



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

RICHARD OTTAWAY ✓

Constituency

CROYDON SOUTH

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 10 04 to 30 10 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 502 : 36 ✓

Food

£ 200 : 00 p

Utilities

£ 155 : 00 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ : : p

Cleaning

£ 121 : 00 p

Service/maintenance

£ : : p

Repairs/insurance/security

£ 220 : 00 p

Other

£ 130 : 00 p

▶ please specify Garden Maintenance

Other

£ 300 : 00 p

▶ please specify Shower Pump

Other

£ : : p

▶ please specify

Total

£ 1742 : 36 p

TRIA
28 NOV 2004
RECEIVED

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

Signature

MP

Date

27/6/04

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:

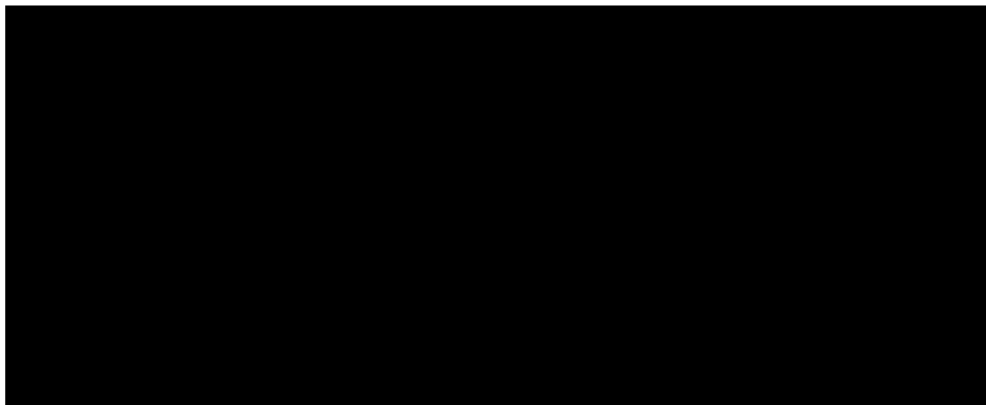
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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



INVOICE



Wednesday, 14 April 2004

Mr [redacted] Ottawa



Dear Mr [redacted] Ottawa

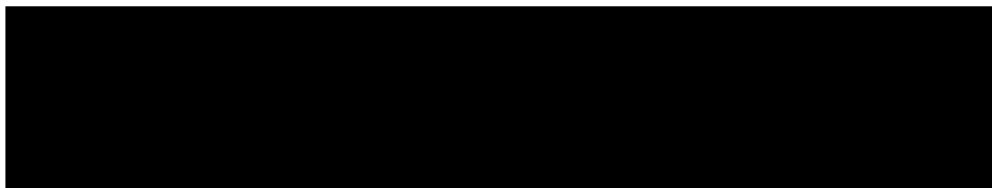
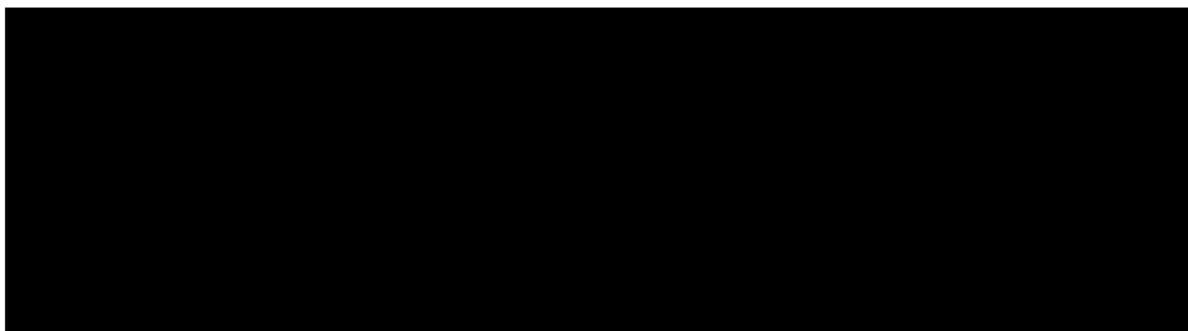
Please find set out below an invoice for works now completed.

- Replace faulty shower pump with new.

As discussed, this new pump will not carry a warranty due to the fact that the pipe work leading to it is not an air-free supply. If you would like me to amend the pipe work to the correct type, please let me know.

Labour and Materials

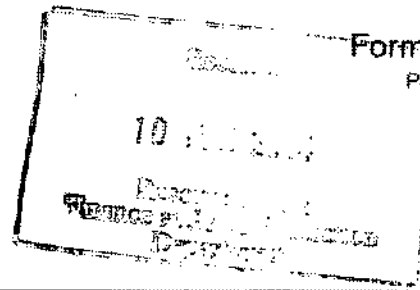
£300.00





Member's claim form

[Redacted]



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.

[Redacted]

Your details

Name in CAPITAL LETTERS

RICHARD OTTWAY MD

Constituency

CROYDON SOUTH

[Redacted]

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.

[Redacted]

Period of claim

from 1 10 04 to 31 10 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 541 : 19 p

Food

£ 200 : 00 p

Utilities

£ 155 : 00 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 121 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 200 : 00 p

Other

£ 386 : p

▶ please specify

Garage Maintenance

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

1717 : 19

£ 1717 : 19 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
in home for the purpose of performing

Signature

MP

Date

8.6.04

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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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]

17th May 2004

[REDACTED]

Mr [REDACTED] R Ottaway

[REDACTED]

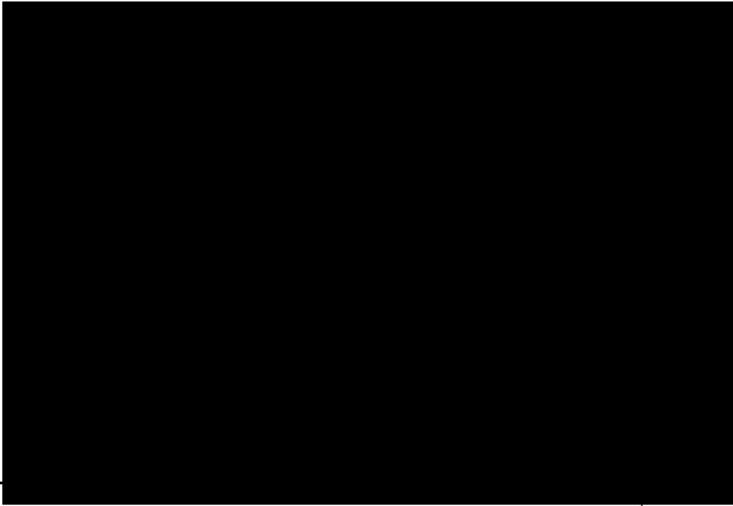
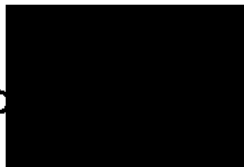
Dear Mr [REDACTED] Ottaway

Mortgage Account: [REDACTED]

=====
=====
=====
The Bank's Standard Mortgage rate will increase by 0.25% to 6.29% per annum with effect from 1st June 2004. The revised interest rate will be applied to your mortgage account from this date and your minimum monthly payment will change from £519.70 to £541.19. This payment

[REDACTED]

INVOICE No

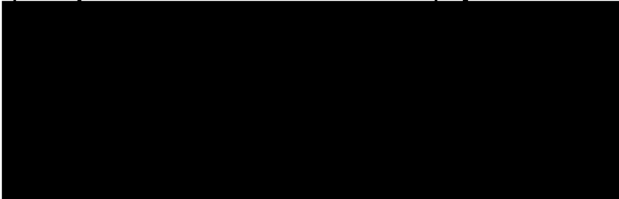


Invoice Address

MR. R. OTTAWAY

Your Ref:

Date: 16.4.04

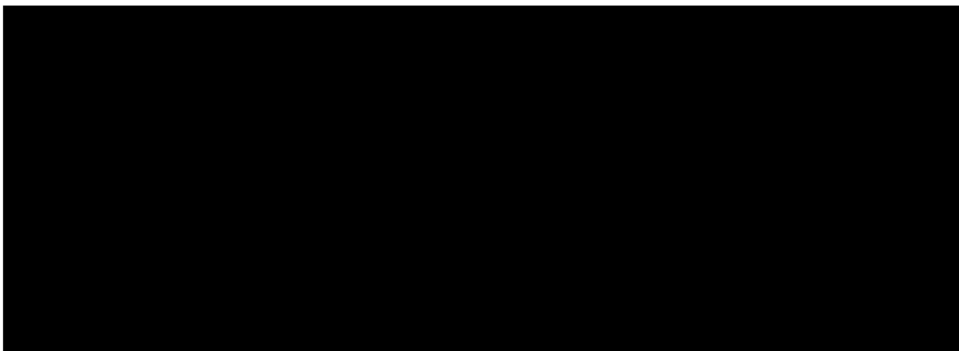


Work carried out

To carry out Tree work,
And Replace sleepers over
SOANAWAY

W ABOUT 2 1/2 days 350 —

Supply 3 SLEEPERS 36 —



Sub Total

Vat @ %

TOTAL

—
—
386 —



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

RICHARD OTTAWA /

Constituency

CROYDON SOUTH

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred 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 / 04 to 30 / 6 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 541 : 19 p

— paying periodic —

Food

£ 200 : 00 p

Utilities

£ 155 : 00 p

Council Tax/Rates

£ 114 : 00 p

— paying periodic —

Telephone and telecommunications

£ : p

Cleaning

£ 121 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 200 : 00 p

Other

£ 125 : 00 p

▶ please specify Plumbing work

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1456 : 19 p

→ pay £80!

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.

Signature

MP

Date

30.6.04

Data protection

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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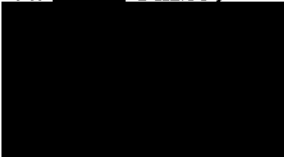


INVOICE



Friday, 21 May 2004

Mr [redacted] Ottauay



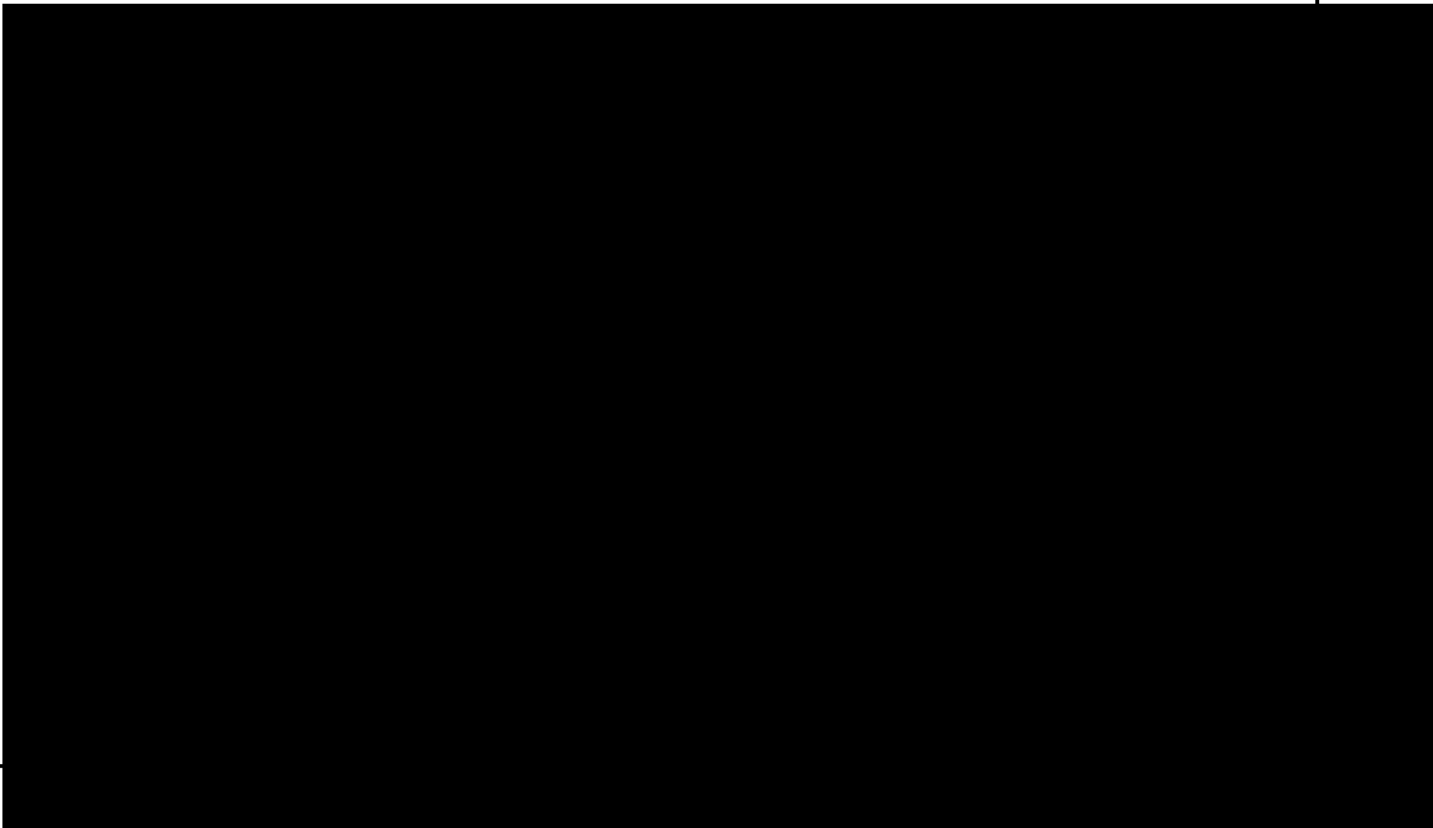
Dear Mr [redacted] Ottauay

Please find set out below an invoice for works now completed.

- Alter hot water pipe work to pump so It is air free via an Essex flange direct from cylinder.
- Replace tap washer in bathroom.

Labour and Materials

£125.00





Member's claim form



Members' Allowances

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Your details

Name
in CAPITAL LETTERS

Richard Ottaway MP

Constituency

CROYDON SOUTH

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 / 07 / 04 to 31 / 07 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 562 : 85 p

Food

£ 200 : 00 p

Utilities

£ 155 : 00 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 121 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 200 : 00 p

Other

£ 293 : 75 p

▶ please specify

Fencing

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1646 : 60 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 in my current position.

Signature

MP

Date

21/7

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.

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]

21st June 2004

Mr [REDACTED] R Ottaway

[REDACTED]

Dear Mr [REDACTED] Ottaway

Mortgage Account: [REDACTED]

[REDACTED]

The Bank's Standard Mortgage rate will increase by 0.25% to 6.54% per annum with effect from 1st July 2004. The revised interest rate will be applied to your mortgage account from this date and your minimum monthly payment will change from £541.10 to £562.85. This payment

[REDACTED]

Mas N OTTAWAY

T

INVOICE

No

10-07-04

To

SUPPLY AND ERECT
12' WOODEN GATE.

| Units | Rate | Amount |
|-------|----------------|-------------------|
| 1 | 250.00 | 250.00 |
| | V.A. @ 17 1/2% | 43.75 |
| | | 293.75 |



Member's claim form

29 SEP 2004

RECEIVED

Members' Allowances

About filling in this form

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Your details

Name in CAPITAL LETTERS

RICHARD OTTAWAY

Constituency

CROYDON SOUTH

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred 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 01 / 09 / 04

to 30 / 09 / 04

Total cost of hotel stays
attach all receipts

£ ~~562~~ : 85 p

Mortgage payments
(interest only) or rent

£ 562 : 85 p

Food

£ 200 : 00 p

Utilities

£ 155 : 00 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 121 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 200 : 00 p

Other

£ 802 : 00 p

▶ please specify

Gardines

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2154 : 85 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

Signature

MP

Date

28/09/04 _____

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.

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Send your completed
form to

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


Invoice

| DATE/TAXPOINT | ACCOUNT NUMBER | V |
|---------------|----------------|---|
| 9/9/04 | | |

INVOICE TO:

DELIVER TO:

R. OTTAWAY M.P.

| SALESPERSON | | DELIVERY DATE | DELIVERY VIA | F.O.B. POINT | TERMS |
|-------------|------|---|-------------------|---------------|----------------|
| QUANTITY | UNIT | DESCRIPTION | | UNIT PRICE | TOTAL |
| | | <i>Mowing + Strimming at:</i> | | | |
| | |  | | | |
| | | <i>17th + 18th / 5/04</i> | <i>12 1/2 HRS</i> | <i>£16/HR</i> | <i>£200 00</i> |
| | | <i>27th + 28th / 5/04</i> | <i>6 1/2 "</i> | <i>" "</i> | <i>£104 00</i> |
| | | <i>15/6/04</i> | <i>6 "</i> | <i>" "</i> | <i>£ 96 00</i> |
| | | <i>29/6/04</i> | <i>6 1/2 "</i> | <i>" "</i> | <i>£104 00</i> |
| | | <i>23rd + 24th / 7/04</i> | <i>8 1/2 "</i> | <i>" "</i> | <i>£136 00</i> |
| | | <i>27th + 28th / 8/04</i> | <i>7 "</i> | <i>" "</i> | <i>£112 00</i> |
| | | | | | <i>£752 00</i> |
| | | <i>TRACTOR</i> | | | |
| | | <i>Straighten Track road</i> | | | |
| | | <i>Repair punctured front tyre</i> | | | <i>£50 00</i> |

| | |
|--------|---------|
| AMOUNT | £802 00 |
| VAT | - - |
| TOTAL | £802 00 |

VAT REGISTRATION NUMBER



Member's claim form

RECEIVED

31 AUG 2004

Members' Allowances

DEA

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

RICHARD OTTAWAY

Constituency

CROYDON SOUTH

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 31 08 04

Total cost of hotel stays
attach all receipts

£ _____ : _____ p

Mortgage payments
(interest only) or rent

£ 562 : 85 p ✓

Food

£ 200 : 00 p

Utilities

£ 155 : 00 p

Council Tax/Rates

£ 114 : 00 p

Telephone and
telecommunications

£ _____ : _____ p

Cleaning

£ 121 : 00 p

Service/maintenance

£ _____ : _____ p

Repairs/insurance/
security

£ 200 : 00 p

Other

£ ~~100~~ : ~~00~~ p

▶ please specify _____

Other

£ _____ : _____ p

▶ please specify _____

Other

£ _____ : _____ p

▶ please specify _____

Total

£ 1352 : 85 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

MP

Date

27/8/04

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.

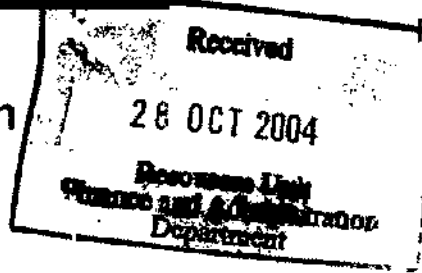
Send your completed
form to

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



Additional Costs Allowance

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

RICHARD OTTAWAY MP

Constituency

CROYDON SOUTH

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 01 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 562 : 85 p

Food

£ 200 : 00 p

Utilities

£ 155 : 00 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 121 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 200 : 00 p

Other

£ 209 : 08 p

please specify

Heating/Boiler

Other

£ 150 : 00 p

please specify

Maintenance Garden Maintenance

Other

£ : p

please specify

Total

£ 1711 : 93 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

Signature

MP

Date

27/10/04

Data protection

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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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

INVOICE No

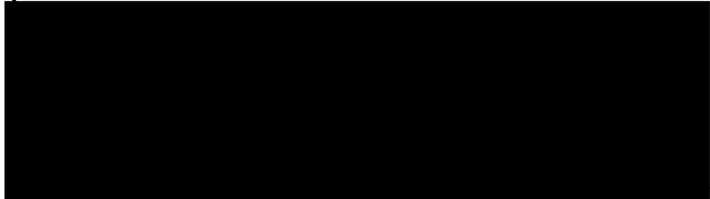


Invoice Address

MR. R. OTTAWAY

Your Ref:

Date: 27.9.04



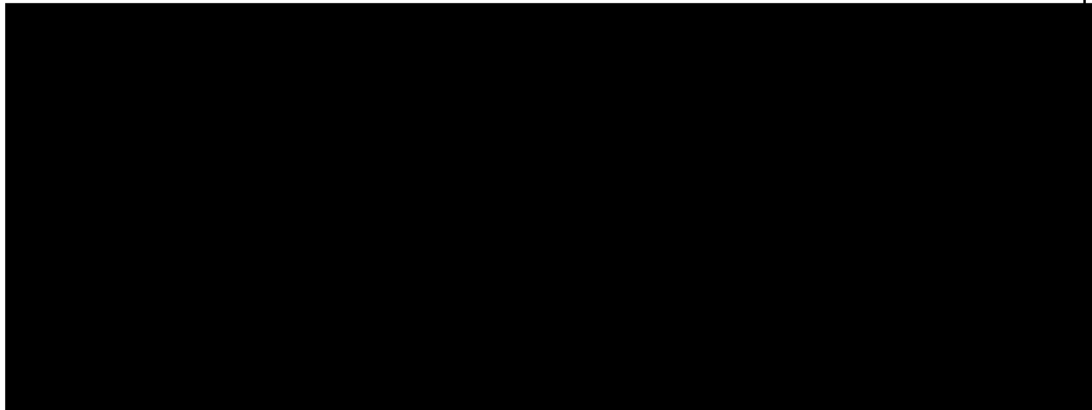
Work carried out

To cut HEDGES, Repair
fencing, Refix felt on
hog shed ROOF, Supply
4x2 ect.

£

p

150 -



Sub Total

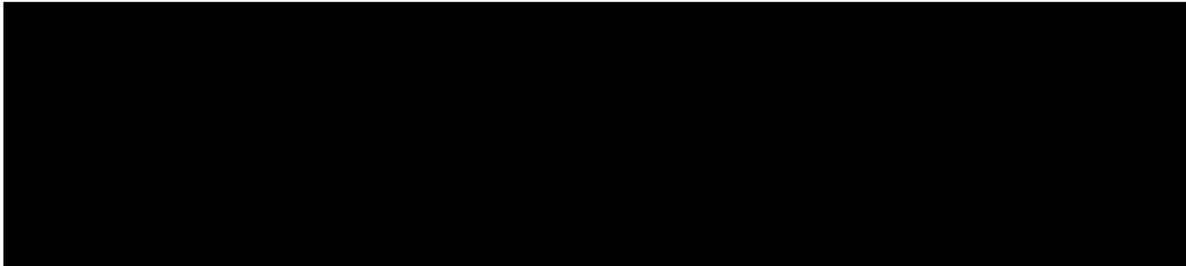
—

Vat @ %

—

TOTAL

150 -



Invoice

[Redacted] Ottaway
[Redacted]

Page 1
Invoice no. **[Redacted]**
Date 18/10/2004
Account ref. **[Redacted]**
Order No. **[Redacted]**

Service / Product Description **VAT Rate** **Net Amount**

Called as your telephone request, to carry out the maintenance of the three gas fired heating appliances.

| | | |
|------------------------------------|---------|----------|
| 2 No. Pilot control thermocouples. | 17.50 % | £ 17.94 |
| Maintenance charge. | 17.50 % | £ 160.00 |

| | |
|-----------------------|----------|
| Goods/Services | £ 177.94 |
| VAT Total | £ 31.14 |
| Invoice Total | £ 209.08 |





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Your details

Name
in CAPITAL LETTERS

RICHARD OTTAWAY MP

Constituency

CROYDON SOUTH

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 / 11 / 04 to 30 / 11 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 584.46 p

Food

£ 200.00 p

Utilities

£ 155.00 p

Council Tax/Rates

£ 114.00 p

Telephone and
telecommunications

£ : p

Cleaning

£ 121.00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ 405.02 p

Other

£ 102.00 p

▶ please specify Coal

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1681.48 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
duties of a Member of Parliament.

Signature

MP

Date

28/11/04

Data protection

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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

19-11-04

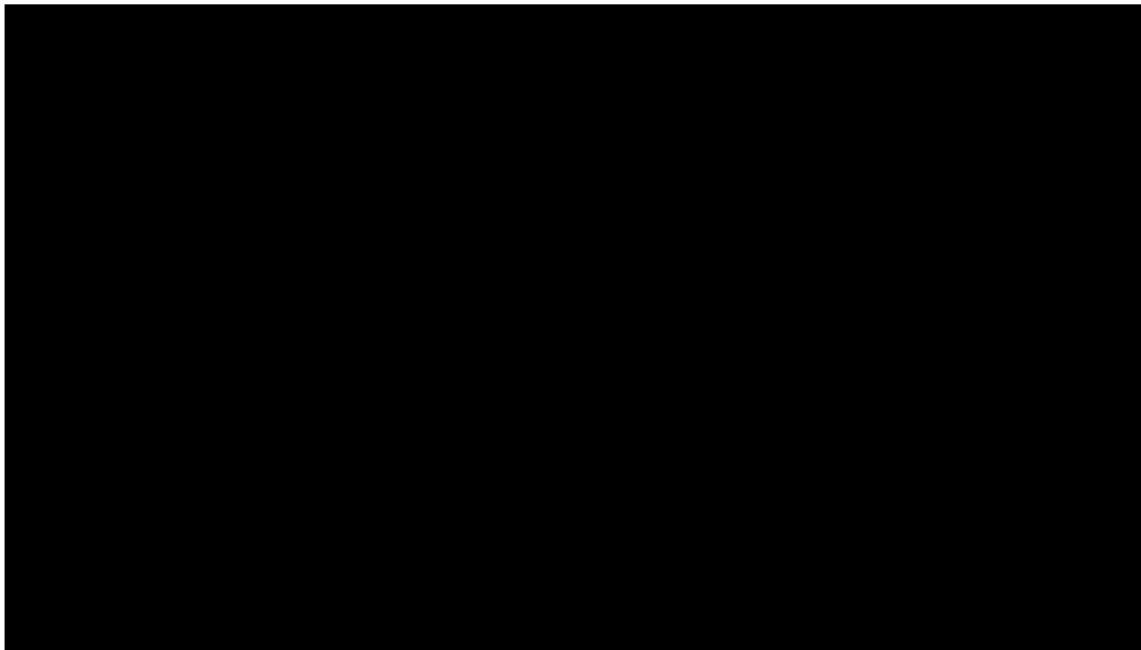
FROM G.W. REED

TO [REDACTED] OTTAWA

20' PRE H/COAL

@ \$5 = 10

\$102 2.00





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

Richard Ottaway MP

Constituency

Avon South

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 / 12 / 04 to 31 / 12 / 04

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 584.46 p ✓

Food

£ 200.00 p

Utilities

£ 155.00 p

Council Tax/Rates

£ 114.00 p

Telephone and telecommunications

£ 121.00 p

Cleaning

£ : p

Service/maintenance

£ 109.28 p ✓

Repairs/insurance/security

£ 190.00 p ✓

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

1473.74

£ ~~2223.2~~ p

1283.74

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

Date

21.12.04

necessarily to enable
purpose of performing

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.

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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

RECEIPT

Customer Details

M. O'Hara

Date

11/12/02

Cash
Cheque
Credit Card

Work Carried Out

S/F repair of return
payment received with thanks

£

p

93

16 28

109 28

VAT 17.96

TOTAL £



Member's claim form

28 JAN 2005

Resources Unit
House of Commons Administration
Department

Members' Allowances

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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

RICHARD OTTAWAY MP

Constituency

CRUYDON SOUTH

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 01 / 01 / 05 to 31 / 01 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 584 : 46 p ✓

Food

£ 200 : 00 p

Utilities

£ 155 : 00 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ 121 : 00 p

Cleaning

£ : p

Service/maintenance

£ 104 : 00 p

Repairs/insurance/
security

£ : p

Other

£ 122 : 00 p ✓

▶ please specify

Chimney Sweeping

Other

£ : p

▶ please specify

Other

£ : p

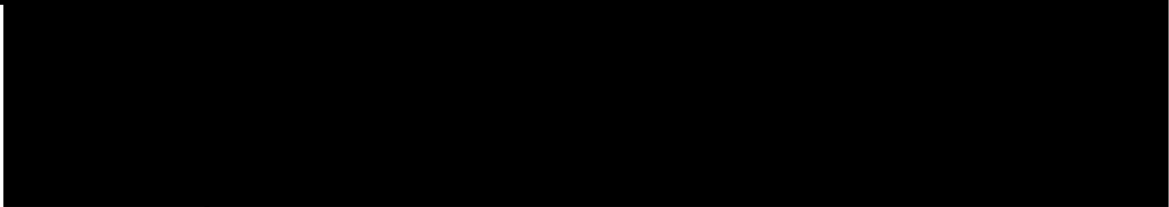
▶ please specify

Total

£ 1400 : 46 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 perform my duties as a Member of the House for the purpose of performing
my duties as a Member of the House

Signature

MP

Date

27th January 2005

Data protection

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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CHIMNEY SWEEPING REPORT

Name of customer/tenant:

Mr Ottawa

Date:

14/1/05

Address

Location



Please circle the applicable wording for each section below:

TOTAL

£ *122*

PAID

TO BE SENT

TO BE INVOICED

Invoice

DATE/TAXPOINT

ACCOUNT NUMBER

YOUR ORDER No.

28/12/04

INVOICE TO:

DELIVER TO:

R. Ottaway M.P.

SALESPERSON

DELIVERY DATE

DELIVERY VIA

F.O.B. POINT

TERMS

QUANTITY

UNIT

DESCRIPTION

UNIT PRICE

TOTAL

Mowing + Strimming etc.

13/9/04 6 1/2 HRS at £16/HR.

£104 00

VAT REGISTRATION NUMBER

AMOUNT

£104 00

VAT

— —

TOTAL

£104 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

RICHARD OTTAWAY MP

Constituency

Croydon South

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 01 / 02 / 05 to 28 / 02 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 584 : 46 p ✓

Food

£ 200 : 00 p

Utilities

£ 155 : 00 p

Council Tax/Rates

£ 114 : 00 p

Telephone and telecommunications

£ 121 : 00 p

Cleaning

£ : p

Service/maintenance

£ ~~104~~ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1174 : 46 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
[redacted] for the purpose of performing

Signature

MP

Date

28/2/05

Data protection

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Member's claim form

03 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

Richard BETHWAY

Constituency

Croydon South

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 / 4 / 04 to 1 / 3 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 1020 : 00 p

£102 x 10 - amount from April 04

Telephone and
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 705 : 00 p

Repairs/insurance/
security

£ : p

Other

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1725 : 00 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

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

Signature

MP

Date

2.3.05

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:

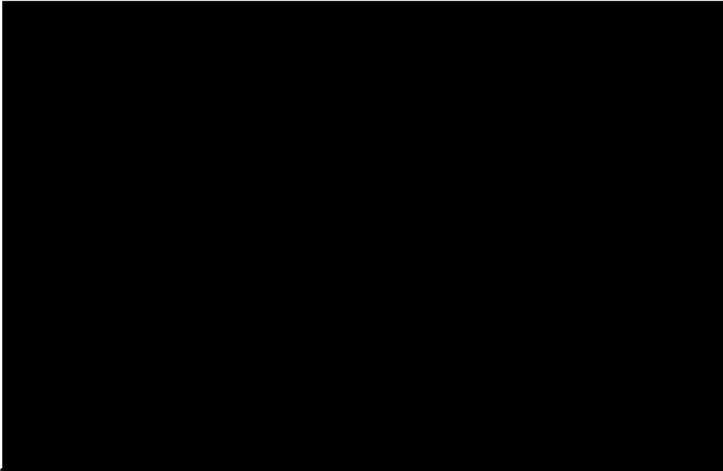
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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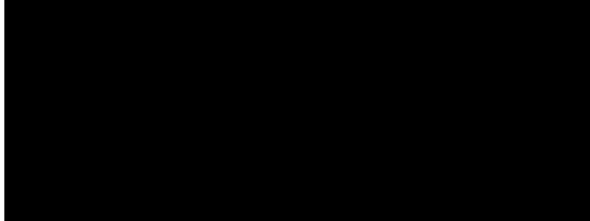


Invoice Address

MR. B. O'HANRAH

Your Ref:

Date: 21.2.05



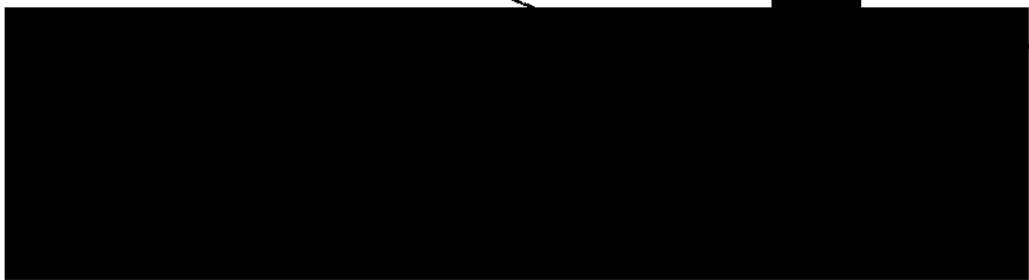
Work carried out TO INSTALL NEW TAP,
WATERING SYSTEM, Repair POTHOLES
IN DRIVEWAY ECT, 6 days LABOUR

| £ | p |
|-----|---|
| 840 | — |

materials

| | |
|-----|---|
| 187 | — |
|-----|---|

Drive only
labour £560
Materials £145
£705



| | | |
|-----------|------|---|
| Sub Total | — | — |
| Vat @ % | — | — |
| TOTAL | 1027 | — |

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

21

Invoice No.

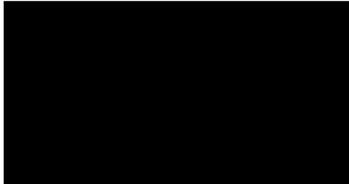
Account code / Allowance

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 nd 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)



11/4

Posted by (initials & date)

13 APR 2005



Member's claim form

04 APR 2005

Members' Allowances

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- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name
in CAPITAL LETTERS

RICHARD OTTAWAY MP

Constituency

Croydon South

Claim details

Notes

You can only claim for

Please list

Please attach

- costs you have actually paid
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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.

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

£ 584 : 46 p ✓

Food

£ 200 : 00 p

Utilities

£ 155 : 00 p

Council Tax/Rates

£ ~~1000.00~~ : ~~00~~ p

Telephone and
telecommunications

£ ~~120.00~~ : ~~00~~ p

Cleaning

£ 121 : 00 p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify _____

Other

£ : p

▶ please specify _____

Other

£ : p

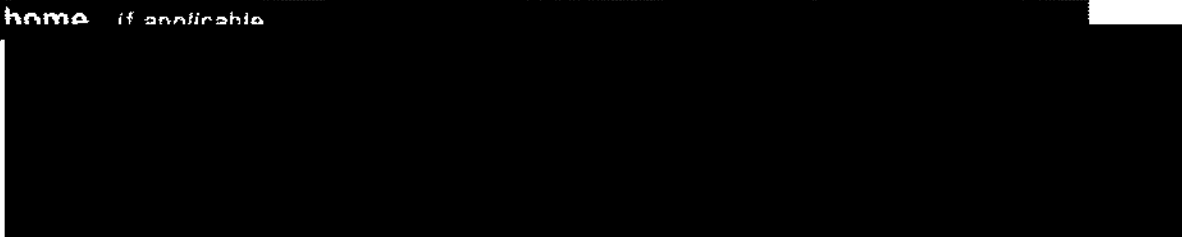
▶ please specify _____

remaining
bal. £851-58

£ 1060 : 46 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 24/3/05



Data protection

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