



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

RICHARD OTTAWAY MP

Constituency

Croydon South



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 / 03 / 06 to 31 / 03 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 429 : 72 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 142 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 90 : 00 p ✓

Cleaning

£ 120 : 00 p ✓

Service/maintenance

£ 180 : 00 p ✓

Repairs/insurance/security

£ : p

Other

£ 860 : 00 p ✓

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ ~~2731.97~~ p

2492.42



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
purpose of performing

Signature



Date

30/03/06 

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


INVOICE No.

To:- Mr Ottemoay

DESCRIPTION	COST
Monday 13 th March 06 Take down tree round Side of house and start to dispose of wood.	£240=00
Friday 17 th March 06 Finish clearing away wood and old brush round bonfire and burn brush and clear leaves	£80=00
	£320=00
	TOTAL

Please
make check
payable

INVOICE No.

To:-

Mr Otterway

DESCRIPTION	COST
Thurs 15 Dec 05 ✓ Clear last of leaves and cut grass	£120-00
Thurs 26 Jan 06 ✓ Start cleaning bank at back of house	£140-00
Mon, Tues 6+7 March 06 Clear rest of banks take down snapped of tree and Hazel next to Summer house	✓ £140-00 Mon £140-00 Tues
TOTAL	



Additional Costs Allowance

ACA2

Member [redacted] m

28 FEB 2006

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

Richard Ottaway MP

Constituency

Croydon South 1

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 / 02 / 06 to 28 / 02 / 06

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 429.72 p

Food

£ 240.00 p

Utilities

£ 142.00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 90.00 p

Cleaning

£ 120.00 p

Service/maintenance

£ 180.00 p

Repairs/insurance/security

£ 1565.10 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2766.82 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
purpose of performing

Signature



Date

27/02/06

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

RICHARD OTTAWAY MP



HOUSE OF COMMONS

LONDON SW1A 0AA

Fees and Administration Department
House of Commons

27th February

Dear Sirs,

On 22nd November 2005 I spoke to a member of the Fees and Administration Department regarding the maintenance of a chimney in my constituency home and replacement of the open fire with a wood burning stove.

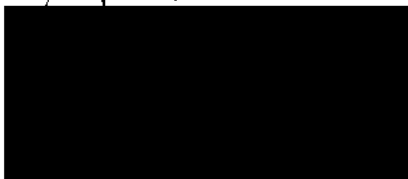
During the conversation it was agreed that the Department would cover the maintenance costs for the chimney and I would cover the costs of the stove and installation. The maintenance was quoted at £892 + £440 + VAT. A total of £1565.10.

The work has now been completed and the invoice for the whole job is attached but I am obviously only claiming for £1565.10p.

Thank you and please don't hesitate to call me if you have any queries.

Many thanks indeed,

Yours sincerely,



Richard Ottaway MP



Your Ref

[REDACTED]

Our Ref

14 FEBRUARY 2006

Date

Mr [REDACTED] R Ottaway

[REDACTED]

[REDACTED]

Dear Mr [REDACTED] Ottaway

I refer to your recent request to alter the terms of your mortgage account and acknowledge receipt of the completed "Authority to Convert" form.

Accordingly I can confirm that your mortgage payment has been recalculated and your new monthly direct debit will be amended to £429.72. Please note that if your next payment is due within 14 days of this letter, the amended figure above will not come into effect until after this payment is made.

[REDACTED]

[REDACTED]

[REDACTED]



Member's cl [redacted]

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

Richard OTTAWAY ✓ M

Constituency

Croydon South

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 01 / 01 / 06 to 31 / 01 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 567 : 17 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 142 : 00 p ✓

Council Tax/Rates

£ 225 : 00 p ✓

Telephone and telecommunications

£ 90 : 00 p ✓

Cleaning

£ 120 : 00 p ✓

Service/maintenance

£ 180 : 00 p ✓

Repairs/insurance/security

£ : p

Other

£ - : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1564 : 17 ✓ p

Details of second home *if applicable*

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



✓

Declaration

Signature



necessarily to enable
purpose of performing

Date

30/1/06

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



Member's claim

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

Richard OTTAWAY MP

Constituency

South Croydon

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 01 / 12 / 05 to 31 / 12 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 567 : 17 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 205 : 67 p ✓

Council Tax/Rates

£ 225 : 00 p ✓

Telephone and telecommunications

£ : p ✓

Cleaning

£ 120 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 66 : 00 p ✓ ▶ please specify bathroomware.

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1423 : 84 p

Details of second home *if applicable*

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

**Declaration**

Signature



necessarily to enable
purpose of performing

Date

29/12/08

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



Additional Costs Allowance

ACA2

Member [redacted] m [redacted]

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.

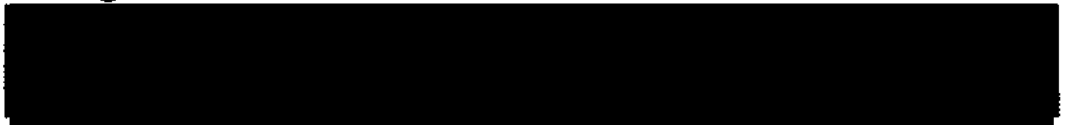
Your details

Name in CAPITAL LETTERS

Richard Ottaway MP

Constituency

Croydon South



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 / 11 / 05 to 30 / 11 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 567 : 17 p ✓

Food

£ 240 : 00 p

Utilities

£ 142 : 00 p

Council Tax/Rates

£ 225 : 00 p

Telephone and telecommunications

£ ~~1000~~ 31 : ~~450~~ 60 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ 180 : 00 p

Repairs/insurance/security

£ : p

Other

£ ~~199~~ 99 p

▶ please specify Fax for constituents home

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1505 : 77 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



Date

29th November 2005

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



Member's claim

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

Richard O'Riordan MP

Constituency

Croydon South

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 01/10/05 ✓ to 31/10/05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 567:17 p ✓

Food

£ 240:00 p ✓

Utilities

£ 142:00 p ✓

Council Tax/Rates

£ 225:00 p ✓

Telephone and telecommunications

£ 172:43 p ✓

Cleaning

£ 120:00 p ✓

Service/maintenance

£ 180:00 p ✓

Repairs/insurance/security

£ : p

Other

£ 180:00 p ✓ ▶ please specify Garden

Other

£ 138:00 p ✓ ▶ please specify Kitchenware

Other

£ 183:00 p ✓ ▶ please specify Electrical

Total

£ 2147:60 p ✓

Details of second home *if applicable*

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

**Declaration**

Signature



necessarily to enable
purpose of performing

Date

30th October 2005

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



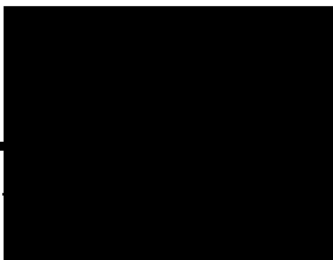
Additional Costs Allowance

ACA2

Member's claim

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

Richard Ottaway MP

Constituency

Croydon South



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 01 / 09 / 05 to 30 / 09 / 05

Total cost of hotel stays
attach all receipts

£ 567 : 17 p

Mortgage payments
(interest only) or rent

£ ~~584.00~~ p ✓

Food

£ 240:00 p ✓

Utilities

£ 142:00 p ✓

Council Tax/Rates

£ 225:00 p ✓

Telephone and telecommunications

£ ~~140.00~~ p 172.43p ✓

Cleaning

£ 120:00 p ✓

Service/maintenance

£ 180:00 p ✓

Repairs/insurance/
security

£ 189:00 p ✓

Other

£ 340:00 p ✓ ▶ please specify Gardening

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 2175:60 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
purpose of performing

Signature



Date

28th September 2005

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

Your Ref

Our Ref

Date

17th August 2005

Mr [REDACTED] R Ottaway
[REDACTED]Dear Mr [REDACTED] Ottaway
[REDACTED]

The Bank's Standard Mortgage rate will decrease by 0.20% to 6.59% per annum with effect from 1st September 2005. The revised interest rate will be applied to your mortgage account from this date and your minimum monthly payment will change from £584.46 to £567.17. This payment represents the total amount due for all accounts directly related to your mortgage. (N.B. The new minimum monthly payment showing on this letter does not take into account any payment holidays that you may have in place at this time).

INVOICE No.

To:- Mr Otterway

DESCRIPTION	COST
To cut hedge down Side of cottage and tress round back. 4 th aug	£160 - 00
Cut Grass 12 aug	£ 60 - 00
Cut hedges round garden 25 aug	£120 - 00
TOTAL	£340 - 00

More connections.
More possibilities.

Your account number

Bill number

Date
21 August 2005

MR R.G.JOTTAWAY

Bill for account number

Total now due **£ 109.22**

More connections.
More possibilities.

Your account number

Bill number

Date
21 August 2005

MR R.G.J OTTAWAY

Bill for

Total now due **£ 31.55**

More connections.
More possibilities.

Your account number

Bill number

Date
7 September 2005

MR R OTTAWAY

BT Together Option 1

Bill for

Total now due **£ 31.66**



UPHOLSTERERS & HOUSE FURNISHERS RE-UPHOLSTERY OF ANTIQUE & MODERN FURNITURE



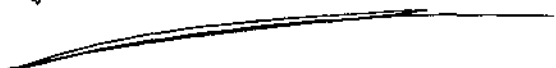
MR. [REDACTED] OTTAWA-1

71 SEPT 2 005

10

Recours Large headboard.

\$189-00





Additional Costs Allowance

ACA2

25 AUG 2005

Member's cla

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

Richard Ottaway MP

Constituency

Croydon South

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 01/10/05 to 31/10/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 584:00 p ✓

Food

£ 240:00 p ✓

Utilities

£ 142:00 p ✓

Council Tax/Rates

£ 225.00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ 120:00 p ✓

Service/maintenance

£ 180:00 p ✓

Repairs/insurance/security

£ : p

Other

£ 180:00 p ✓

▶ please specify

Gardening

Other

£ : p

▶ please specify

Other

£ : p

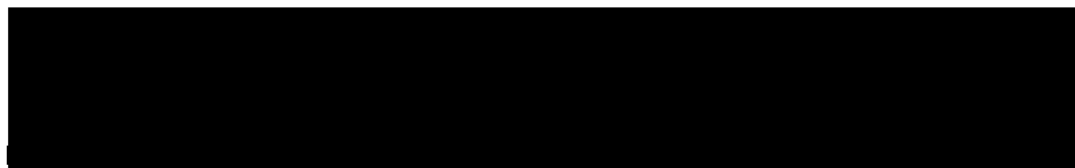
▶ please specify

Total

£ 1671:00 p

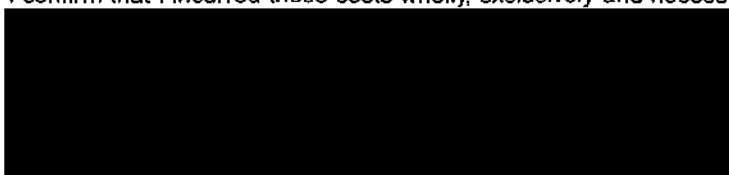
Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance


**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable
[redacted] of performing

Signature



Date

26 25/8/05 

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

INVOICE No.

To:- MR Otterway



DESCRIPTION	COST
To cut hedge and clear round cottage. 22 July	£60-00
cut tree trim hedge and strim down path 28 July	£60-00
cut lawns 29 July	60-00
TOTAL	£180-00



Additional Costs

ACA2

Member's claim form

02 AUG 2005

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

Richard Ottaway MP

Constituency

Croydon South

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 01/07/05 to 31/07/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 584 : 00 p ✓

Food

£ 240 : 00 p

Utilities

£ 142 : 00 p

Council Tax/Rates

£ 225 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 120 : 00 p

Service/maintenance

£ 180 : 00 p

Repairs/insurance/security

£ : p

Other

£ 249 : 00 p

▶ please specify replacement radio

Other

£ : p

▶ please specify

Other

£ : p

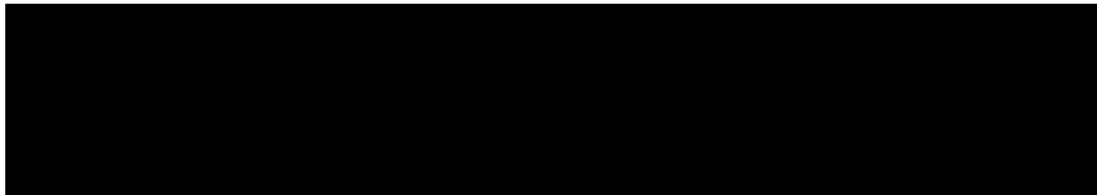
▶ please specify

Total

£ 1524 : 00 p

Details of second home *if applicable*

Address of second home
for Additional
Costs Allowance

**Declaration**

I declare that I have provided the information on this form truthfully and to the best of my knowledge and belief, and that I have provided the information necessary to enable the House of Commons Administration to carry out its duties for the purpose of performing

Signature



Date

27/7/05

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).

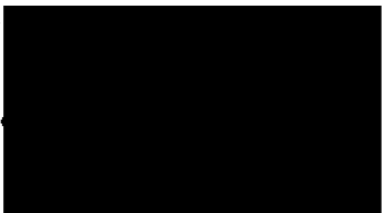
Send your completed form toValidation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

INVOICE No. 2

To:- MR Otterway

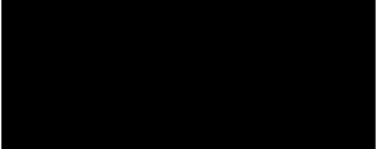
DESCRIPTION	COST
to cut Grass and Strain round edges.	
3 June 05	£ 60
9 June 05	£ 60
23 June 05	£ 60
Make Cheques	TOTAL
	£180-00

ped

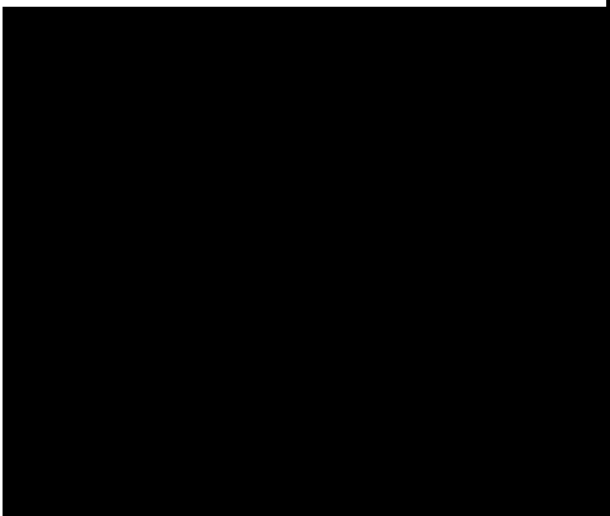


SoundDock Speaker

827.78401 1 249.00



TOTAL 249.00



EPS DOCKETS 249.00



19/07/05





Additional Costs A

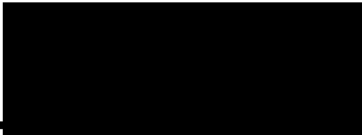
ACA2

05/06.

Member's claim form

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.



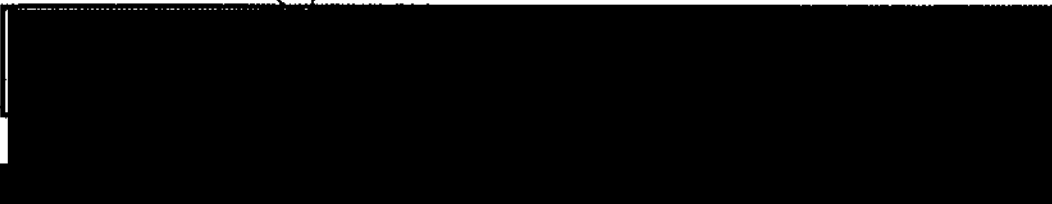
Your details

Name in CAPITAL LETTERS

Richard OTTAWAY

Constituency

Croydon South



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.

Please list

Please attach



Period of claim

from 01 / 06 / 05 to 30 / 06 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 884 : 00 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 142 : 00 p ✓

Council Tax/Rates

£ 225 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 120 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 230 : 00 p

Other

£ 119 : 00 p ✓

▶ please specify

Replace Radio

Other

£ ~~180.00~~ 360 : 00 p

▶ please specify

Gravel

Other

£ 900 : 00 p

▶ please specify

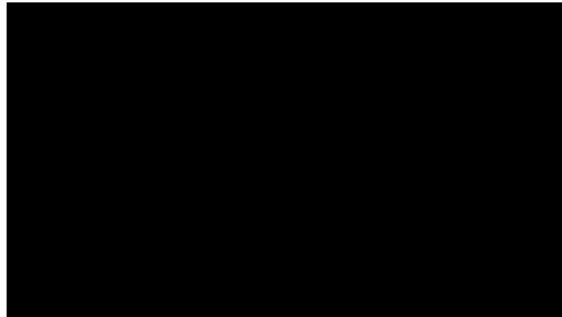
Decorations

Total

£ ~~2920 : 00~~ p

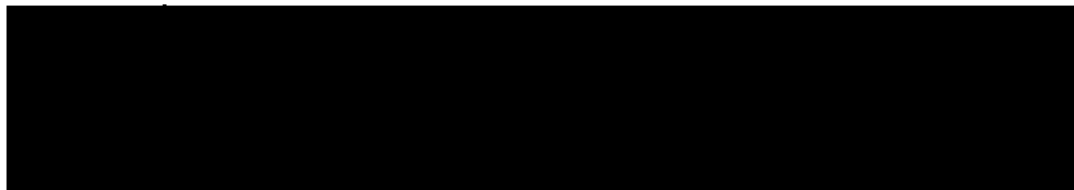
pay £2140.00

continued on page 2



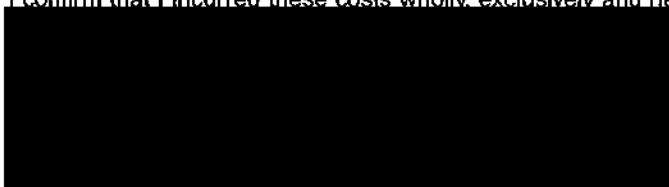
Details of second home *if applicable*

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

**Declaration**

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

Signature



Date

30.6.05

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



Roberts Radio

823.02026 1 119.00

This item is covered by
our guarantee

1 year parts and labour

TOTAL 119.00

EPS DOCKETS 119.00



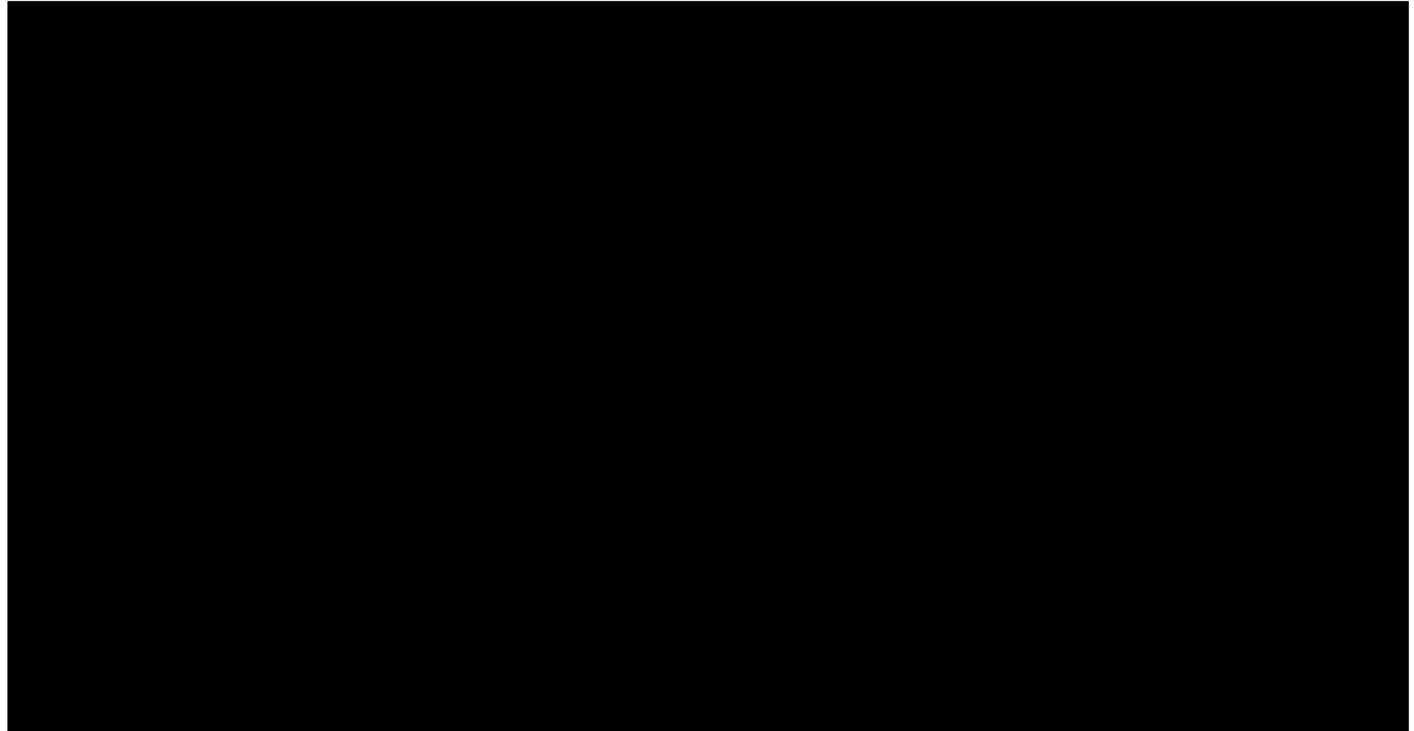
17/06/05



INVOICE No. 1

To:- MR OTTERWAY

DESCRIPTION	COST
TO cut Grass and Strim round edges	
21-4-05 x	£ 60.00
28-4-05 x	£ 60.00
5-5-05 x	£ 60.00
12-5-05 ✓	£ 60.00
20-5-05 ✓	£ 60.00
26-5-05 ✓	£ 60.00
Make cheques Payable	
TOTAL	360.00



INVOICE

20TH MAY 05

MR [REDACTED] OTTERWAY



REDECORATION TO FRONT BEDROOM AS PER ESTIMATE

LABOUR & MATERIALS £680.00

REDECORATION TO BATHROOM AND DINNING ROOM WINDOWS

LABOUR & MATERIALS £ 220.00

For £900.00





Additional Costs Allowance

27 MAY 2005

05/06,

Member's

10 JUN

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.



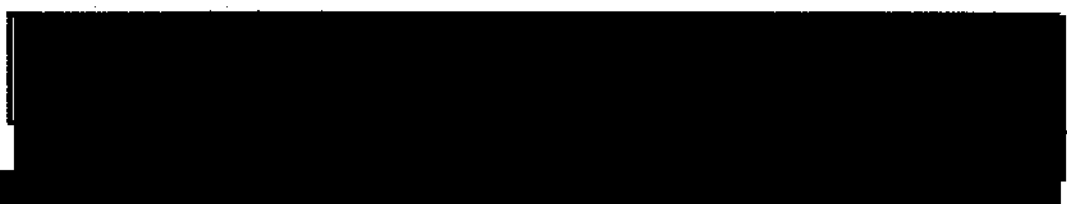
Your details

Name in CAPITAL LETTERS

Richard OTTAWAY

Constituency

CROYDON SOUTH



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 06/05/05 to 31/05/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 473:41 p

Food

£ 162:00 p

Utilities

£ 125:55 p

Council Tax/Rates

£ 92.34 ~~£174.00~~ p

Telephone and telecommunications

£ : p

Cleaning

£ 98:01 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

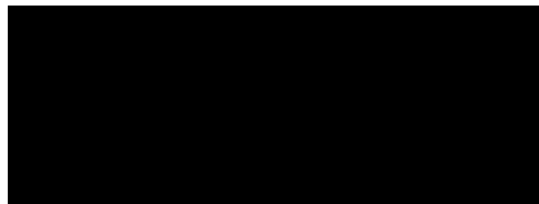
Other

£ : p

▶ please specify

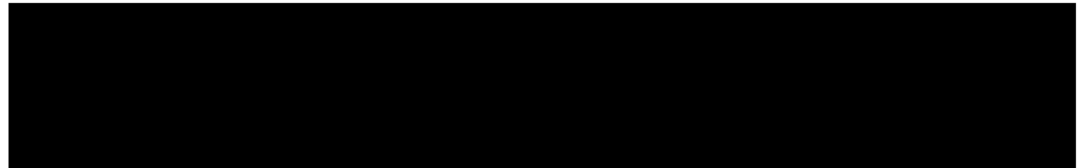
Total

£ 951:31p
853:80 p

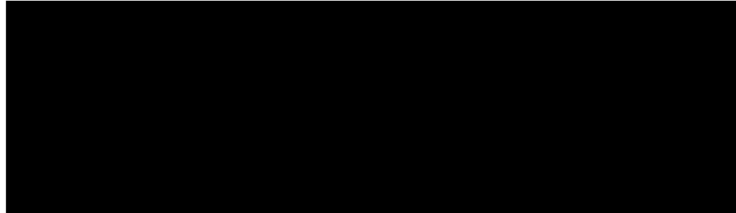


Details of second home *if applicable*

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

**Declaration**

Signature



...rily to enable
...se of performing

Date

26/5/05

**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

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 1-11 APRIL 05

Invoice No. [REDACTED]

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06 ✓

Expenditure type (Cat5) : [REDACTED]

£ 671.47

* Validation purposes only (please tick to indicate compliance)

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

✓
✓
✓
✓
✓
✓

* Financial Processing purposes only

Registered by (initials & date)

[REDACTED] 26 MAY 2005 [REDACTED]

Posted by (initials & date)

[REDACTED] 27 MAY 2005 [REDACTED]



Member's claim form

11 MAY 2005

05/06.

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

Craydon 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 / 04 / 05 to 11 / 04 / 05

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 194 : 82 p ✓

Food

£ 66 : 66 p ✓

Utilities

£ 51 : 66 p

Council Tax/Rates

£ 38 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 40 : 33 p

Service/maintenance

£ 280 : 00 p ✓

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Other

£ : p ▶ please specify _____

Total

£ 671.47 p

£ 671.47

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

...ly to enable
...se of performing

Date

10th May 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

Mr [redacted] Ottaway.



11th April 2005

Invoice no [redacted]

[redacted]
Cleaned out gutter.
Tiles were taken out where necessary.
Applied two layers of Torch-On 2000 felt with a mineral finish.
Re-placed tiles.

Cost

£280.00