



06/07

07 APR 2007

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.



Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

Constituency

WEST DORSET

Office use only

Costs/Cat 2



Claim details

You can only claim for

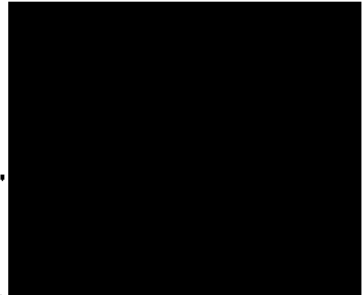
- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

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

Please attach

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



Period of claim

from 1 / 3 / 07 to 30 / 3 / 07

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1200 : 00 p

See mortgage statement in your possession.

Food

£ : p

Utilities

£ 484 : 71 p

See attached fuel bill for domestic heating

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 77 : 11 p

See attached

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1761 : 82 p

**Details of second**

**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

29/3/2007

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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**Send your completed  
form to**

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

[Redacted]

Delivered from depot at:

[Redacted]

Tel.

Invoice To DR O LETWIN

[Redacted]

Deliver To DR O LETWIN

[Redacted]

INVOICE/DELIVERY NOTE

[Redacted]

22/02/07

READING AT FINISH - LITRES

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
[Redacted] DOMESTIC HEATING OIL [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Delivery Instructions THIS IS AN INVOICE	Veh. No. Load No.	[Redacted]	[Redacted]	[Redacted]	23.08	461.63
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	TOTAL E&OE	484.71
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Payment due by	05/03/07

READING AT FINISH - LITRES

Delivered from depot at:

Tel:

INVOICE/DELIVERY NOTE

A/C No.

TKT No.

Invoice To DR O LETWIN

Deliver To DR O LETWIN

22/02/07

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
DOMESTIC HEATING OIL						
Special Instructions THIS IS AN INVOICE	Veh. No.	Load No.			23.08	461.63
					TOTAL E&OE	484.71

Payment due by

05/03/07

Your account number

[REDACTED]

Date  
12 March 2007

[REDACTED]

DR O LETWIN

[REDACTED]

[REDACTED]

Bill for account number

[REDACTED]

**Total now due**

**£ 77.11**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



Additional Costs Allowance

Member's claim form

20 DEC 2006

ACA2

Page 1 of 2

About filling in this form

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

Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

Constituency

WEST DORSET

Office use only

Costs/Cat 2

Claim details

You can only claim for

- costs you have actually paid
additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
all items costing £250 or more and include receipts - except for food, for which receipts are not required.
receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 1 to 1 / 1

Total cost of hotel stays

attach all receipts

£ : p Nov + Dec

Mortgage payments (interest only) or rent

£ 2400 : 00 p

Food

£ : p

Utilities

£ 434 : 70 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 75 : 27 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p please specify

Other

£ : p please specify

Total

£ 2909 : 97 p

continued on page 2

See attached invoice

See attached invoice

**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

19/12/2006

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Send your completed  
form to

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

Invoice To DR 0 LETWIN

Deliver To DR 0 LETWIN

29/11/05

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
DOMESTIC HEATING OIL						
Delivery Instructions THIS IS AN INVOICE	Veh. No.				20.70	414.00
	Load No.					
					TOTAL E&OE £	434.70

Payment due by 11/12/06



INVOICE/DELIVERY NOTE

A/C No.

TKT No.

29/11/00

Del

Tel

Invoice To DR D LETWIN

Deliver To DR D LETWIN

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
DOMESTIC HEATING OIL						

Delivery Instructions  
THIS IS AN INVOICE

Veh. No.

Load No.

20.70 414.00

TOTAL E&OE £

434.70

Lines Delivered

Payment due by

11/12/00

Your account number

[REDACTED]

Date

13 December 2006

[REDACTED]

DR O LETWIN

[REDACTED]

[REDACTED]

[REDACTED]

Bill for account number [REDACTED]

**Total now due** **£ 75.27**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



Member's claim form

900Z AON 5 1

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

Constituency

WEST DORSET

Office use only

Costc/Cat 2

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 11 / 06

to 15 / 11 / 06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 105 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 105 : 00 p

See septic tank cleaning / emptying invoice attached

**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

13/11/2008

**Data protection**

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Send your completed  
form to

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

Ticket  
Ref:

COLLECTION AND CONTROLLED WASTE TRANSFER NOTE

Customer / Producer

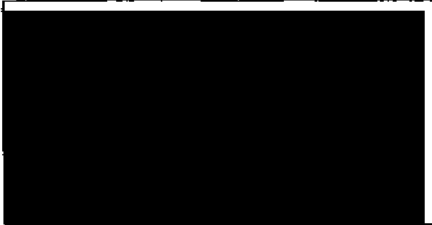
Date

8.11.06

Between  
Dates

Order  
Number

Account  
Number

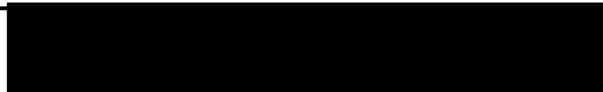


MR LETWIN

Waste Description

Waste Contained	Quantity	Description
S/TANK		

Other Details



£105:00

Cash  
Cheque

VAT at 0%



08 NOV 2006

Member's claim form

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If you have any doubt about whether you can claim for a cost please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

Constituency

West Dorset

Claim details

You can only claim for

- costs you have actually paid
additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
all items costing £250 or more and include receipts - except for food, for which receipts are not required.
receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Table with columns for item type and cost (£, p). Rows include: Period of claim, Total cost of hotel stays, Mortgage payments, Food, Utilities, Council Tax/Rates, Telephone and telecommunications, Cleaning, Service/maintenance, Repairs/insurance/security, Other, Other, Other, Total.



AAA Maintenance + Services see attached invoice - Feb '07 calendar year.

- please specify
please specify
please specify

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

MP

Date

7/11/2006

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Send your completed  
form to

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



# SPILLERS



A family business since 1840

DR & MRS O. LETWIN  
THE DAIRY HOUSE  
SYNDERFORD  
THORNCOMBE  
CHARD  
SOMERSET  
TA20 4QA

## MAINTENANCE SERVICE AGREEMENT

Address: LETWI1 Date: 31/10/06

MISA No. 14513

Dear DR & MRS LETWIN

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

2 units per annum plus a regular schedule of work over the year

First visit between **JANUARY 2007**

and **JULY 2007**

For this service the cost is **160.00** (inc VAT)

Our maintenance visits will be by appointment between 8.30 a.m. and 6.00 p.m. Monday to Friday and will cover the work in the appropriate schedule of maintenance overleaf. Repairs to fittings which are fitted will be charged at the prevailing rate subject to your agreement prior to fitting.

Annual call visits are subject to a £40.00 call out plus a £44.00 per hour labour charge.

The above is subject to the conditions provided subject to your signed approval. Please return this quotation to us if you require any further information or to accept this offer by **17th November**.

Yours faithfully,  
*Spillers of Chard Limited*

This quotation is valid for 14 days from the date of issue. Services are detailed in this agreement.

The price for the work covered by the annual maintenance charge is enclosed.

Yours faithfully, *[Signature]* Date *6/11/06*

Spillers of Chard Limited  
100 High Street  
Chard, Somerset  
TA20 4QA

Tel: 01683 61111  
Fax: 01683 61112  
Website: www.spillers.co.uk  
Email: info@spillers.co.uk





24 OCT 2006

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

Constituency

WEST DORSET

Office use only

Costs/Cat 2

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

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

Please attach

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

Period of claim

from 1 / 09 / 06

to 1 / 10 / 06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ : p

(interest only) or rent

Food

£ : p

Utilities

£ 281 : 97 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 2145 : 55 p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 2427 : 52 p

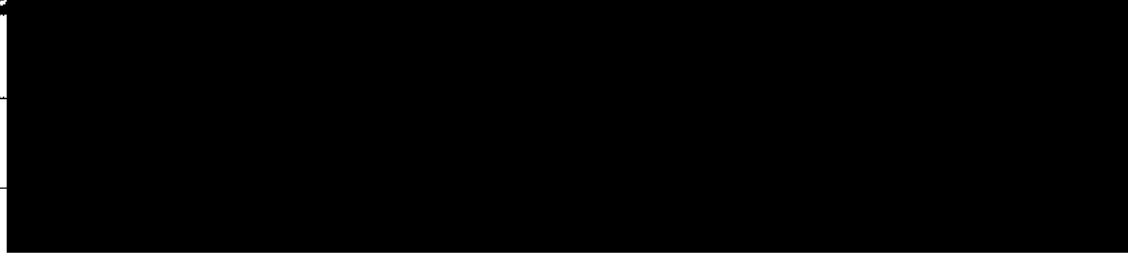
See attached invoices:  $\checkmark$  82.47  
 Fuels: 199.50  
 281.97

See attached invoice:  
 Repair of water-main pipe from meter to house

▶ please specify \_\_\_\_\_  
 ▶ please specify \_\_\_\_\_  
 ▶ please specify \_\_\_\_\_

**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

\_\_\_\_\_ 23/10/2006 \_\_\_\_\_

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**Send your completed  
form to**

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



**INVOICE**

OLIVER LETWIN ESQ.,  


INVOICE NO: 

DATE:- 29<sup>th</sup> September, 2006. ✓

**CARRY OUT EXCAVATION WORKS AS NECESSARY TO LAY A NEW 25MM PIPELINE TO REPLACE THE EXISTING LEAKING PIPELINE UNDER THE TENNIS COURT. THIS WORK INVOLVED ENTRENCHING AROUND THE WESTERN END OF THE TENNIS COURT WITH A CONNECTION BY THE METER BOX AND RECONNECTING TO THE EXISTING PIPELINE NEAR THE STEPPING STONES PATH TO THE TENNIS COURT.**

**THIS MINIMIZED DISRUPTION TO THE SOAKAWAY PIPE, GRAVEL DRIVE AND EXISTING DRAINS AND OIL LINES TO THE BOILER AND COOKER.**

**THE NEW PIPELINE WAS LAID WITH A PROTECTIVE LAYER OF SAND.**

**THE BACKFILL SOIL WAS COMPACTED INTO THE TRENCH LINE WITH TURFS RELAID AS PRACTICAL ON THE SENSITIVE AREA.**

**NET TOTAL £1826.00**

**VAT TOTAL £ 319.55**

**INVOICE TOTAL £2145.55**



[Redacted]

[Redacted]

LITRES

INVOICE/DELIVERY NOTE

A/C No. [Redacted]  
TKT No. [Redacted]

[Redacted]

Invoice To DR O LETWIN

Deliver To DR O LETWIN

13/09/06

Order No.

Product Description	Quantity	Packages	Unit Price	VAT	Value
DOMESTIC-HEATING OIL	[Redacted]	[Redacted]	[Redacted]	[Redacted]	190.00
Very Instructions THIS IS AN INVOICE	Veh. No.	Load No.		9.50	190.00
				TOTAL £	199.50

WET HOSE / DRY HOSE

Payment due by 25/09/06

INVOICE/DELIVERY NOTE

LITRES  
A/C No.  
TKT No.

De  
Tel

Invoice To DR O LETWIN

Deliver To DR O LETWIN

13/09/06

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
DOMESTIC HEATING OIL						
Delivery Instructions THIS IS AN INVOICE	Veh. No.				9.50	190.00
	Load No.					
					TOTAL E&OE £	199.50

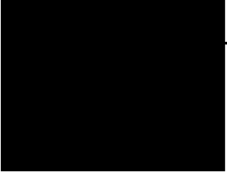
Your account number



DR O LETWIN



Date  
14 September 2006

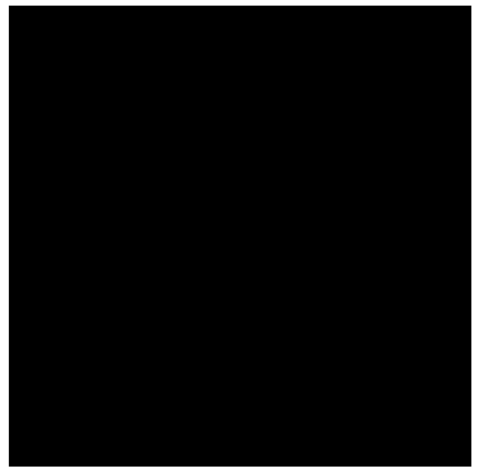


Bill for account number



**Total now due**

**£ 82.47**



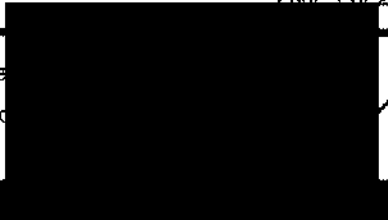


Member's claim form

29 JUN 2006

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 1340.



Your details

Name in CAPITAL LETTERS

OLIVER LETWIN ✓

Constituency

WEST DORSET

Office use only  
Costs/Cat 2

Claim details

You can only claim for

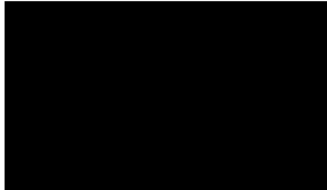
- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

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

Please attach

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



Period of claim

from 1 / 6 / 06 to 30 / 6 / 06

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ : p

Utilities

£ ~~350~~ 625 : 00 p ✓  
← 518 : 02 p ✓

Travel/Rates

£ : p

Telephone and telecommunications

£ 79 : 49 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 1222 : 51 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 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

28/6/2008

**Data protection**

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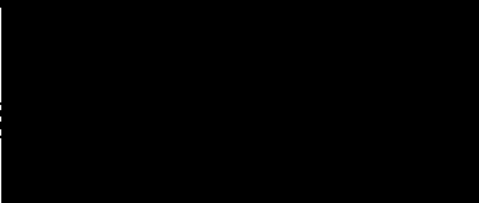
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Send your completed  
form to

Validation Team, Operations Directorate,  
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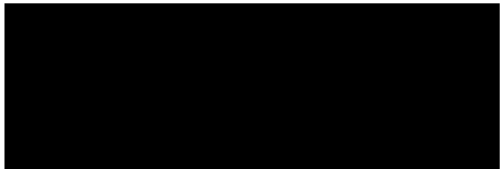




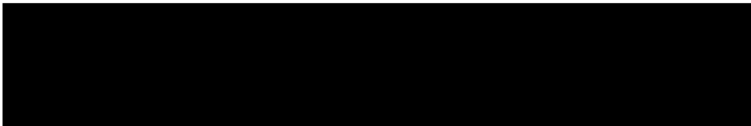
Your account number



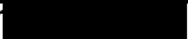
DR O LETWIN



Date  
14 June 2006

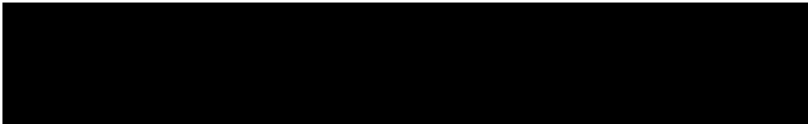
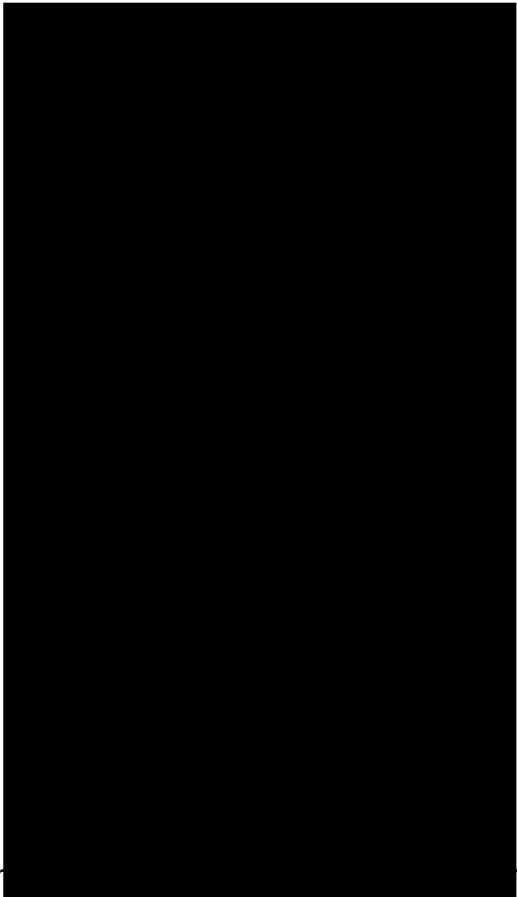
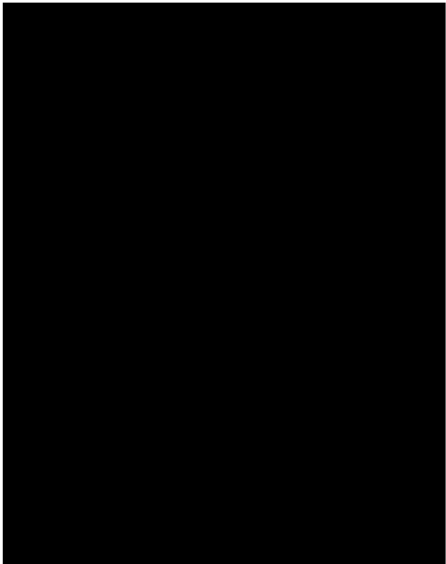


Bill for account number



**Total now due**

**£ 79.49**



Invoice To DR O LETWIN

Deliver To DR O LETWIN

07705705

Description	Quantity	Packages	Unit Price	VAT	Value
DOMESTIC HEATING OIL					
Instructions THIS IS AN INVOICE	Veh. No.			24.67	493.35
	Load No.			TOTAL E&OE	518.02

WET HOSE / DRY HOSE

Payment due by 19/06/06

Invoice To DR 0 LETWIN

Deliver To DR 0 LETWIN

07/06/06

Product Description	Quantity	Packages	Unit Price	VAT	Value
DOMESTIC HEATING OIL					
by Instructions THIS IS AN INVOICE					
					24.67
					493.35
					TOTAL £ 518.02



MR O LETWIN

Property Address

Date: June 2006

Dear Customer,

Customer Reference:

Thank you for paying your water services bill by Direct Debit.

I have reviewed your monthly budget payment taking account of the current balance on your account and your normal consumption

Your new payment amount will be £62.50. Details of your budget plan are shown below. Your payments will be reviewed in approximately 12 months time and if any amendment is necessary we will let you know.



Additional Costs Allowance

ACA2

03 2006

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

Constituency

LAST DORSSET

Office use only

Cost/Cat 2

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

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

Please attach

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

Period of claim

from 01 / 05 / 06 to 31 / 05 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 90 : 00 p

£60 Water  
£30 Energy

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

£ 90 : 00 p

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

MP

Date

5/6/2006

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219-2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed  
form to

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



Customer Number: [REDACTED]

Schedule number: [REDACTED]

CLMm

Date:

26/05/2006

Tax point:

25/05/2006

Meter serial no: [REDACTED]

MR O LETWIN

Bill number [REDACTED]

Please do not quote this number when making payments

Page 1 of 2

The period covered by this bill is 17/11/05 to 25/05/06

Balance brought forward	£138.64
<b>WATER SERVICES</b> (provided by Wessex Water Services Limited)	£215.45
<b>Total:</b>	<b>£354.09</b>
Less budget plan payments and adjustments (see overleaf). Thank you.	£60.00cr
<b>Amount carried forward:</b>	<b>£294.09</b>

green energy uk



# Electricity Statement



If you have any queries regarding this invoice please contact us:

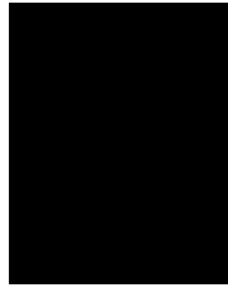


Dr Oliver Letwin

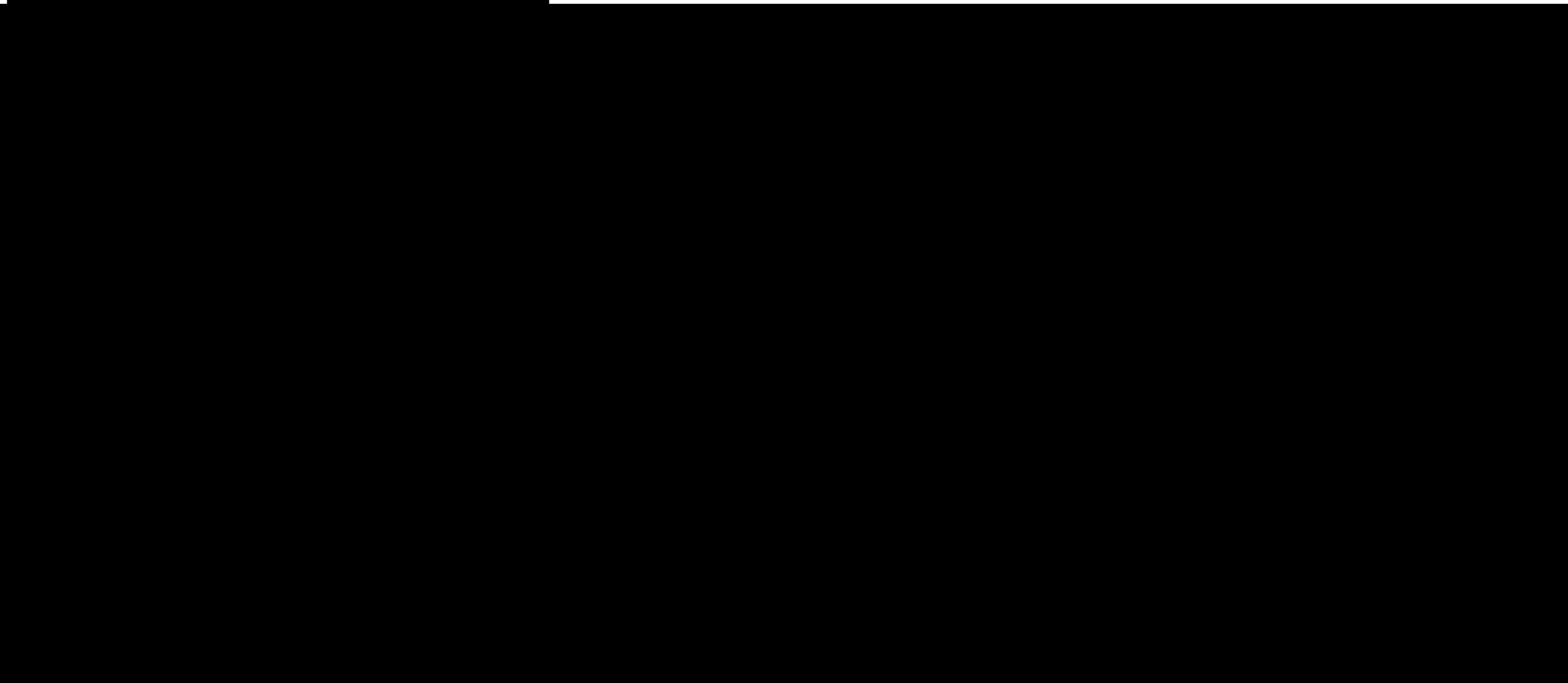
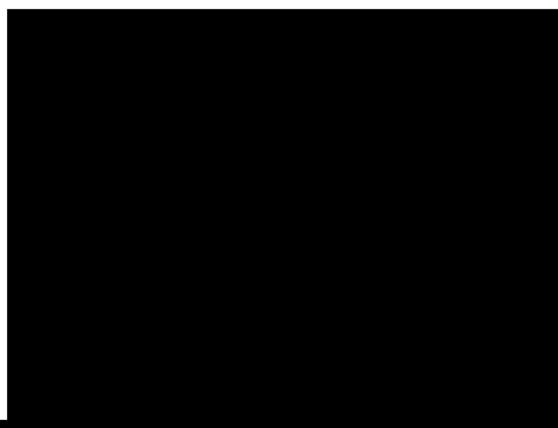


Supply Address:

Dr Oliver Letwin

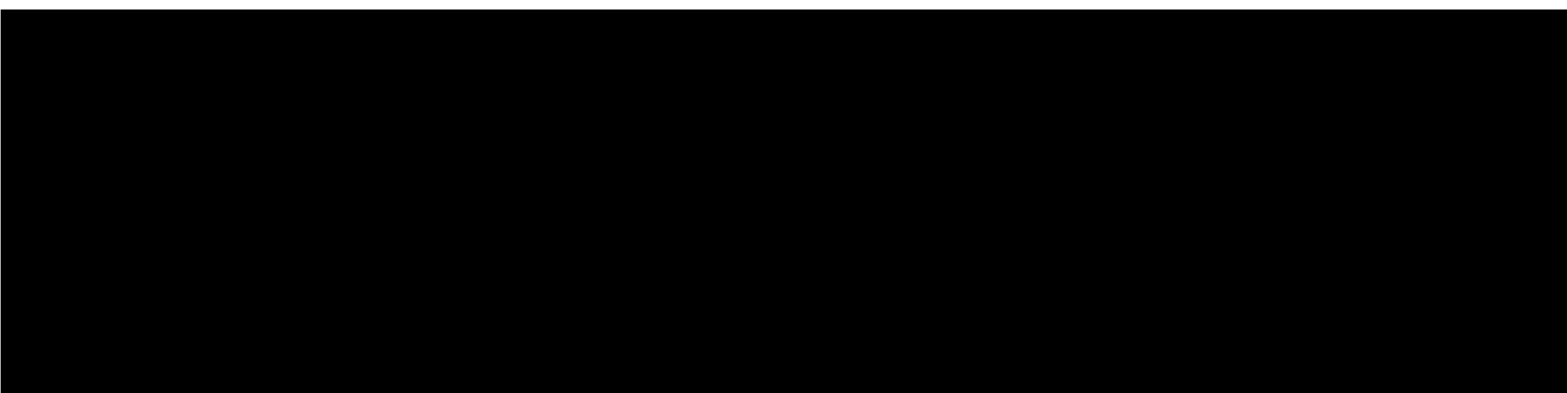


Site No:



Outstanding on Account

£41.34







Additional Costs Allowance

Member's claim form

10 OCT 2006

Members' Allowances

About filling in this form

- For details of costs you can claim for, see Green Book...
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

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 1 06 1 06

to 31 1 10 106

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 7310 00 p

5 x 1462 = 7310

Food

£ : p

Utilities

£ 199 50 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

£ 7509 50 p

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

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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

Signature

MP

Date

10/10/2006

**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



To: DR O LETWIN

Account No. [REDACTED] For Month Ending: 30/09/2006 Page: 1 of 1

Date	Ref. No.	Details	Debit	Credit	Balance
		Op Bal	313.02		313.02
		DD Paym		205.00	108.02
		DD Paym		205.00	-96.98
		DD Paym		205.00	-301.98
		Invoice	199.50		-102.48
					-102.48

Ref. No.	Amount	Item Paid ✓
	313.02	
	205.00	CR
	205.00	CR
	205.00	CR
	199.50	
		-102.48

Please Return  
Remittance Slip  
With Your  
Payment



Member's claim form

06/07

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

Constituency

WEST DORSET

Office use only

Cost/Cat 2

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main residence 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 06 / 03 / 06

to 30 / 05 / 06

Apr. 1 + May X2

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 3030 : 00 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 1927 : 42 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 5057 : 42 p

← see attached bill for emptying septic tank

**Details of second**

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

25/5/2008

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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Send your completed  
form to

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

# COUNCIL TAX BILL

2006/2007

15.03.2006

DR OLIVER LETWIN

COUNCIL TAX FOR HAND

TOTAL AMOUNT PAYABLE

£1927.42

Invoice to:  
 MR. O. LETWIN

Deliver to:  
 MR. O. LETWIN

Your Ref: [REDACTED]  
 Our Ref: [REDACTED]

Desc: Sales Order

Customer Code: [REDACTED]  
 Order Date: [REDACTED]

[REDACTED]						
[REDACTED] Ticket No [REDACTED]						
Empty septic tank		2	1.00	100.00	0.00	100.00
[REDACTED]						

2	0.00%	100.00	0.00
---	-------	--------	------

NET:	100.00
VAT:	0.00
TOTAL:	100.00

[REDACTED]

[REDACTED]