


Date: ~~Saturday~~ *Friday 8th August 05*

INVOICE

For cleaning the house at 

Amount for Cleaning @ £8 per hour £ 8

Received 



Date
26 July 2005

Summary and detail

If you require a copy of your bill, or request calls to be itemised after the bill is produced, an administration charge will be raised. You can view your bill and all your calls online for free at www.bt.com.

Statement totals

This is a summary of your main bill totals, together with where to find information of each total.

Cost of calls	£ 4.94	see below
Your benefits	£ 0.00	see page 4
Service charges	£ 26.80	see page 4
VAT	£ 5.56	see page 4
Total this period	£ 37.30	
Brought forward	£ 26.01	see page 4
Payments	£ 45.00	see page 4
Credit balance	33.71	

+ VAT
26.80
4.69

31.49

5/9/05



Additional Costs Allowance

Member's claim form

0

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

JWAYNE NEW Forest west

Constituency

Claim details

Notes

You can only claim for

Please list

Please attach

- 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.

Period of claim

from 11/7/05 to 31/7/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 652 : 66 p

Food

£ 327 : p

Utilities

£ : p

Council Tax/Rates

£ 142 : p

Telephone and telecommunications

£ 31 : 49 p

Cleaning

£ 40 : p

Service/maintenance

£ 1190 : 99 p

Repairs/insurance/security

£ : p

Other

£ 12 : p

Other

£ : p

Other

£ : p

Total

£ 2513 : 64 p

Service Charge 1 July - 31 Dec '05

please specify

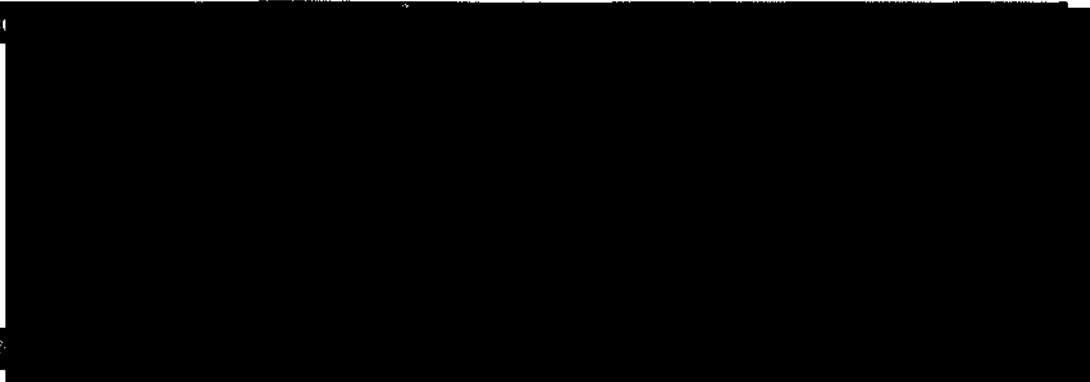
Laundry

please specify

please specify

Details of second home

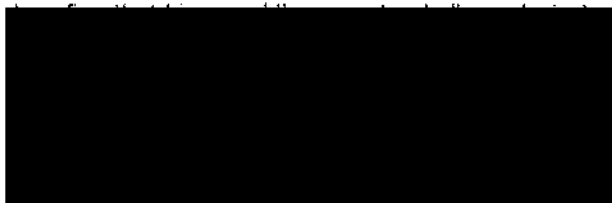
Address of
second home
for Additional
Costs Allowance



Declaration

and necessarily to enable
for the purpose of performing

Signature



MP

Date

6 Aug 05

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

Summary and detail

If you require a copy of your bill, or request calls to be disconnected, an administration charge will be raised. You can view your bill and all your calls online for free at www.bt.com.

Statement totals

This is a summary of your main bill totals, together with where to find information of each total.

Cost of calls	£ 4.94	see below
Your benefits	£ 0.00	see page 4
Service charges	£ 26.80	see page 4
VAT	£ 5.56	see page 4
Total this period	£ 37.30	
Brought forward	- £ 26.01	see page 4
Payments	- £ 45.00	see page 4
Credit balance	£ 33.71	

Handwritten calculation:
 $26.80 + 17.15\% = 46.07$
 $= \text{大 } 31.49$

CLEANING SERVICES

Mr Desmond Swayne



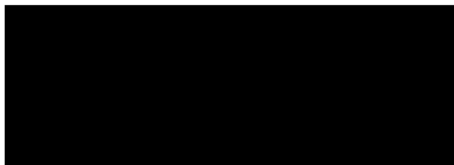
Date: Saturday . 02 / 07 / 2005

INVOICE

For cleaning the house at 

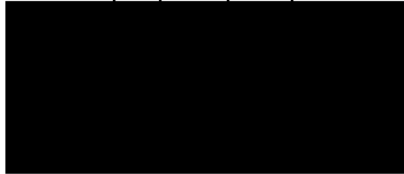
Amount for Cleaning @ £8 per hour £ 8

Received



CLEANING SERVICES

Mr Desmond Swayne



Date: Saturday . 09 . 06 . 2005

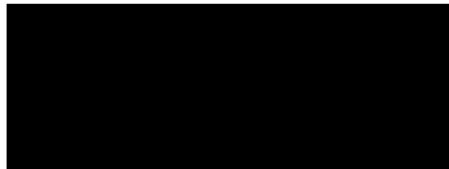
INVOICE

For cleaning the house at



Amount for Cleaning @ £8 per hour £ 8

Received



CLEANING SERVICES

Mr Desmond Swayne



Date: Saturday . 16 . 06 . 2005 .

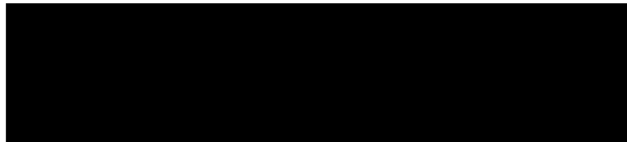
INVOICE

For cleaning the house at



Amount for Cleaning @ £8 per hour £ 8

Received



CLEANING SERVICES

Mr Desmond Swayne

Date: Saturday . 23 . 07 . 2005

INVOICE

For cleaning the house at

Amount for Cleaning @ £8 per hour £ 8

Received

CLEANING SERVICES

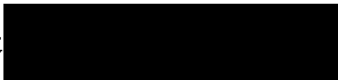
Mr Desmond Swayne



Date: Saturday . 30 . 07 . 2005

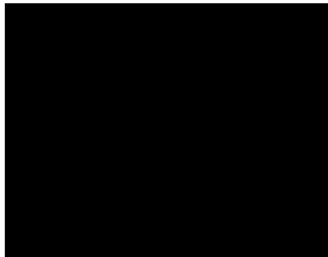
INVOICE

For cleaning the house at



Amount for Cleaning @ £8 per hour £ 6

Received



.....

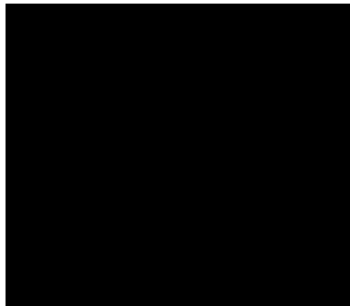
2005.

FLATS	A	B	C	D	E
TOTAL	14.41%	13.78%	8.27%	7.02%	6.52%
COMMON EXPENDITURE					
BUILD. INS.	£317.02				
GARDENING	£28.82				
ADMIN. FEES	£172.92				
ADMIN. EXPENSES	£14.41				
AUDIT & ACCOUNTANCY	£39.63				
SUB TOTAL	£572.80				
EXTERNAL COMMON PARTS					
Provision for Subsidence EXS	£144.10				
REPAIRS & MAINTENANCE	£1,585.10				
Incl. redeec and front area repairs					
SUB TOTAL	£1,729.20				
INTERNAL COMMON PARTS					
LIGHTING					
CLEANING & MAINTENANCE					
ENTRYPHONE					
SUB TOTAL	£0.00				
TOTAL CHARGES	£2,302.00				
1 JAN BUILD INS	£317.02				
PLUS 40% BAL	£793.99				
	£1,111.01				
1 JUL 60% BAL	£1,190.99				

Charges payable to



Lansley



3X	84.00
92. REDR COL	-12.00
ST	-12.00
CASH	-15.00
CHANGE	-3.00



Member's claim form

05 JUL 2005

Members' Allowances

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 1592.

Your details

Name in CAPITAL LETTERS

DASHWOOD SWAYNE ✓

Constituency

NEW FOREST WEST

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 1 / 06 / 05

to 30 / 06 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 652 : 66 p ✓

Food

£ 382 : p ✓

Utilities

£ 142 : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 30 : p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 16 : p ✓

▶ please specify

laundry

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1222 : 66p

JUL 2005

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

and necessarily to enable
for the purpose of performing

MP

Date

30/6/05

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:

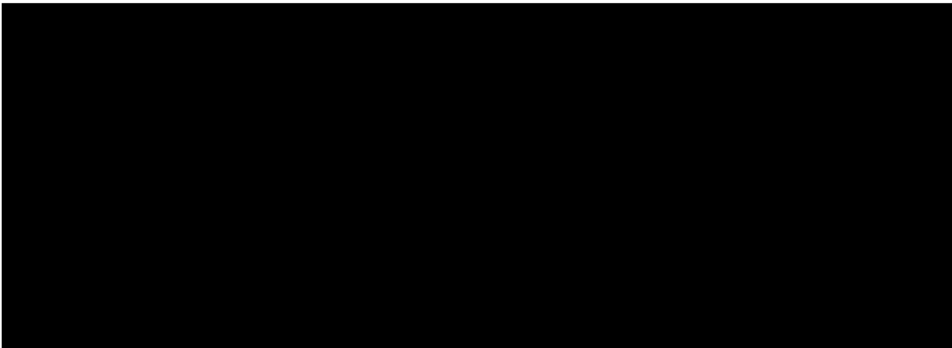
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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.

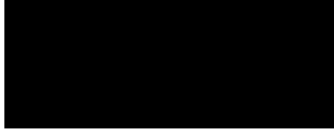
Send your completed
form to

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



MR D A SWAYNE & 

Sort No: 



16 April 2005

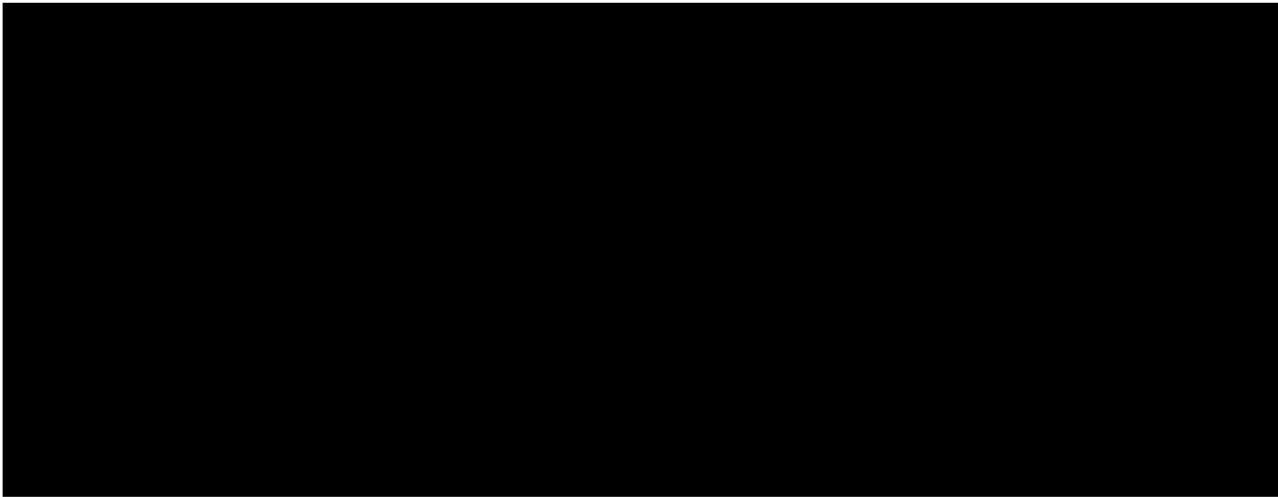
Dear MR SWAYNE & MRS SWAYNE

Mortgage Interest Rate Change Notification

In accordance with the terms and conditions of your mortgage, the interest rate charged will be revised with effect from 1 May 2005.

Your mortgage accounts are detailed below, showing the effect of this change. The monthly payment amount includes insurance premiums, where applicable.

Account Number -----	Old Rate -----	New Rate -----	Monthly Payment -----
	6.74 %	5.19 %	£652.66



Continued

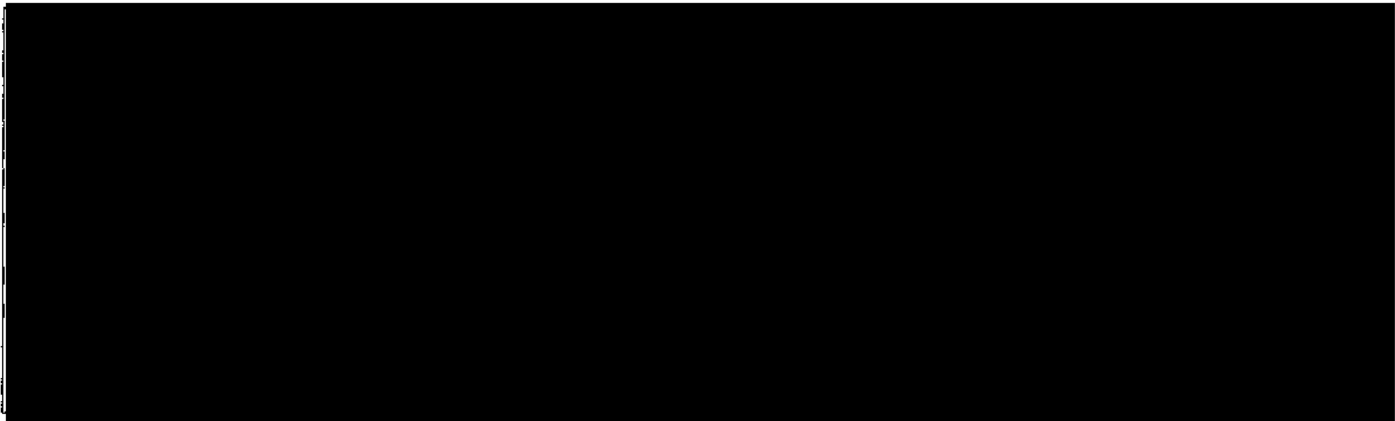


Council Tax enquiries - Phone: [REDACTED]

Mr DA Swayne
[REDACTED]

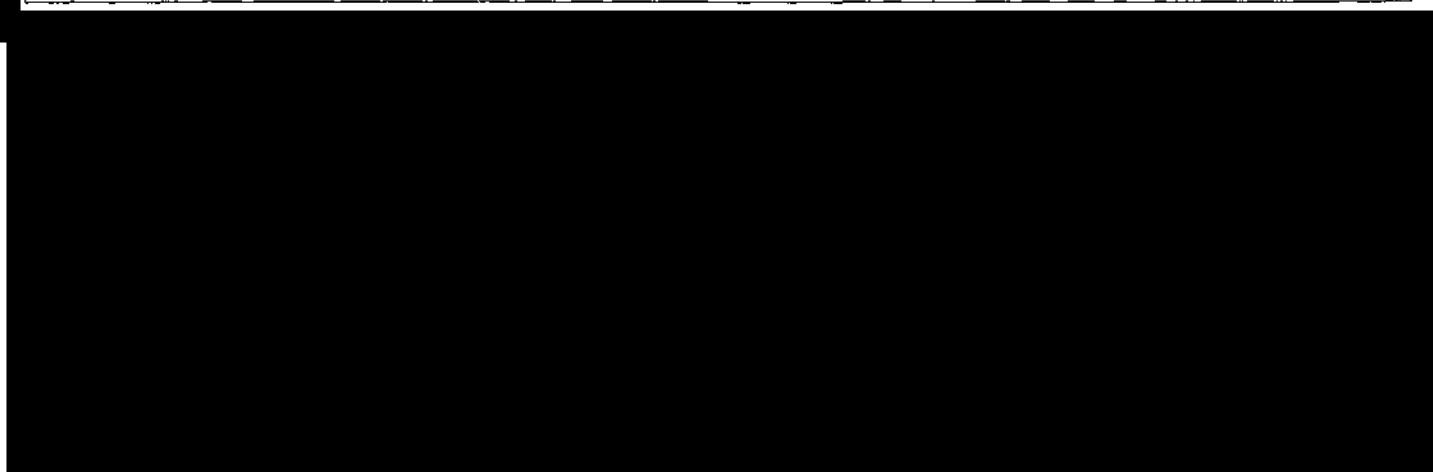
Account number: [REDACTED]
Valuation band: F
Date of issue: 10 March 2005
Address of property to be charged:
[REDACTED]

COUNCIL TAX - 1st APRIL 2005 TO 31st MARCH 2006



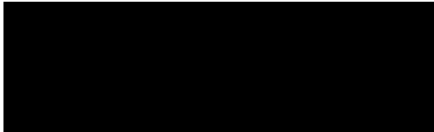
Account details		Period		Amount £	
Council Tax	[REDACTED]	01 Apr. 2005 to 31 Mar. 2006		£1418.28	

Your Instalment Plan Is:						Amount Due
Date	Amount	Date	Amount	Date	Amount	
15 Apr. 2005	£140.28	15 Aug. 2005	£142.00	15 Dec. 2005	£142.00	£1418.28
15 May 2005	£142.00	15 Sep. 2005	£142.00	15 Jan. 2006	£142.00	Payments Made
15 Jun. 2005	£142.00	15 Oct. 2005	£142.00			£0.00
15 Jul. 2005	£142.00	15 Nov. 2005	£142.00			£1418.28



CLEANING SERVICES

Mr Desmond Swayne



Date: Saturday . 11/06/2005

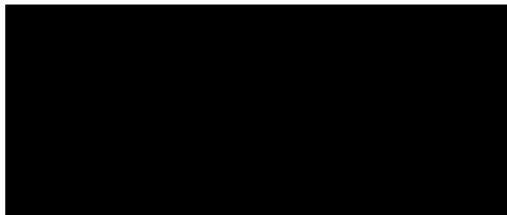
INVOICE

For cleaning the house at



Amount for Cleaning @ £8 per hour £ 8

Received




CLEANING SERVICES


Mr Desmond Swayne


Date: Saturday . . . 18 June 05

INVOICE

For cleaning the house at 

Amount for Cleaning @ £8 per hour £ 24

Received  ...



4X	34.00
72. REDR COL	-16.00
ST	-16.00
CASH	-20.00
CHA	-4.00

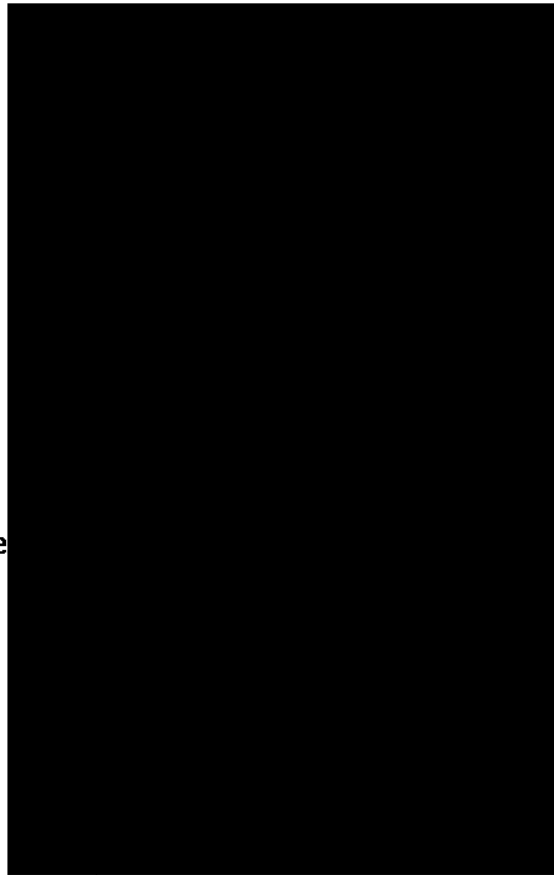
Handwritten signature



Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedicate

Text 5-31/5/05

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

~~04_05~~ / 05_06

Expenditure type (Cat5) :



please pay £ 997.94

* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd home address
Budget checked
Claim signed
Claim correctly dated

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

* Financial Processing purposes only

Registered by (initials & date)

[Redacted] 17/6/05

Posted by (initials & date)

[Redacted]
20 JUN 2005



05/06
Member's c

01 JUN

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

A A SWAYNE

Constituency

New Forest West

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.
- 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 6 / May / 05 to 31 / May / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 2546 : 84 p ✓

Food

£ 2316 : p

Utilities

£ : p

Council Tax/Rates

£ 119 : 10 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 16 : p

▶ please specify Laundering

Other

£ : p

▶ please specify

Other

£ : p

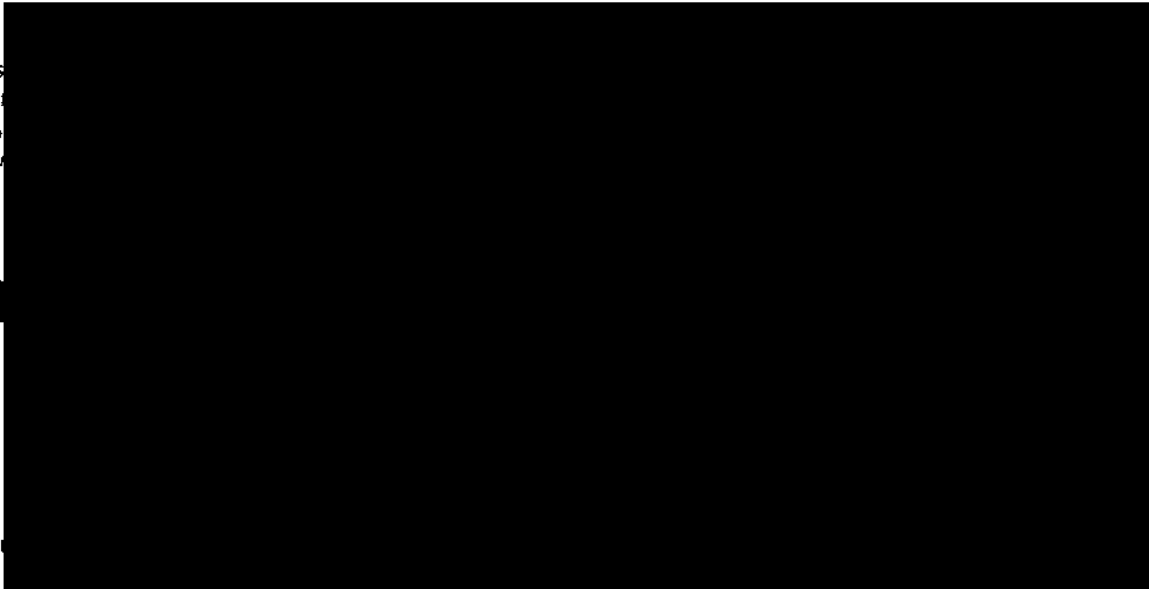
▶ please specify

Total

£ 997 : 94 p ✓

Details of second home *if applicable*

Address
second home
for Additional
Costs Allowance



Declaration

Signature

Date

31 May 05

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

[REDACTED]

[REDACTED]

MR D A SWAYNE & [REDACTED]

Sort No: [REDACTED]

[REDACTED]

16 April 2005

Dear MR SWAYNE [REDACTED]

Mortgage Interest Rate Change Notification

In accordance with the terms and conditions of your mortgage, the interest rate charged will be revised with effect from 1 May 2005.

Your mortgage accounts are detailed below, showing the effect of this change. The monthly payment amount includes insurance premiums, where applicable.

Account Number	Old Rate	New Rate	Monthly Payment
[REDACTED]	6.74 %	5.19 %	£652.66

[REDACTED]

Continued

[REDACTED]

Council Tax enquiries - [REDACTED]

Mr DA Swayne
 [REDACTED]
 70731 - 100

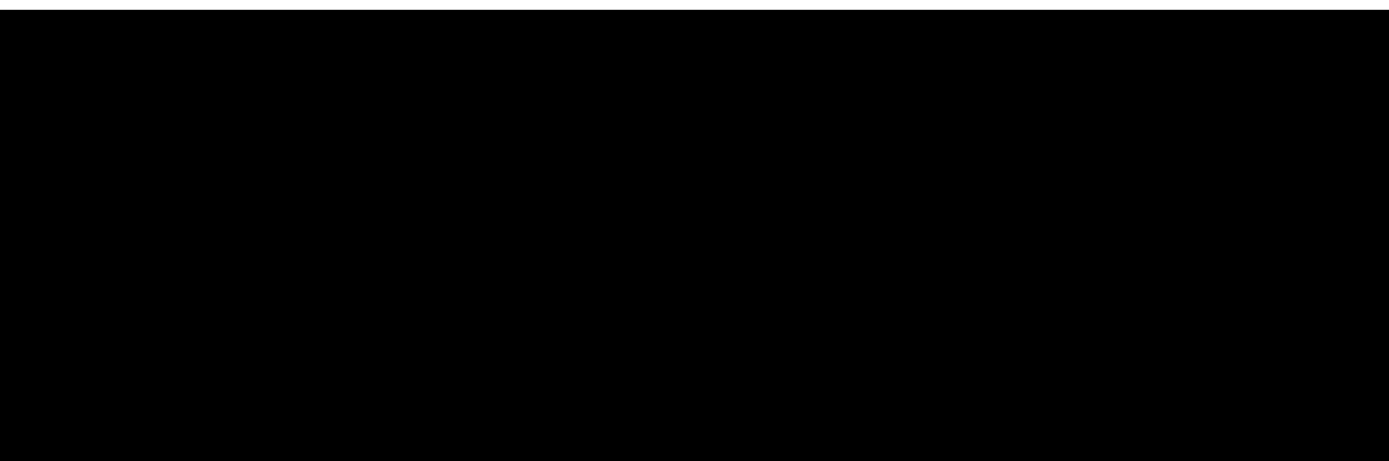
Account number: [REDACTED]
 Valuation band: F
 Date of issue: 10 March 2005
 Address of property to be charged:
 [REDACTED]

COUNCIL TAX - 1st APRIL 2005 TO 31st MARCH 2006



Account details	Period	Amount £
Council Tax [REDACTED]	01 Apr. 2005 to 31 Mar. 2006	£1418.28

<u>Your Instalment Plan Is:</u>						Amount Due	£1418.28
Date	Amount	Date	Amount	Date	Amount	Payments Made	£0.00
15 Apr. 2005	£140.28	15 Aug. 2005	£142.00	15 Dec. 2005	£142.00		
15 May 2005	£142.00	15 Sep. 2005	£142.00	15 Jan. 2006	£142.00		
15 Jun. 2005	£142.00	15 Oct. 2005	£142.00				
15 Jul. 2005	£142.00	15 Nov. 2005	£142.00				
						Total Due	£1418.28



Financial Processing }

Transaction No

Registration No

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

Pay recipient

(NB Financial Processing to check whether a dedica

Text

Invoice No. 6/5/05

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :

Pay, £743.65

* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd home address
Budget checked
Claim signed
Claim correctly dated

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)

[Redacted]

17 MAY 2005 [Redacted]



Member's claim form

10 MAY 2005

05106

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

JESMOND SWAYNE

Constituency

NEW FOREST WEST

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 1 / 4 / 05 to 11 / 14 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 306 : 85 p

Food

£ 216 : p

Utilities

£ 238 : 70 p

Council Tax/Rates

£ 51 : 44 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

£ 812 : 99 p

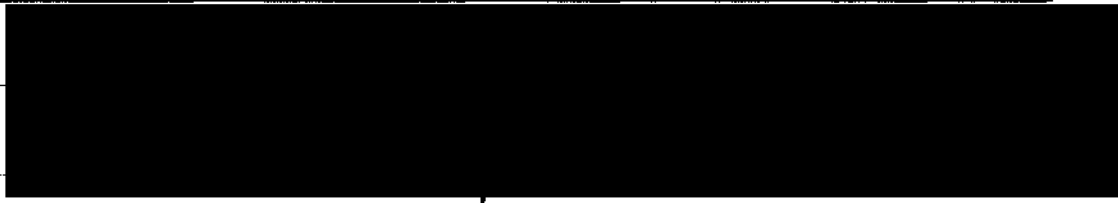
743.65

= 1400 / 30 * 11 = 146.66

(water)

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Declaration

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

Signature



Date

6/5/05

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

Account Number

Your water services bill for the year 1 April 2005 to 31 March 2006

Current charges

Thank you for arranging by Direct Debit.

£258.06

See below

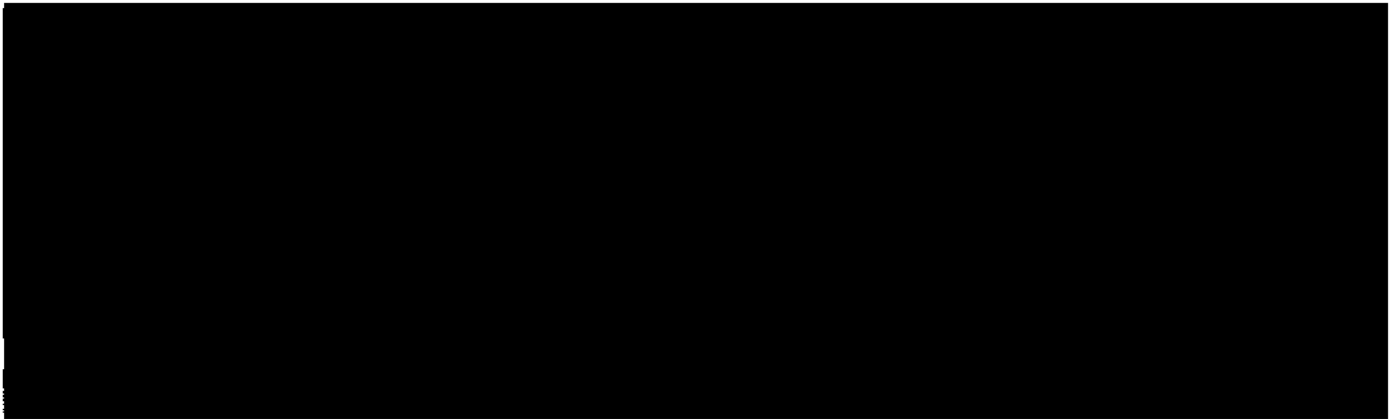
The total shown will be in 2 instalments from the account you have chosen shortly after the dates of £129.03 by 1st April 05 £129.03 by 1st October

Council Tax enquiries

Mr DA Swayne
 [Redacted]
 [Redacted]

Account number: [Redacted]
 Valuation band: F
 Date of issue: 10 March 2005
 Address of property to be charged:
 [Redacted]

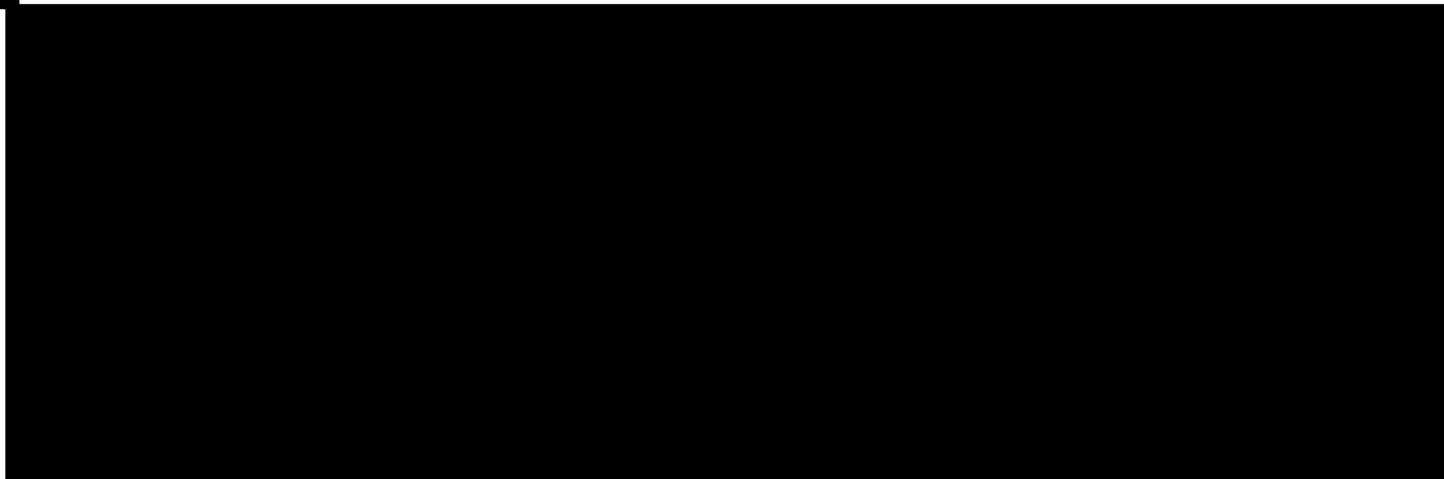
COUNCIL TAX - 1st APRIL 2005 TO 31st MARCH 2006



Account details	Period	Amount £
Council Tax [Redacted]	01 Apr. 2005 to 31 Mar. 2006	£1418.28

Your Instalment Plan is:

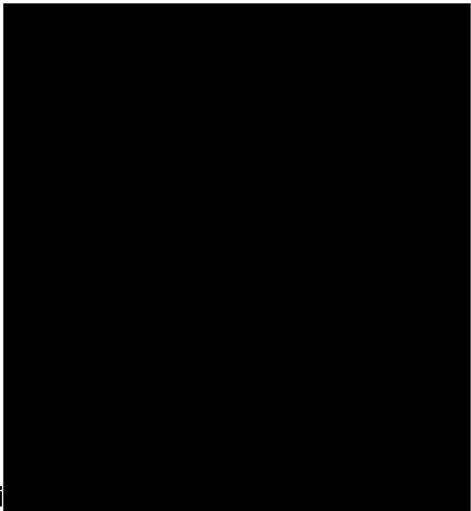
Date	Amount	Date	Amount	Date	Amount	Amount Due	£1418.28
15 Apr. 2005	£140.28	15 Aug. 2005	£142.00	15 Dec. 2005	£142.00	Payments Made	£0.00
15 May 2005	£142.00	15 Sep. 2005	£142.00	15 Jan. 2006	£142.00		
15 Jun. 2005	£142.00	15 Oct. 2005	£142.00			Total Due	£1418.28
15 Jul. 2005	£142.00	15 Nov. 2005	£142.00				



Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

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

Invoice No.

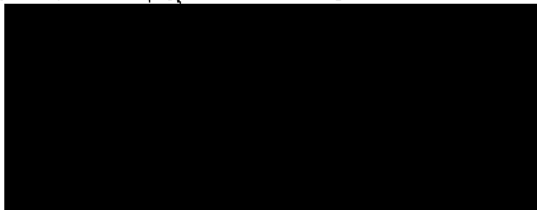
Account code / Allowance

Members cost centre (Cat1)

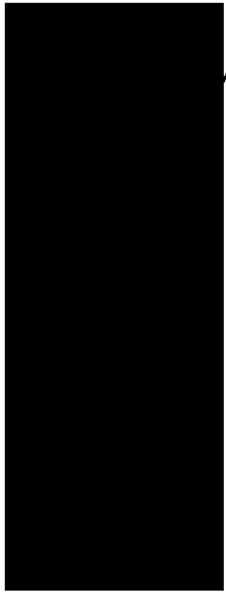
Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

17/4/06



04_05 / 05_06



£ ~~274.58~~ ✓
 £ 9.00 ✓
 £
 £
 £
 £
 £
 £
 £
 £ 283.58 ✓

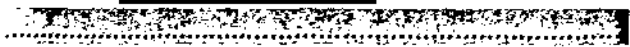
TOTAL

Comments:

* Financial Processing purposes only
Registered by (initials & date)



Posted by (initials & date)



Transaction code.

20 APR 2006

C1. REIMBURSEMENT

I wish to claim reimbursement of the following amounts from my Incidental Expenses Provision for the period 1 Jan 06 to 31 Mar 06 as detailed below.

I attach certified receipts/invoices for all equipment & software leased or purchased.

Item	Description of service / goods	Amount £	Fees office use only
1	Surgery Rental	12.50	
2	Additional Telephone Service Charge	32.98	
3	Advertising surgeries	21	
4	office ISDN line	109.38	
5	Book: Forest law & venders of New Forest	9	
6	Surgery room hire 3/3	3.75	
7	Surgery advertising 4/2	21	
	" " 4/3	21	
8	MSN Notaroul sub 2 megabytes	14.99	
9	Cell hire mobile phone	37.98	
10			
		£283.58	

I certify that these expenses were incurred in the course of my duties as a Member of Parliament and necessarily incurred on

SIGNEDMP

PRINTED J. A. Swayne ✓

DATE 17/4/06 CONSTITUENCY New Forest West



Date 13/1/06

To N/A. D. SWAYNE

<u>Date</u>	<u>Room Used</u>	<u>Charge</u>	
.....
..... 1	12	50
.....
.....
.....
Total		£ 12	50



Date
29 January 2006

Summary and detail

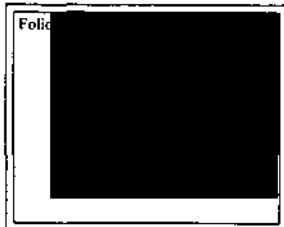
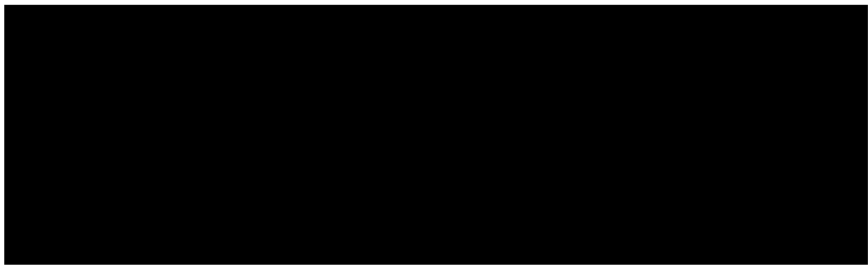
Service charges **£ 28.07**

**Package fees/
line rental** **£ 28.07**

<i>Date/period</i>	<i>Description</i>
1 Jan-31 Mar	Charges in advance for BT Together Option The-hour plan

$\times 17.5 \text{ VAT} = 4.91$
 28.07

32.98 Cost
28.07



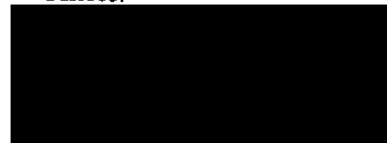
Invoice date: 07/01/2006

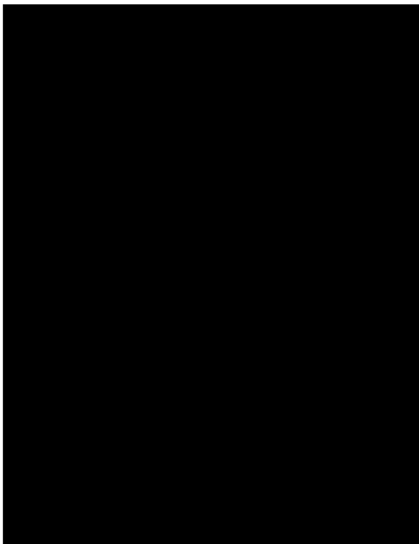
Mr D Swayne, M.P.

Proprietor:



Offices:



DATE	DETAIL	£	p
07/01/2006	<p>You are invited to meet 5x2</p> 		17.87

NETT LESS VAT	17.87
VAT	3.13
INVOICE TOTAL	21.00
OUTSTANDING BALANCE	0.00
TOTAL DUE	21.00

VAT Reg. No



PAYMENT TERMS: 30 DAYS OF INVOICE DATE

MR D SWAYNE

Date
15 January 2006

for

Cost of calls	£ 0.09
Service charges	£ 93.00
VAT	£ 16.29

Total now due **£ 109.38**

*Please make sure we receive the total now due by
26 January 2006*

Date
15 January 2006

Summary and detail

If you require a copy of your bill, or request calls to be itemised after the bill is produced, an administration charge will be raised. You can view your bill and all your calls online for free at

Bill totals

This is a summary of your main bill totals, together with where to find information of each total.

Cost of calls	£ 0.09
Service charges	£ 93.00
VAT	£ 16.29
Total now due	£ 109.38

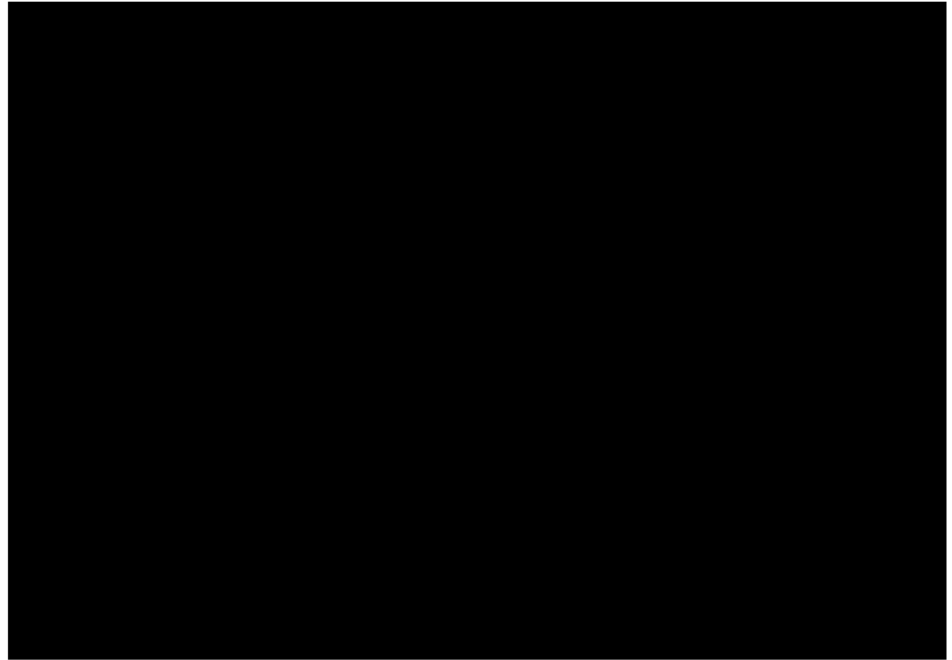
see below

see page 3

see pages 3 to 4



Senior lecturer in law at Southampton University



Please supply . . . copies of [redacted] at £9 per copy (including postage)

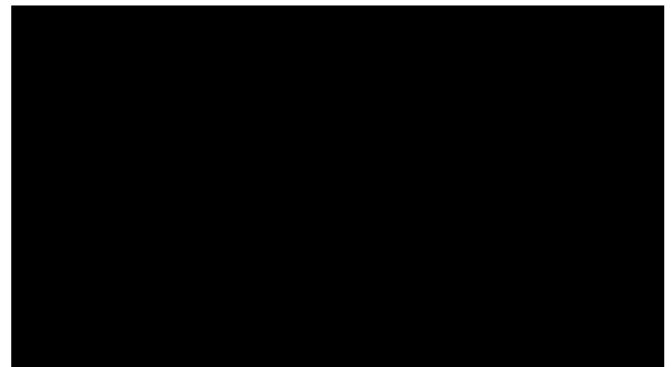
Name . . . *JES HAWES SWANSEA UP*

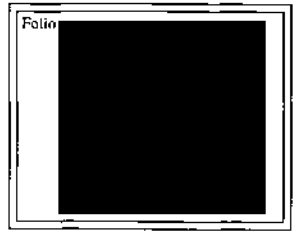
Add . . . [redacted]

Postcode

Please use block letters

I enclose a cheque for £ . . . *9* . . . made payable to [redacted]
Send to the Trust at: [redacted]

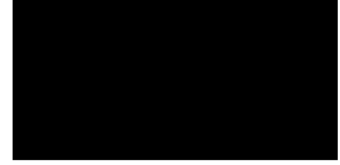




Invoice date: 04/03/2006

Proprietor:

Mr D Swayne, M.P.

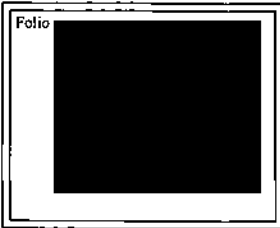
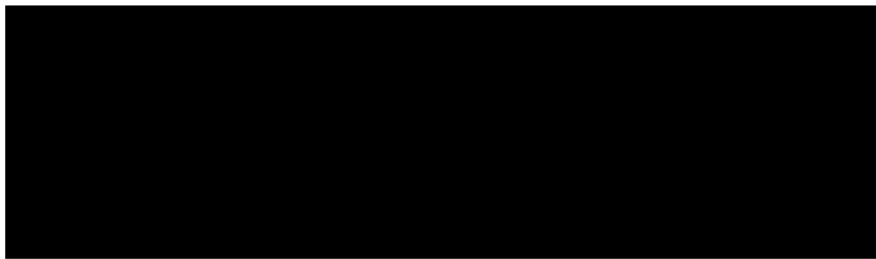


DATE	DETAIL	£	p
04/03/2006	You are invited to meet 5x2		17.87

NETT LESS VAT	17.87
VAT	3.13
INVOICE TOTAL	21.00
OUTSTANDING BALANCE	0.00
TOTAL DUE	21.00

VAT Reg. No [Redacted]

PAYMENT TERMS: 30 DAYS OF INVOICE DATE



Invoice date: 04/02/2006

Mr D Swayne, M.P.

Proprietor:

Offices:

DATE	DETAIL	£	p
04/02/2006	You are invited to meet 5x2	17.87	

VAT Reg. No.



PAYMENT TERMS: 30 DAYS OF INVOICE DATE

NETT LESS VAT	17.87
VAT	3.13
INVOICE TOTAL	21.00
OUTSTANDING BALANCE	0.00
TOTAL DUE	21.00



Hotmail



Today

Mail

Calendar

Contacts

desmondswayne@hotmail.com Messenger: **Offline**

Reply | Reply All | Forward | Delete | Junk | Put in Folder | Print View | Save Address

From : MSN Hotmail Plus <billing@microsoft.com>

Inbox

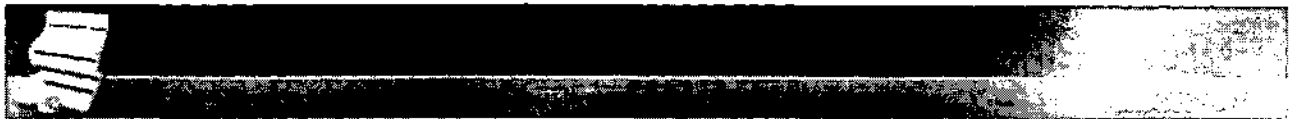
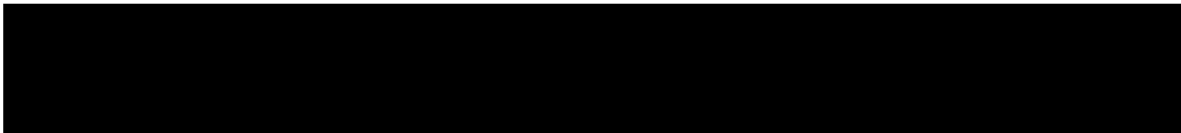
Sent : 05 March 2006 04:33:38

To :



Subject : Automatic Renewal Notification: MSN Hotmail Plus

Attachment :

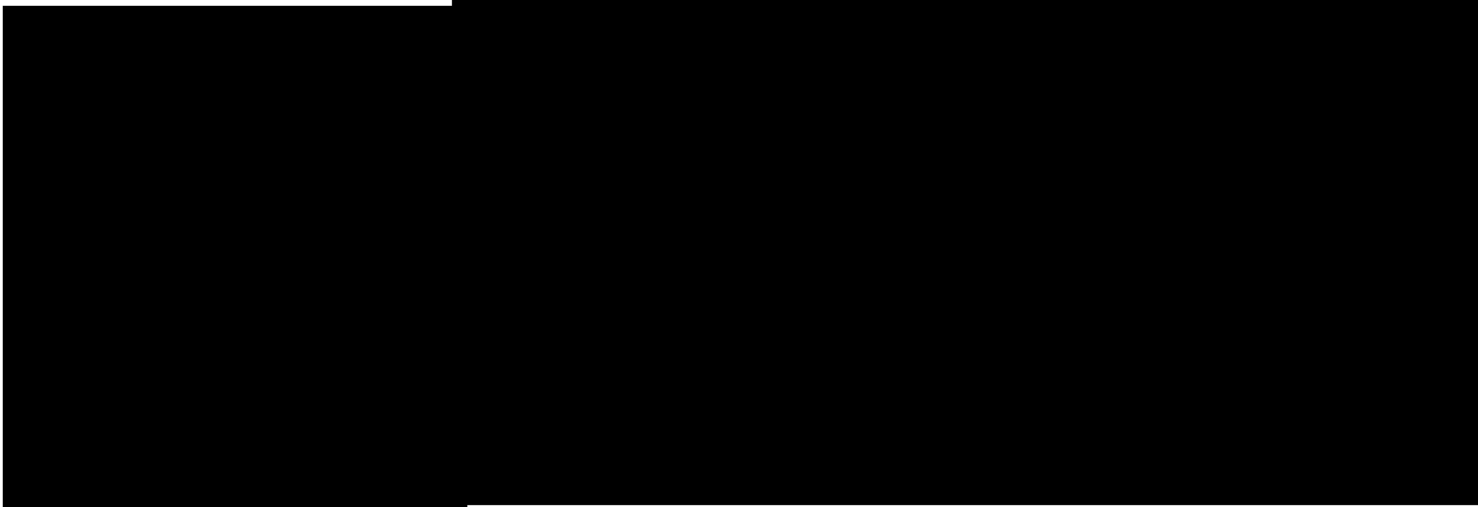
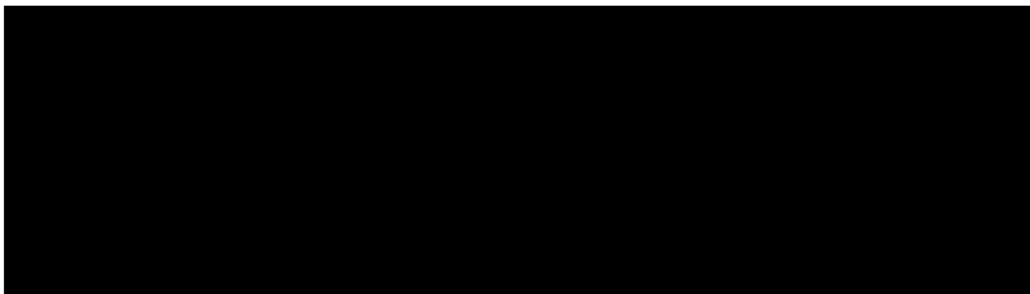


Important: Please read this entire notice carefully.

Dear Customer,

Your subscription to MSN Hotmail Plus is scheduled to be automatically renewed on 04 April 2006. Here is a description of the service:

The MSN Hotmail Plus yearly subscription of £14.99 (inc VAT) includes 2 Gigabytes of total MSN Hotmail account space, the ability to send larger attachments, no graphical ads, access to the MSN Hotmail mailbox via Microsoft Office Outlook or Outlook Express, exemption from the account expiration policy and 30 MB of MSN Groups storage. Refund only available if cancelled within one month from purchase and automatically renews yearly unless cancelled. You will receive a renewal letter 30 days prior to the renewal date.



statement

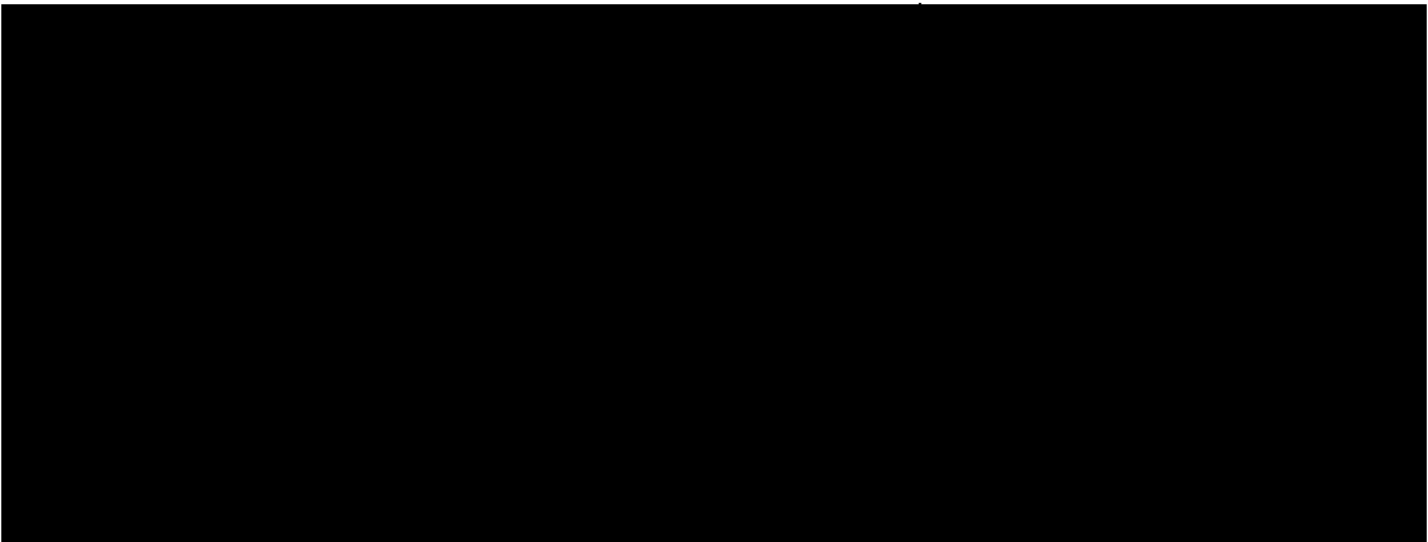


Desmond Swayne



Date : 21 March 2006
Account No : [Redacted]

Date	Type	Ref	Debits(£)	Credits(£)	Outstanding(£)
20 Feb 06	INV	1402344	62.52		25.67
20 Mar 06	INV	1414680	66.36		12.31



CR - credit

Amount Due £ 37.98

28 days & Under	Over 28 days	Over 56 days	Over 84 days
12.31	25.67	0.00	0.00





Member's claim for

11 OCT 2005

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

DESLOND JURYWE

Constituency

New Forest West

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.
- 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 / 9 / 05 to 30 / 9 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 652 : 66 p

Food

£ 102 : 60 p

Utilities

£ : p

Council Tax/Rates

£ 142 : p

Telephone and telecommunications

£ : p

Cleaning

£ 32 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 126 : 50 p

▶ please specify TV licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1055 : 76 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

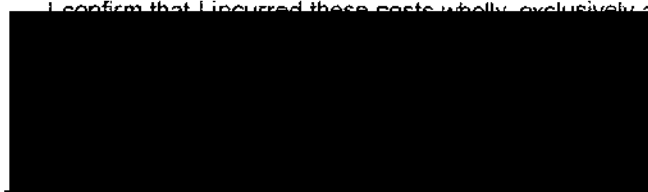


code W10 6PA

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable
for the purpose of performing

Signature



MP

Date

 1 / 10 / 05
Data protection

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

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- National Audit Office staff.

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Send your completed
form to

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

CLEANING SERVICES

Mr Desmond Swayne



27.08.2005

03.09.2005

Date: Saturday

10.09.2005

+ 17th September

INVOICE

09.2005

For cleaning the house at



Amount for Cleaning @ £8 per hour £

32

Received





Licence Number
Our Reference

8 September 2005

Dear

Annual Direct Debit - Licence and Personal Payment Plan.

Thank you for paying for your licence by Direct Debit. The details of the account we will be debiting are:

Sortcode :

Account Name

Please note that your next payment will be :

3 October 2005 £126.50