

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

**Text** MAROS

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

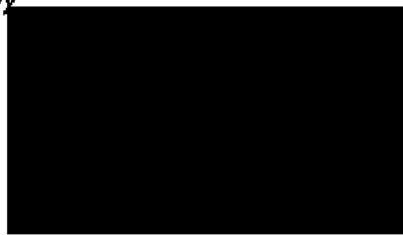
*\* Validation purposes only (please tick to indicate compliance)*

Mortgage documentation held	<input checked="" type="checkbox"/>
Addresses comply with central records	<input checked="" type="checkbox"/>
Invoices relate to 2 <sup>nd</sup> home address	<input checked="" type="checkbox"/>
Budget checked	<input checked="" type="checkbox"/>
Claim signed	<input checked="" type="checkbox"/>
Claim correctly dated	<input checked="" type="checkbox"/>

*\* Financial Processing purposes only*

Registered by (initials & date)

Posted by (initials & date)





# 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 01 / 03 / 05

to 31 / 03 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1400 : 00 p

Food

£ : p

Utilities

£ 464 : 63 p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 458 : 70 p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

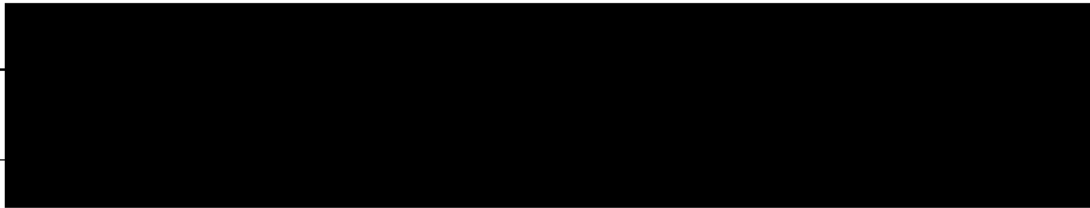
▶ please specify

Total

£ 2323 : 33 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

4/11/2005

**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

Date: January 2004

O LETWIN

**Annual Mortgage Statement**
**Name(s):**
**Mortgage Number:**
**Property Address:**

Period from 1st January 2003 to 31st December 2003

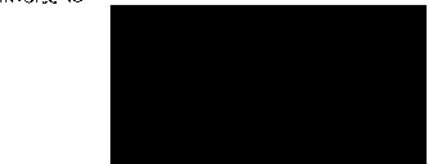
The following table shows your current interest rate and repayment method:


Loan Account No.	Product Name	Interest Rate	Repayment Method	Loan Term
Loan a/c	6.59%	6.5900%	Capital & Interest (GP)	16 Yrs 8 Months
Loan a/c	6.59%	6.5900%	Capital & interest (GP)	10 Yrs 8 Months

Opening Balance.....	£	254,097.39
<b>Debits</b>		
Interest.....	£	16,804.30
Property Insurance.....	£	0.00
Other Interest.....	£	0.00
Fees Charged.....	£	0.00
<b>Total Debits.....</b>	<b>£</b>	<b>16,804.30</b>
Retentions Released / Further Loans.....	£	0.00
Reserve Facility Released.....	£	0.00
<b>Credits</b>		
Mortgage Payments.....	£	-23,508.24
Redemptions.....	£	0.00
<b>Total Credits.....</b>	<b>£</b>	<b>-23,508.24</b>
Transactions Relating to Previous Period(s).....	£	0.00
<b>Closing Balance.....</b>	<b>£</b>	<b>248,293.45</b>

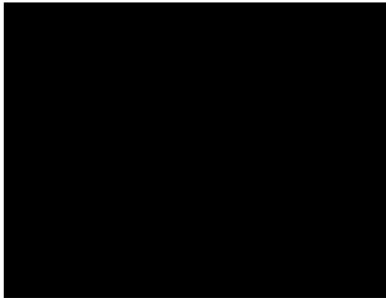
Invoice To **JR O LETWIN**

Deliver To

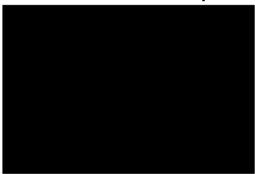


Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
 DOMESTIC HEATING OIL	1500			29.50	22.13	442.50
Delivery Instructions THIS IS AN INVOICE		Veh No. Load No.			22.13	442.50
					TOTAL E&OE £	464.63

due by 18/03/05



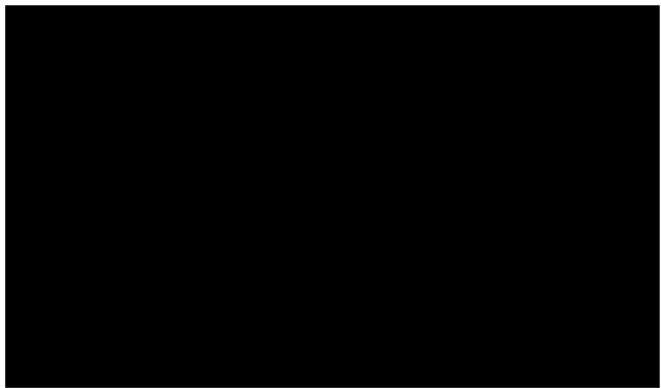
Mr. Letwin,



5th. March 2005

For interior decorating at above address From 19th Jan to 26th Jan 2005.

£458. 70.





# Member's claim form

01 MAR 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

OLIVER LEWIS

Constituency

WEST DEVON

## 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 10 04 to 28 12 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 5600 → 00 p

Food

£ : p

Utilities

£ 393 → 00 p

"

256 → 20

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ 78 → 71 p

Cleaning

£ : p

Service/maintenance

£ 155 → 00 p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

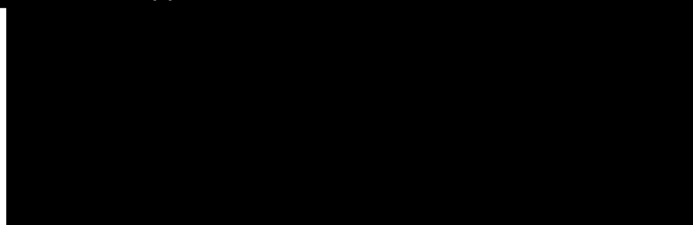
£ 6482 → 91 p

4 months

01 MAR 2005

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

Address of  
second home  
for Additional  
Costs Allowance

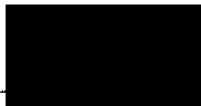


Postcode

**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

6/2/05

**Data protection**

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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





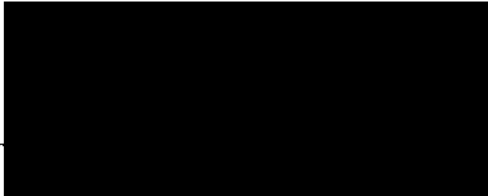
Statement



To: DR O LETWIN

PAYMENTS RECEIVED AFTER

31/12/2004



Account No.

For Month Ending: 31/12/2004

Page: 1 of 1

Date	Ref. No.	Details	Debit	Credit	Balance
01/10/2004		Op Bal		2991.77	-2991.77
20/10/2004		DD Paym		205.00	-3196.77
08/11/2004		Invoice	256.20		-2940.57
20/11/2004		DD Paym		205.00	-3145.57
20/12/2004		DD Paym		205.00	-3350.57

-3350.57

Bill period from 1 Sep 2004 to 30 Nov 2004

DR LETWIN

**Electricity**

Reading last time	Reading this time	Tariff C - Customer reading E - Estimated reading No code - Company reading	Units	Price of each unit in pence	Amount £ p
Turn over for more information					
Meter number(s)					
		<b>Domestic Standard</b>			
		-Standard energy	3421	6.99	239.12
		Monthly Direct Debit Discount			14.34 CR
		Service charge at 8.110p for 91 day(s)			7.38
		VAT at 5.00% on charges of £232.16			11.60
		<b>Total this invoice</b>			<b>243.76</b>
		Balance from previous bill			813.82 CR
		Payment received 27 September 2004			131.00 CR
		Payment received 27 October 2004			131.00 CR
		Payment received 27 November 2004			131.00 CR
		<b>Budget account balance carried forward</b>			<b>963.06 CR</b>

Your account and bill number

DR O LETWIN



Date  
**14 December 2004**

If you have a query  
please see reverse for  
our contact details.

**Total now due                    £ 78.71**

DR

O.

LETWIN

Account No.

Date

26/10/04

Dear

We have pleasure in offering to undertake the maintenance of your OIL FIRED AGA on the following basis:-

2 routine overhaul visit(s) as per schedule of works overleaf.

Service(s) covered: JANUARY 2005

JULY 2005

For the sum of: **£155.00** (Inc. VAT)

Date: January 2004

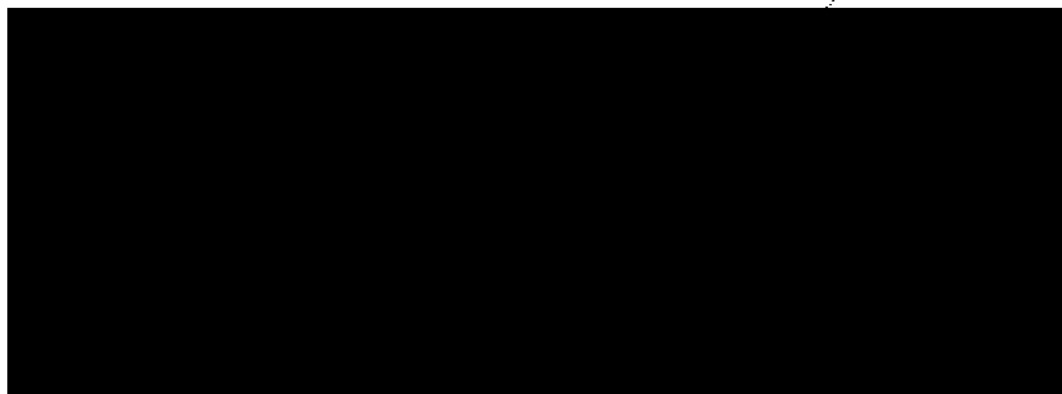
DOCTOR [REDACTED] O LETWIN [REDACTED]

### Annual Mortgage Statement

Name(s): [REDACTED]  
 Mortgage Number: [REDACTED]  
 Property Address: [REDACTED]

Loan Account No.	Product Name	Interest Rate	Repayment Method	Loan Term
Loan a/c [REDACTED]	6.59% [REDACTED]	6.5900%	Capital & Interest (GP)	18 Yrs 8 Mths
Loan a/c [REDACTED]	6.59% [REDACTED]	6.5900%	Capital & Interest (GF)	18 Yrs 8 Mths

Opening Balance.....	£	254,997.39
<b>Debits</b>		
Interest.....	£	16,804.30
Property Insurance.....	£	0.00
Other Interest.....	£	0.00
Fees Charged.....	£	0.00
<b>Total Debits.....</b>	<b>£</b>	<b>16,804.30</b>
Retentions Released / Further Loans.....	£	0.00
Reserve Facility Released.....	£	0.00
<b>Credits</b>		
Mortgage Payments.....	£	-23,508.24
Redemptions.....	£	0.00
<b>Total Credits.....</b>	<b>£</b>	<b>-23,508.24</b>
Transactions Relating to Previous Period(s).....	£	0.00
<b>Closing Balance.....</b>	<b>£</b>	<b>248,293.45</b>





# 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

OLIVER LETWIN

Constituency

WEST WISSET

## 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 1 6 104

to 31 1 6 104

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1400 : 00 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

£ 1400 : 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

28/2/05

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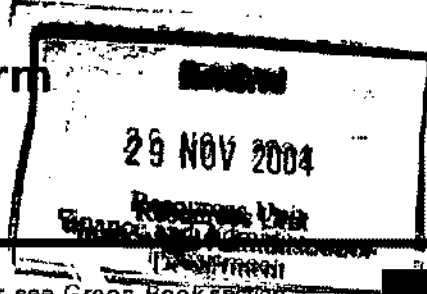
If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

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

About filling in this form

- For details of costs you can claim for, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

Constituency

WEST DORSET

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 / 12 / 04 to 31 / 12 / 04

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only)* or rent

£ 1400 : 00 p

Food

£ : p

Utilities

£ 256 : 20 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 155 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

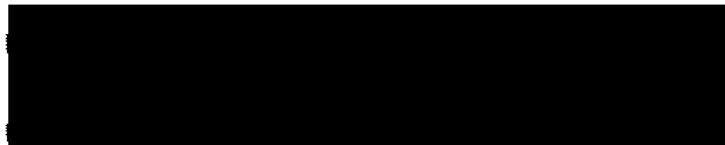
£ 1981 : 20 p

1981 20



**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

28 / 11 / 2004

**Data protection**

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form to

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

Date: January 2004

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**Annual Mortgage Statement**

Name(s): [Redacted]

Mortgage Number: [Redacted]

Property Address: [Redacted]

[Redacted]

Loan Account No.	Product Name	Interest Rate	Repayment Method	Loan Term
Loan a/ [Redacted]	6.59%	6.5900%	Capital & Interest (GP)	18 Yrs 8 Months
Loan a/ [Redacted]	6.59%	6.5900%	Capital & interest (GP)	18 Yrs 8 Months

Opening Balance.....	£	254,997.39
<b>Debits</b>		
Interest.....	£	16,804.30
Property Insurance.....	£	0.00
Other Interest.....	£	0.00
Fees Charged.....	£	0.00
<b>Total Debits.....</b>	<b>£</b>	<b>16,804.30</b>
Retentions Released / Further Loans.....	£	0.00
Reserve Facility Released.....	£	0.00
<b>Credits</b>		
Mortgage Payments.....	£	-23,508.24
Redemptions.....	£	0.00
<b>Total Credits.....</b>	<b>£</b>	<b>-23,508.24</b>
Transactions Relating to Previous Period(s).....	£	0.00
<b>Closing Balance.....</b>	<b>£</b>	<b>248,293.45</b>

£ 1400.36

12 = 1400 per month

[Redacted]

Invoice To: DR O LETWIN

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
010 DOMESTIC HEATING OIL	800			30.50	12.20	244.00
Delivery Instructions THIS IS AN INVOICE	Veh. No.  Load No.				12.20	244.00
					TOTAL E&OE £	256.20


Payment due by 15/11/01

Invoice To CDR O LETWIN

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
010 DOMESTIC HEATING OIL	800			30.50	12.20	244.00
Delivery Instructions THIS IS AN INVOICE		Veh. No.  Trailer No.			12.20	244.00
					TOTAL C&OC £	256.20

15/11/04



MR Oliver Letwin  


Date 29/10/04  
Between Dates   
Order Number   
Account Number

Waste Description

Waste Contained	Quantity	Description
SITANK	2M <sup>3</sup>	20-03-04 Sewage

£100

Cash  
Cheque

VAT at %

Dr. [REDACTED] O. Letwin

# INVOICE

Invoice No.	Date	Account No.	Order Ref.
[REDACTED]	10/11/04	[REDACTED]	[REDACTED]

Details	Net Price	VAT
Maintenance Service Agreement, covering services to be undertaken in January 2005 and July 2005.	131.91	23.09
<b>VAT Analysis</b>	<b>Sub Total</b>	131.91
131.91 @ 17.50 % 23.09	<b>VAT</b>	23.09
0.00 @ 0.00 % 0.00	<b>Total</b>	155.00



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

OLIVER LETWIN

Constituency

WEST DORSET

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 / 5 / 04

to 30 / 6 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 2800 : 00 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

£ 2800 : 00 p

1400.00

(2 months interest) (May/June - which I do not appear to have received personally)

£1400.00

**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] MP

Date

25/10/04

**Data protection**

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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Date: January 2004

[Redacted]

[Redacted]

[Redacted]

**Annual Mortgage Statement**

Name(s):

Mortgage Number:

Property Address:

[Redacted]

Loan Account No.	Product Name	Interest Rate	Repayment Method	Loan Term
Loan a/c [Redacted]	6.59 [Redacted]	6.5900%	Capital & Interest (GP)	18 Yrs 8 Months
Loan a/c [Redacted]	6.59 [Redacted]	6.5900%	Capital & Interest (GP)	18 Yrs 8 Months

Opening Balance.....	£	254,097.39
<b>Debits</b>		
Interest.....	£	16,804.30
Property Insurance.....	£	0.00
Other Interest.....	£	0.00
Fees Charged.....	£	0.00
<b>Total Debits.....</b>	<b>£</b>	<b>16,804.30</b>
Retentions Released / Further Loans.....	£	0.00
Reserve Facility Released.....	£	0.00
<b>Credits</b>		
Mortgage Payments.....	£	-23,508.24
Redemptions.....	£	0.00
<b>Total Credits.....</b>	<b>£</b>	<b>-23,508.24</b>
Transactions Relating to Previous Period(s).....	£	0.00
<b>Closing Balance.....</b>	<b>£</b>	<b>248,293.45</b>

12 = 1400 per month

[Redacted]



Member's claim form

Members' Allowances

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name  
in CAPITAL LETTERS

OLIVER LETWIN

Constituency

WEST DORSET

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 / 8 / 04

to 30 / 9 / 04

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 2800 — 00 p

(2 months interest) (August / September)

Food

£ : p

Utilities

£ 88 — 14 p

£ 88.14

Council Tax/Rates

£ : p

£

Telephone and telecommunications

£ 101 — 33 p

£ 101.33 BT

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2989 : 47 p

**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]

MP

Date

25/10/04

**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

\* DR 0 LETWIN

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
010 DOMESTIC HEATING OIL	300			27.98	4.20	83.94
Delivery Instructions <b>THIS IS AN INVOICE</b>	Veh. No.				4.20	83.94
	Load No.					
					TOTAL E&OE £	88.14

Payment due by 27/09/04

DR. O LETWIN

Invoice To

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
010 DOMESTIC HEATING OIL	300			27.98	4.20	83.94
Delivery Instructions	Veh. No.			4.20	83.94	
	Load No.					
					TOTAL E&OE £	88.14

Payment due by 27/09/04



DR O LETWIN

Date  
**28 September 2004**

If you have a query  
please see reverse for  
our contact details.

**Total now due                    £ 101.33**

Date: January 2004

**Annual Mortgage Statement**

 Name(s):  
 Mortgage Number:  
 Property Address:

Loan Account No.	Product Name	Interest Rate	Repayment Method	Loan Term
Loan a/c	6.59%	6.5900%	Capital & Interest (GP)	18 Yrs 8 Months
Loan a/c	6.59%	6.5900%	Capital & Interest (GP)	18 Yrs 8 Months

Opening Balance.....	£	254,997.39
<b>Debits</b>		
Interest.....	£	16,804.30
Property Insurance.....	£	0.00
Other Interest.....	£	0.00
Fees Charged.....	£	0.00
<b>Total Debits.....</b>	<b>£</b>	<b>16,804.30</b>
Retentions Released / Further Loans.....	£	0.00
Reserve Facility Released.....	£	0.00
<b>Credits</b>		
Mortgage Payments.....	£	-23,508.24
Redemptions.....	£	0.00
<b>Total Credits.....</b>	<b>£</b>	<b>-23,508.24</b>
Transactions Relating to Previous Period(s).....	£	0.00
<b>Closing Balance.....</b>	<b>£</b>	<b>248,293.45</b>

 $\div 12 = 1400 \text{ per month}$



Member's claim form

25 MAY 2004

Members' Allowances

DFA

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

LETWIN

Constituency

WEST DORSET

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 1 5 104 to 30 1 5 104

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1400 : 00 p

Food

£ : p

Utilities

£ 388 : 37 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

£ 1788 : 37 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

25/5/2004

**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

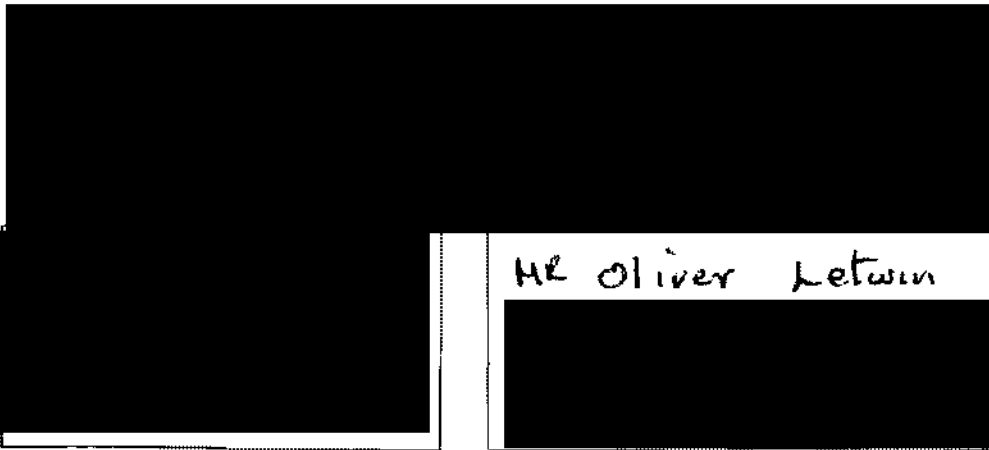
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Invoice To DR O LETWIN

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
010 DOMESTIC HEATING OIL	<del>1000</del> 300			21.50	10.75	215.00
	Veh. No.				10.75	215.00
	Load No.					
					TOTAL E&OE £	225.75

Payment due by

17/05/04



MR Oliver Letwin



Date

11/5/04

Between Dates

Order Number

Account Number

Waste Description

Waste Contained	Quantity	Description
S/TANK		20-03-04 Sewage

£100 :-

Cash  
Cheque

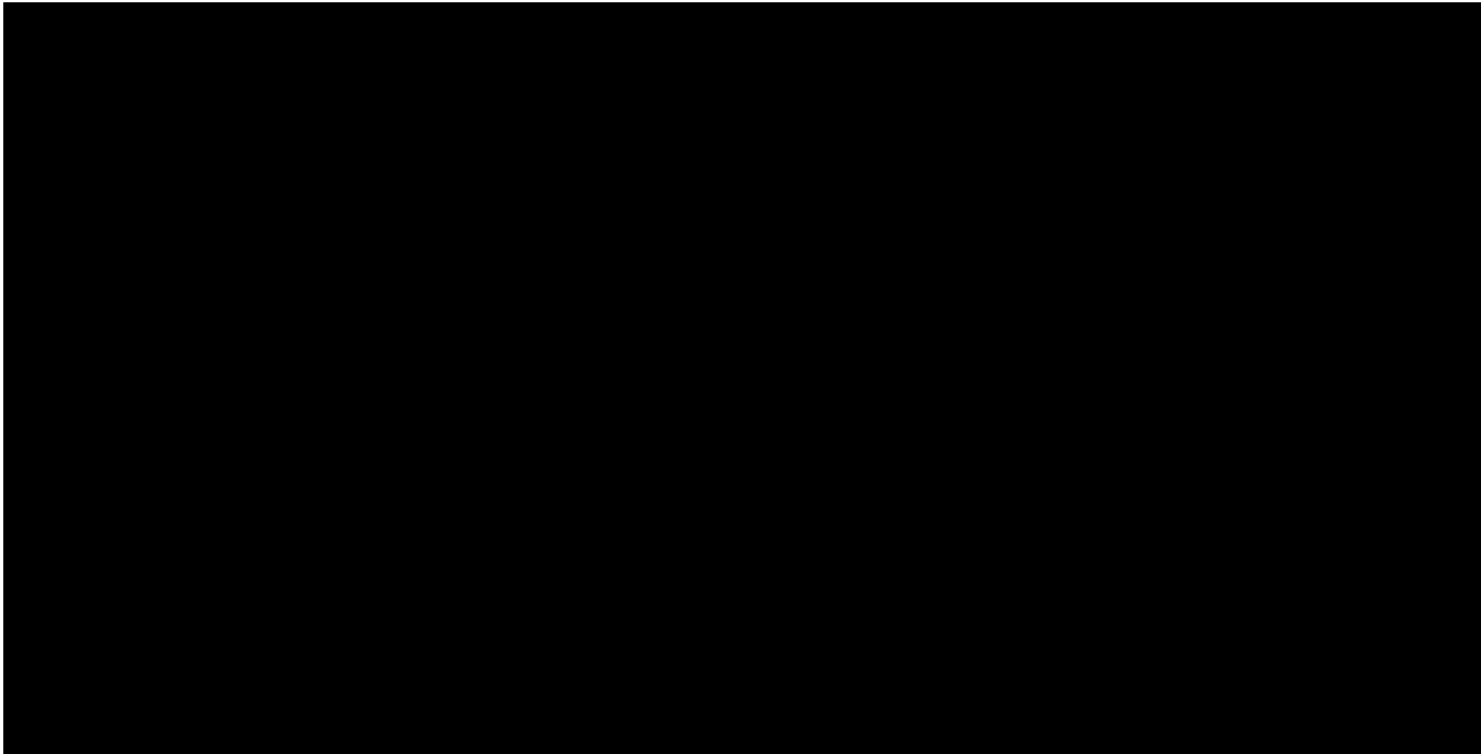
VAT at %

[REDACTED]  
Date: 18/05/2004  
Tax Point: 17/05/2004  
Meter serial no: [REDACTED]

## How your bill is calculated

Total bill

62.62



Date: January 2004

DOCTOR [REDACTED] D LETWIN [REDACTED]

DX Number: [REDACTED]

Website: [REDACTED]

### Annual Mortgage Statement

Name(s): [REDACTED]

Mortgage Number: [REDACTED]

Property Address: [REDACTED]

Period from 1st January 2003 to 31st December 2003

The following table shows your current interest rate and repayment method:

Loan Account No.	Product Name	Interest Rate	Repayment Method	Loan Term
Loan a/c [REDACTED]	6.59% [REDACTED]	6.5900%	Capital & Interest (GP)	18 Yrs 8 Mths
Loan a/c [REDACTED]	6.59% [REDACTED]	6.5900%	Capital & Interest (GP)	18 Yrs 8 Mths

Opening Balance.....	£	254,997.39
<b>Debits</b>		
Interest.....	£	16,804.30
Property Insurance.....	£	0.00
Other Interest.....	£	0.00
Fees Charged.....	£	0.00
<b>Total Debits.....</b>	<b>£</b>	<b>16,804.30</b>
Retentions Released / Further Loans.....	£	0.00
Reserve Facility Released.....	£	0.00
<b>Credits</b>		
Mortgage Payments.....	£	-23,508.24
Redemptions.....	£	0.00
<b>Total Credits.....</b>	<b>£</b>	<b>-23,508.24</b>
Transactions Relating to Previous Period(s).....	£	0.00
<b>Closing Balance.....</b>	<b>£</b>	<b>248,293.45</b>

$\div 12 = 1400$  per month

[REDACTED]

**FORM FO23**

**CORRECTION TO GENERAL LEDGER**

<b>Finance and Administration</b>	<b>Reason for Amendment:</b>
Prepared by: <i>(print and sign)</i>	<i>Oliver Letwin MP</i> -
Authorised by: <i>(print and sign)</i>	
Date: <i>19.07</i>	

Transfer Description	Account Code	Cost Centre								Debit £	Credit £
			Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7			
<i>INCORRECTLY ALLOCATED TO IEP</i>			<i>04/05</i>								<i>1788.37</i>
<i>ACA - MAY '04</i>			<i>"</i>							<i>1788.37</i>	

Total	<i>1788.37</i>	<i>1788.37</i>
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All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference: .....

Date received: .....

Input by: *(Signature)* .....

Date Input onto Computer: .....

Checked by: *(Signature)* .....

**FORM FO23**

**CORRECTION TO GENERAL LEDGER**

<b>Finance and Administration</b> Prepared by [REDACTED] Authorised by [REDACTED] Date: 7th June 2004	<b>Reason for Amendment: Wrong Allowance Code used</b>
--	--

Transfer Description	Account Code	Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Debit	Credit
									£	£
Transfer from IEP code	[REDACTED]	[REDACTED]	04 05							1,788.37
Transfer to ACA code	[REDACTED]	[REDACTED]	04 05						1,788.37	

<b>Total</b>	1,788.37	1,788.37
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All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference: .....

Date received: ..... Input by: (Signature) .....

Date Input onto Computer: ..... Checked by: (Signature) .....