



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

MARK CATEN

Constituency

WINCHESTER

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 April 2004 to / /

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1080 : p

Food

£ 250 : 00 p

Utilities

£ ~~409~~ 71 : 20 p

Council Tax/Rates

£ 735 : 29 p

Telephone and telecommunications

£ 120 : 00 p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2706 : 46 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Postcode

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

1st April 2001**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



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Your details

Name in CAPITAL LETTERS

MARK GATEM

Constituency

WINCHESTER

Claim details

Notes

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Please list

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Please attach

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

Period of claim

from MAY 2004 to / /

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1100 : 00 p ✓

Food

£ 200 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 150 : 00 p

Cleaning

£ 95 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1645 : 00 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

_____ Postcode

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 May 2004

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Your details

Name
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MARK BATEM

Constituency

WINCHESTER

Claim details

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 June 2004 to / /

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1010 : 00 p

Food

£ 240 : 00 p

Utilities

£ 400 : 00 p *DAK hotel water bill*

reduced to 250. no receipts attached

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 90 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p *please specify*

Other

£ : p *please specify*

Other

£ : p *please specify*

Total

£ 1840 : 00 p *1690*

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Postcode

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

1st June 2004**Data protection**

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Your details

Name
in CAPITAL LETTERS

MARK CATES

Constituency

WIMBORNE

Claim details

Notes

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Please list

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Please attach

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

Period of claim

from July / / to / /

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1100 : 00 p

Food

£ 220 : 00 p

Utilities

£ 180 : 00 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 100 : 00 p
50 : 00

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 200 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1850 : 00 p

MARK JAMES

Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*

[Redacted address]

Postcode

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

1 July 2004

Data protection

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Additional Costs Allowance

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Member's claim form

Members' Allowances

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Your details

Name
in CAPITAL LETTERS

MARK OATES

Constituency

WINCHESTER

Claim details

Notes

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Please list

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Please attach

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

Period of claim

from 1 AUG 04 to 1 1

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1100 : p

Food

£ 200 : p

Utilities

£ 100 : p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 80 : p

Cleaning

£ 40 : p

Service/maintenance

£ 92 : 18 p

Repairs/insurance/
security

£ : p

Other

£ 35 : 00 p

▶ please specify mirror

Other

£ 375 : 00 p

▶ please specify Grand Ad- enclosed

Other

£ : p

▶ please specify

Total

£ 2022 : 18 p

continued on page 2

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

Address of
second home
for Additional
Costs Allowance

[Redacted]

Postcode

[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]

Date

1st August 2005

Data protection

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- ✳ National Audit Office staff.

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Additional Costs Allowance

Member's claim form

CA2
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Members' Allowances

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Your details

Name in CAPITAL LETTERS

MARK OATEY

Constituency

WINCHESTER

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 SEP 04 to 1 1

Total cost of hotel stays
attach all receipts

£ 0 : 00 p

Mortgage payments
(interest only) or rent

£ 1167 : 79 p

Food

£ 100 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 155 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : 00 p

Repairs/insurance/security

£ 50 : 00 p

Other

£ 99 : 00 p

▶ please specify

Radio

Other

£ 100 : 00 p

▶ please specify

Car fuel

Other

£ 60 : 00 p

▶ please specify

Bill filling

Total

£ 1967 : 79 p

continued on page 2

Details of second home *if applicable*

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



Postcode

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

28th Aug 2004**Data protection**

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Additional Costs Allowance

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Name
in CAPITAL LETTERS

MARK OATES

Constituency

WINCHESTER

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 AUG 2005 to 1 / 1

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1100 : 00 p ✓

Food

£ : p

Utilities

£ 20 : 00 p

Council Tax/Rates

£ 55 : 00 p

Telephone and
telecommunications

£ : p

Cleaning

£ 40 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 270 : 00 p

Other

£ : p

please specify _____

Other

£ : p

please specify _____

Other

£ : p

please specify _____

Total

£ 1495 : 00 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Postcode

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

1st Sep 2004**Data protection**

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Your details

Name
in CAPITAL LETTERS

MARK OATEN

Constituency

WIMBORNE

Claim details

Notes

You can only claim for

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Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from 1 November 2004 1 1

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1163 : 79 p

Food

£ 360 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 90 : 00 p

Service/maintenance

£ 440 : 00 p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

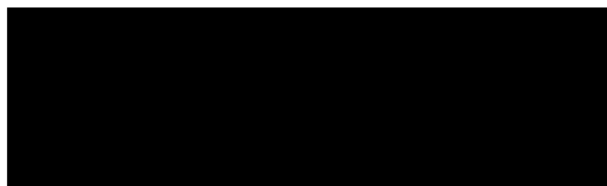
Total

£ 2313 : p

✓ see enclosed service charge bill

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

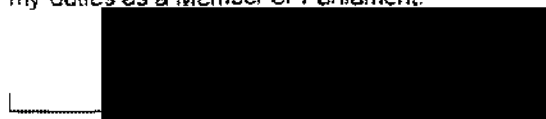


Postcode

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

1st Nov 2004**Data protection**

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Mr [REDACTED] M Oaten

1st October 2004

INVOICE

**For the Period 25th June 2003 to
24th December 2004:**

Service Charge	340.00
Ground Rent	100.00

Total Now Due: 440.00

Service Charges for 2004/2005

Care and Upkeep	50.00
Repair and Maintenance	50.00
Buildings Insurance	1,100.00
Management Costs (10%)	120.00
Bank Charges	40.00
Total Services Charge for Building	1,360.00

Upper Flat @ 50%	680.00
Ground Rent	200.00

Total Payable for Year **880.00**

[REDACTED] 880.00



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Your details

Name
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MARK OATEY

Constituency

WIMBORNE

Claim details

Notes

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

Please list

Please attach

Period of claim

from 1 DEC 2004 1 1

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 830 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 200 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 100 : 00 p

Cleaning

£ 90 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

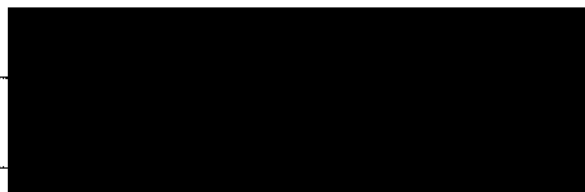
▶ please specify

Total

£ 1580 : 00 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Postcode

Declaration

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Signature



MP

Date

1st Dec 2004**Data protection**

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Additional Costs Allowance

Form ACA2

Page 1 of 2

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Your details

Name in CAPITAL LETTERS

MARK OATES

Constituency

WINCHESTER

Claim details

Notes

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Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

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

Period of claim

from JAN 05 to 1 1

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 840 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ 60 : 00 p

Telephone and telecommunications

£ 150 : 00 p

Cleaning

£ 90 : 00 p

Service/maintenance

£ 30 : 00 p

Repairs/insurance/security

£ : p

Other

£ 20 : 00 p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

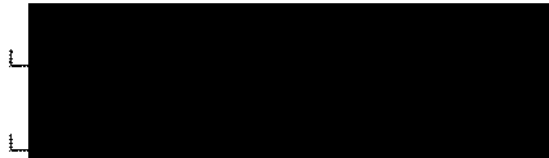
Total

£ 1670 : 00 p

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Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*



Postcode

Declaration

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Signature



MP

Date

1st Jan 05

Data protection

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Your details

Name
in CAPITAL LETTERS

MARK CATEN

Constituency

WIMBORNE

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

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Please attach

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

Period of claim

from FEB 2005 to / /

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 830 : 00 p

Food

£ ~~400~~ 300 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 100 : 00 p

Cleaning

£ 90 : 00 p

Service/maintenance

£ 200 : 00 p

Repairs/insurance/
security

£ : p

Other

£ 121 : 00 p

▶ please specify TV licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1841 : 00 p

1841 00

Details of second home */ if applicable*

Address of
second home
for Additional
Costs Allowance



Postcode

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 Feb 2005

Data protection

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Your details

Name
in CAPITAL LETTERS

MARK CATER

Constituency

WINCHESTER

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

MARCH 05

to

1 1

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 800 : 00 p ✓

Food

£ 200 : 00 p

Utilities

£ 100 : 00 p

Council Tax/Rates

£ : p

Telephone and
telecommunications

£ 50 : 00 p

Cleaning

£ 90 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1240 : 00 p

1240

212.57 only

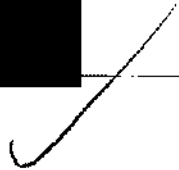
continue on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



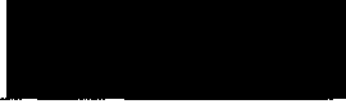
Postcode



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

1st March 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 3859, 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