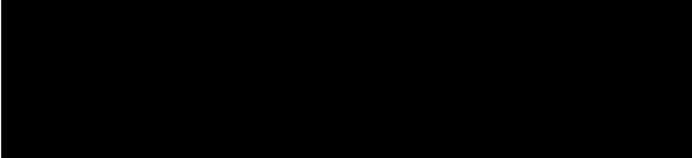




Addition

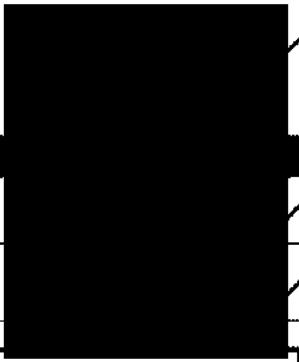


ACA2

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

Office use only

Costo/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.

07/08

Period of claim

from 01 / 03 / 08 to 31 / 03 / 08 ✓ ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 240 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

✓ Service/maintenance

£ 29 : 38 p ✓

✓ Repairs/insurance/security

£ 22 : 60 p ✓

✗ Other

£ 49 : 95 p ▶ please specify Electrical.

✗ Other

£ 40 : 00 p ▶ please specify Light Bulbs

✗ Other

£ 175 : 00 p ▶ please specify Service Charge

Total

£ 556 : 93 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 [redacted] for the purpose of performing
my [redacted]

Signature

L

MP

Date

L

2 April 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.

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

Quality Toaster

S.25338

1

49.95

This item is covered by

manufacturers guarantee

5 years parts and 12 years motor

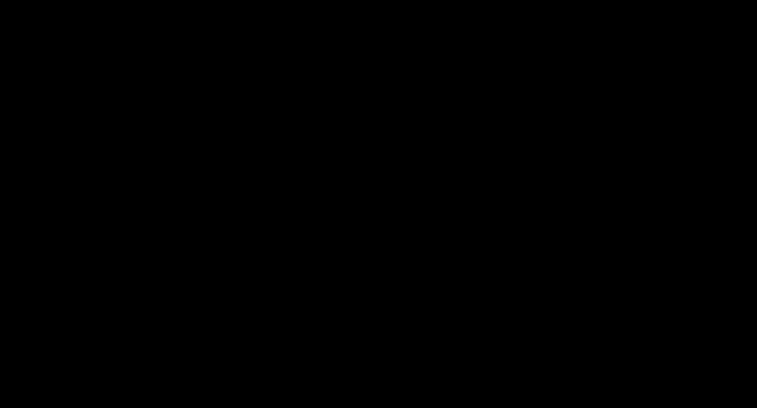
TOTAL

49.95



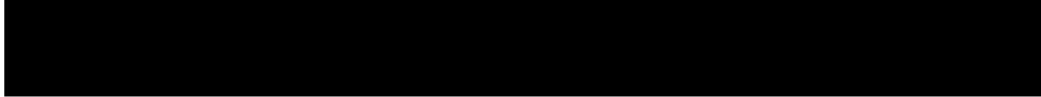
Sold Items		
Misc Sale		40.00

Sold Items Total		40.00

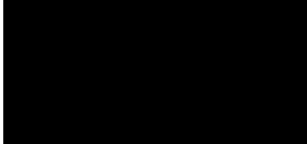




PLANNED MAINTENANCE AGREEMENT



Mr Richard Ottaway



The equipment will be serviced according to the attached Maintenance Specification and will be carried out 2 times a year. Our charges to provide the services are:

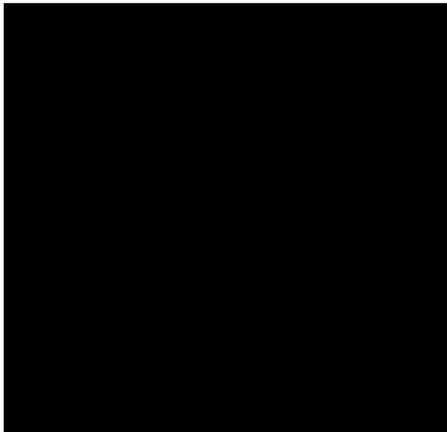
£ 352.50 Per Annum Inc VAT
£ 29.38 Monthly Inc VAT

We would point out that this agreement does not cover the cost of any belts, filters, replacement parts or visits deemed unnecessary. Should any reported problem NOT be the fault of the system, then work will be charged as follows;

STANDARD CALL OUT CHARGE £ 80.00 plus VAT.
DAILY HOURLY RATE £38.00 plus VAT

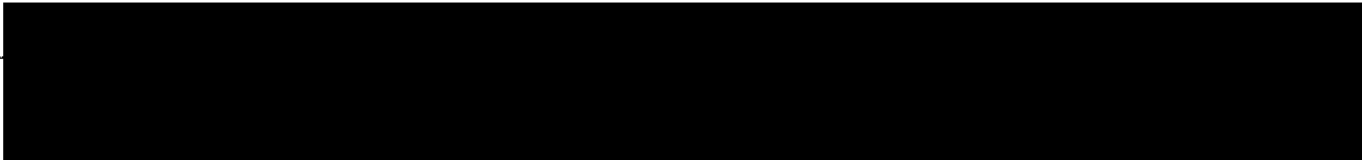
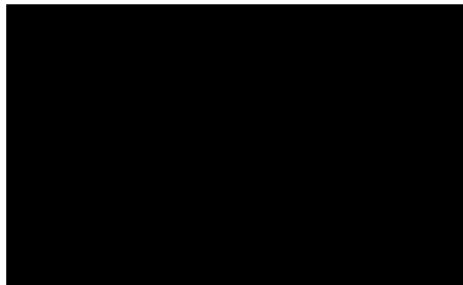
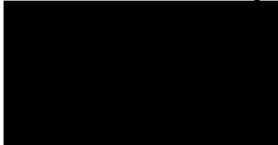
These charges will remain in force for a minimum period of 12 months from the date below and any alterations after the minimum period will be notified in writing, giving at least 28 days notice. Out Of Hours Rate Can Be Supplied If Required. Congestion and parking charges will be charged at cost, if applicable.

This agreement is effective from:

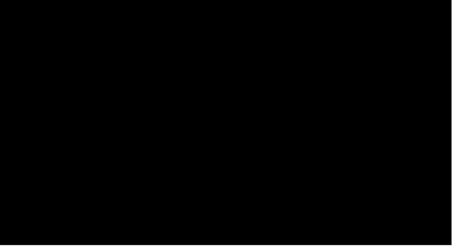
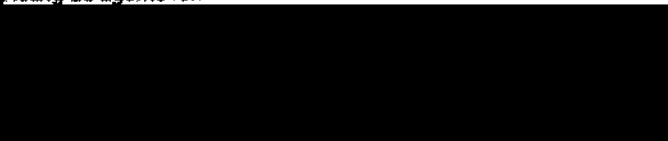



AND

Mr Richard Ottaway










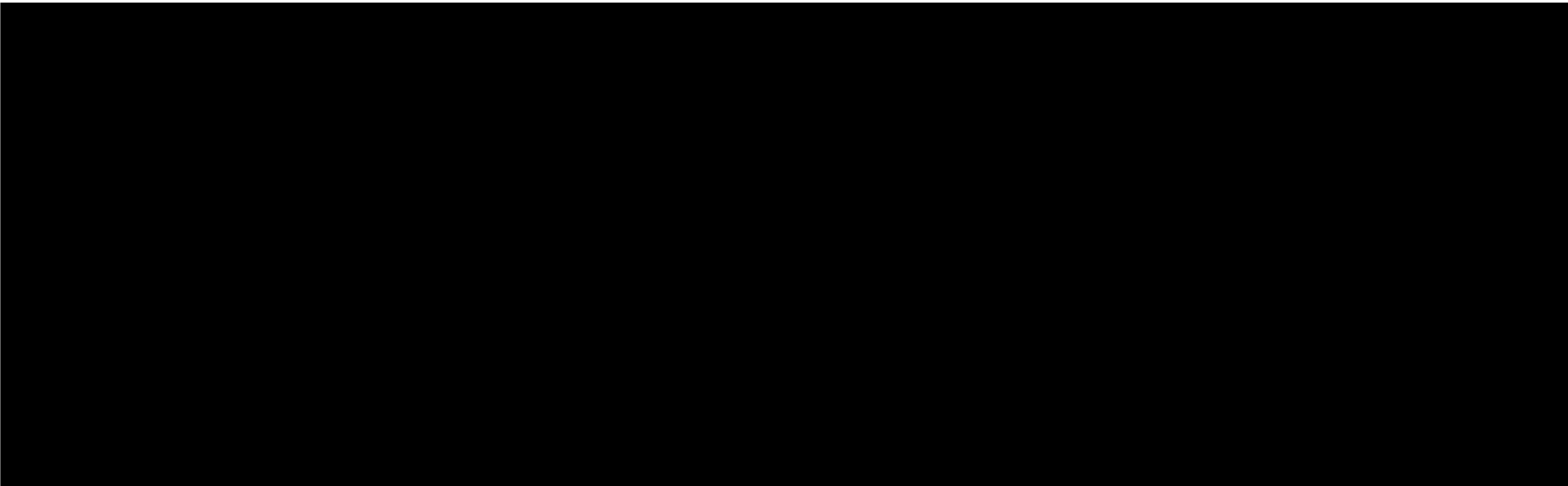
Richard G J Ottaway 	<i>Acting as agents for:</i> 
	<i>Address for Notices:</i> 

**APPLICATION FOR PAYMENT
THIS IS NOT A TAX INVOICE**

Please refer to Terms and Conditions on Reverse.

<i>Premises:</i>			
<i>Reference:</i>		<i>Application No:</i>	
		<i>Issue Date:</i>	05/12/2007

Date	Description	Paid	Amount
01/01/2008	S/c on A/c Six Monthly in Advance 01/01/2008-30/06/2008 	0.00	-1,640.00
01/01/2008	S/c on A/c Six Monthly in Advance 01/01/2008-30/06/2008 	0.00	1,875.00



Richard G J Ottaway

Acting as agents for:

**APPLICATION FOR PAYMENT
THIS IS NOT A TAX INVOICE**

Please refer to Terms & Conditions on Reverse

Premises:

Reference:

Application No:

Issue Date:

22/11/2007

Date	Description	Paid	Amount
01/01/2008	Ground Rent Six Monthly in Adv 01/01/2008-30/06/2008	0.00	225.00
01/01/2008	S/c on A/c Six Monthly in Advance 01/01/2008-30/06/2008	0.00	1,640.00

Items detailed above (and newly demanded)
include VAT totalling 0.00

Where applicable, a Tax Invoice will be
issued on receipt of the monies due.

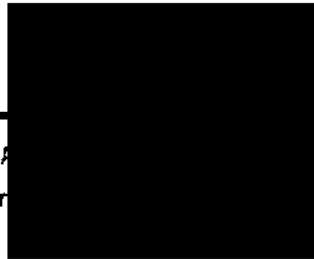
PREVIOUSLY PAID	0.00
INVOICED	1,865.00
PREVIOUS ARREARS	0.00
AMOUNT DUE	1,865.00



Member's claim form

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 please call 020 7219 1340.



Your details

Name in CAPITAL LETTERS

Richard OTTAWAY

Constituency

Croydon South

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 01 / 02 / 08 to 29 / 02 / 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 240 : 00 p

Utilities

£ 220 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 319 : 22 p

▶ please specify

Utility

Other

£ 177 : 54 p

▶ please specify

CH Repair

Other

£ : p

▶ please specify

Total

£ 956 : 76 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

31 March 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.

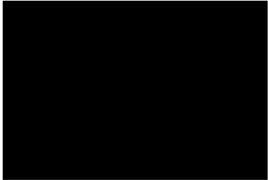
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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

Mrs Ottoway



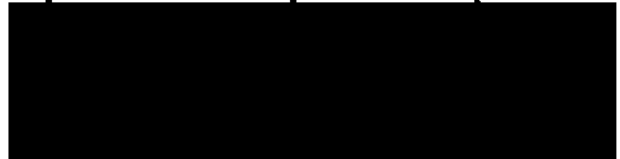
Invoice

Invoice No:	
Date:	28.01.08
Our job number:	
Customer order ref:	

Description of works	Labour Cost	Amount
To supply and fit new 2 port valve head and programmer. Fitted programmer. Fitted valve head but the body has siezed and also needs replacing, a drain down is required.	£75.00	£75.00
	<i>Net Total Labour</i>	<i>£75.00</i>
Materials Used	Quantity	Amount
	1.00	£76.10
	<i>Net Total Materials</i>	<i>£76.10</i>

Net Total	£151.10
VAT @ 17.5%	£26.44

Total:	£177.54
--------	---------



MR RICHARD OTTAWAY

Page 1 of 2



Gas statement

For gas supplied to

Date of this statement 7 February 2008

Your account balance is **£319.29** in debit



Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 11.
- 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

Office use only

Costo/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 01/02/2008 to 29/02/08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430 : 00 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 56 : 40 p

Other

£ 280 : 81 p ✓

please specify heating repairs

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 767 : 21 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 [redacted] for the purpose of performing my duties [redacted]

Signature

MP

Date

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

Mrs Ottoway



Invoice

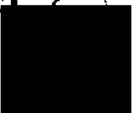
Invoice No:	
Date:	01.02.08
Our job number:	
Customer order ref:	

Description of works	Labour Cost	Amount
To drain down heating system and replace 28mm 2 port valve,refilled with inhibitor,tested,left working.	£75.00	£150.00
	<i>Net Total Labour</i>	<i>£150.00</i>
Materials Used	Quantity	Amount
28mm 2 Port Valve	1.00	£88.99
	<i>Net Total Materials</i>	<i>£88.99</i>

Net Total	£238.99
VAT @ 17.5%	£41.82

Total:	£280.81
--------	---------

payment due by return, please

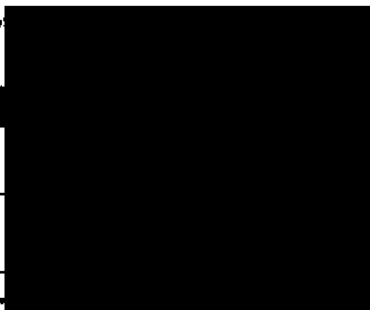




Member's claim form

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

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 01 / 01 / 2008

to 31 / 10 / 2008

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 430 : 00 p ✓

Food

£ 240 : 00 p ✓

Utilities

£ 220 : 00 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : 00 p ✓

Service/maintenance

£ 179 : 00 p ✓

Repairs/insurance/
security

£ 248 : 50 p ✓

Other

£ 76 : 77 p ✓

▶ please specify Water B71

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

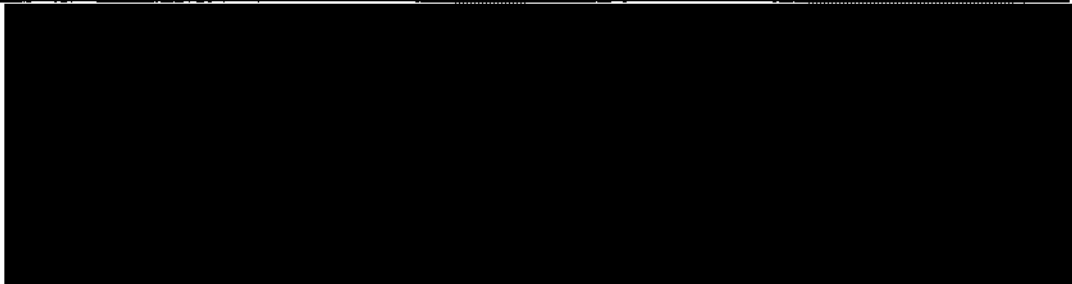
Total

£ 1534 : 27 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

30/01/08

/

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

Date of Bill
28 December 2007
Sheet 1 of 2

Your account number

MR ROTTAWAY

Bill Summary

This is a summary of your account with us

For water services supplied to:

For the period 1 October 2007 to 31 March 2008

Your account has a debit of **£76.77**

For information ONLY - payment will be made by Direct Debit
on or after 1 February 2008



Member's claim form

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 please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

RICHARD OTTAWAY MP

Constituency

CROYDON SOUTH

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 01 / 12 / 07 to 31 / 12 / 07

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430:00 p

Food

£ 240:00 p

Utilities

£ 220:00 p

Council Tax/Rates

£ 247:00 p

Telephone and telecommunications

£ : p

Cleaning

£ 140:00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ ~~257:00~~ p £497.10 ✓

Other

£ 456:86 p ✓ please specify

Repairs to Shower

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 2230:86 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

17/12/07

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

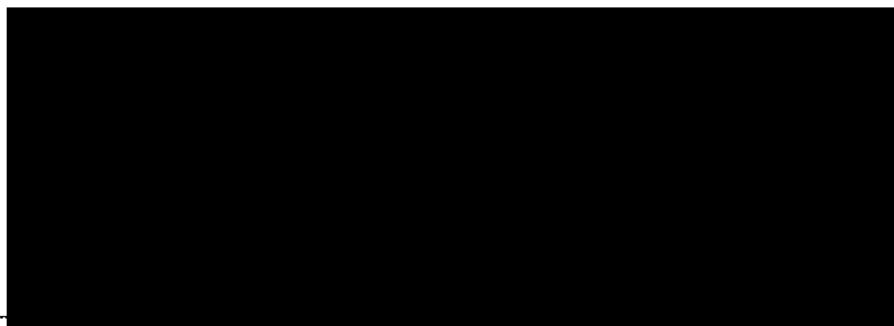
INVOICE [REDACTED]
DATE: DECEMBER 8, 2007

TO Mr [REDACTED] Ottaway

CARRIED OUT BY	JOB	PAYMENT TERMS	DUE DATE
[REDACTED]	Shower works	Due on receipt	By return

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	5 Kg Mappie Gum water proofing membrane	46.32	46.32
1	10 Kg White granfix rapid flexi	14.63	14.63
1	5 kg Seeker render	12.23	12.23
3	Silicon sealer as required	5.21	15.63
5	Visits as required to complete removal, re rendering, membrane coating, retiling, grouting and final seal of silicon.	300	300
1			[REDACTED]

SUBTOTAL	388.81
SALES TAX	68.05
TOTAL	456.86



Mr R & Mrs N Ottaway

11th December 2007

Our Policy Reference: [REDACTED]

Originator Identification Number: [REDACTED]

Re: Your Home and Contents Insurance

Important: Confirmation of the set-up of your Direct Debit Instruction, including your future payment schedule

Dear Mr [REDACTED] Ottaway

We have now received confirmation of revised policy terms from your broker.

Account Holder Name [REDACTED]
Account Number [REDACTED]

Frequency of Collection Monthly
Sort Code [REDACTED]

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
08/01/2008	£497.10 ✓	08/02/2008	£248.50
08/03/2008	£248.50	08/04/2008	£248.50
08/05/2008	£248.50	08/06/2008	£248.50
08/07/2008	£248.50	08/08/2008	£248.50
08/09/2008	£248.50	08/10/2008	£248.50
08/11/2008	£248.50		



Additional Costs Allowance

ACA2

Member's claim for

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

ROXTON SOUTH

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 01 12 107 to 30 12 107

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430 : 00 p

Food

£ 240 : 00 p

Utilities

£ 220 : 00 p

Council Tax/Rates

£ 247 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : 00 p

Service/maintenance

£ 48 : 50 p

Repairs/insurance/security

£ 250 : 00 p

Other

£ 85 : 00 p

please specify Repairs to Roof

Other

£ 67 : 33 p

please specify Repairs to Shower

Other

£ 134 : 66 p

please specify "

Total

£ 1862 : 49 p

continued on page 2

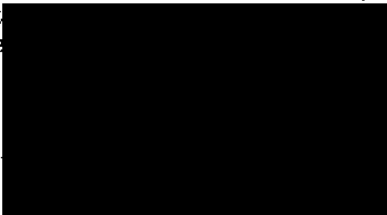
Details of second home *if applicable*

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 in my second home for the purpose of performing my duties.

Signature

 MP

Date

28th November 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.

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

Mr [REDACTED] R. Ottaway.

5th November 2007

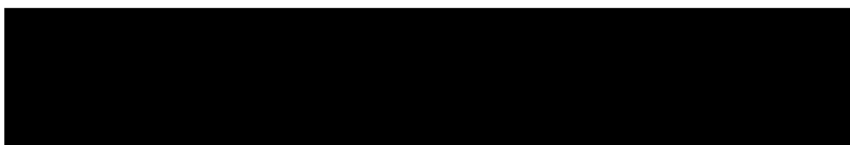
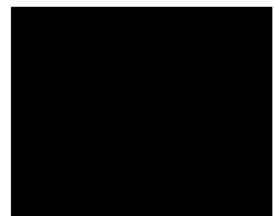
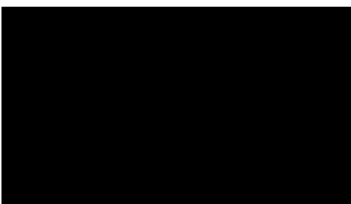


Invoice no [REDACTED]

Bay Window at Rear over Bedroom

Cleaned off existing roof.
Applied two layers of Torch-On felt.

Cost £85.00





SALE

Total

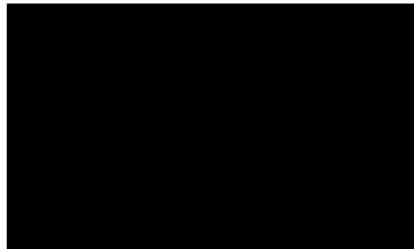
£67.33





SALE

Total £134.66





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

Constituency

CROYDON SOUTH

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 01 / 10 / 07 to 31 / 01 / 07

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 430 : 00 p

(interest only) or rent

Food

£ 240 : 00 p

Utilities

£ 220 : 00 p

Council Tax/Rates

£ 217 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : 00 p

Service/maintenance

£ 620 : 60 p

Repairs/insurance/security

£ 250 : 00 p

Other

£ 19 : 99 p ✓

▶ please specify

LIGHT BULBS

Other

£ 26 : 99 p ✓

▶ please specify

IRON

Other

£ : p ▶ please specify

Total

£ ~~2194.58~~ 2194.58 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 over [redacted] for the purpose of performing my duties as [redacted]

Signature

[redacted] MP

Date

01/11/2007 [redacted]

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

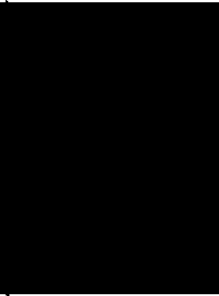


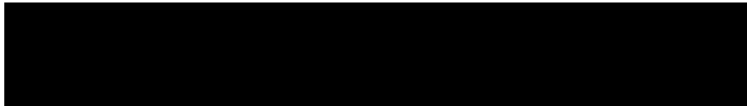
INVOICE No.

To:-

Mr Ottenway

Sept ✓

DESCRIPTION	COST
 Cut Grass	£60-00
Cut Grass	£60-00
Cut Grass	£60-00
TOTAL	£180-00




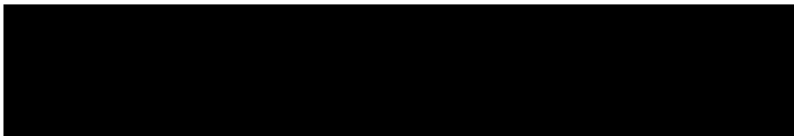


INVOICE No.

To:-

Mr Ottenway

DESCRIPTION	COST
 Top trees ✓	
take lower limbs of oak trees	£120-00
Clear leaves	
Cut grass	£60-00
TOTAL	£180-00



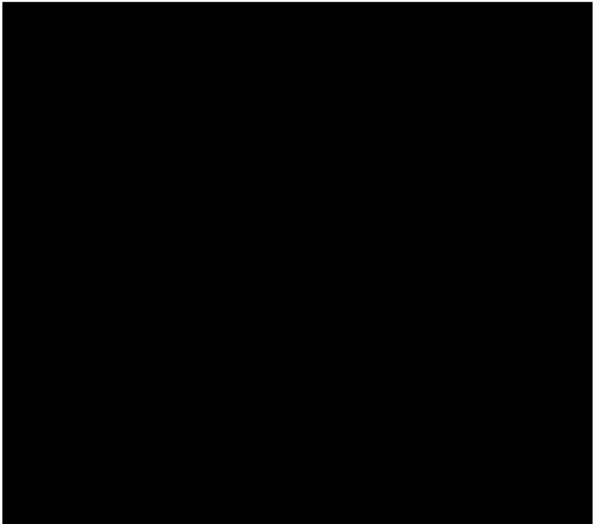


SALE

Total

£26.99





TOTAL SALE

£19.99



[REDACTED]

[REDACTED]

Mr [REDACTED] Ottaway ✓

[REDACTED]

8/9/07 ✓

INVOICE NO. [REDACTED]

RE: [REDACTED]

As requested, the following work was carried out at the above Property:-

LOUNGE DOOR

- planed bevel on bottom of door to close properly
- re-aligned lock keep in door frame

TOTAL AMOUNT DUE

£ 35.00 ✓

[REDACTED]

Dated: 8/9/07



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 MP

Constituency

CROYDON SOUTH

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 01 10 2007 to 30 10 2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430:00 p

Food

£ 240:00 p

Utilities

£ 180:00 p

Council Tax/Rates

£ 252:00 p

Telephone and telecommunications

£ : p

Cleaning

£ 140:00 p

Service/maintenance

£ 770:00 p

Repairs/insurance/security

£ 210:00 p

Other

£ 206:80 p

please specify

Repairs to television oriel

Other

£ : p

please specify

Other

£ : p

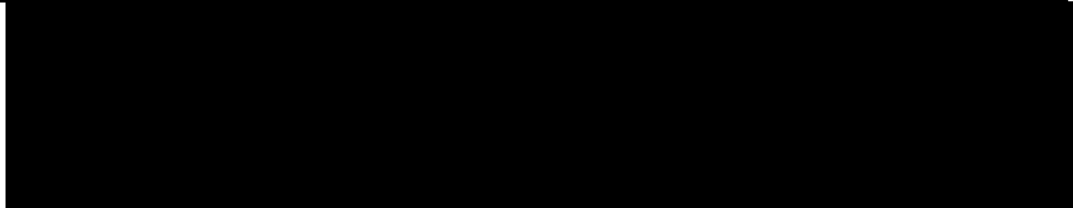
please specify

Total

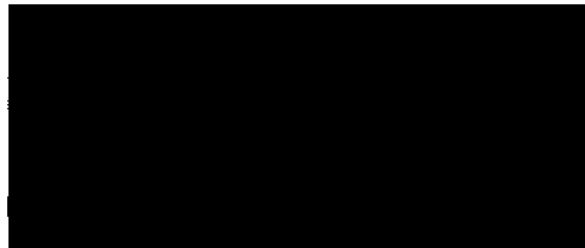
£ 2438:80 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

Signature



and necessarily to enable
for the purpose of performing

MP

Date

25/09/2007

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.

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

RECEIPT

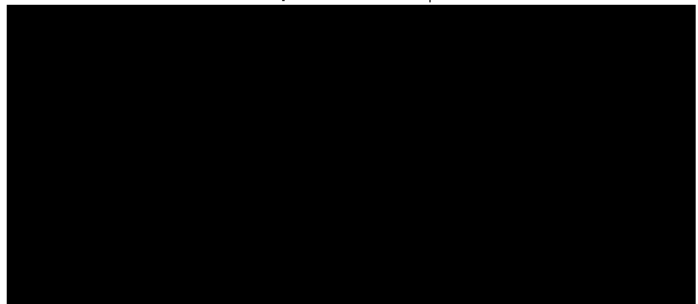
Date

6/9/07

Cash
Cheque
Credit Card

Work Carried Out

REPAIRS TO SEVERAL POLES WITH MACHINERY
ELECTRICAL



£

p

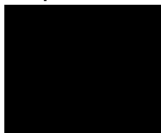
176 00

VAT

30 80

TOTAL £

206 80

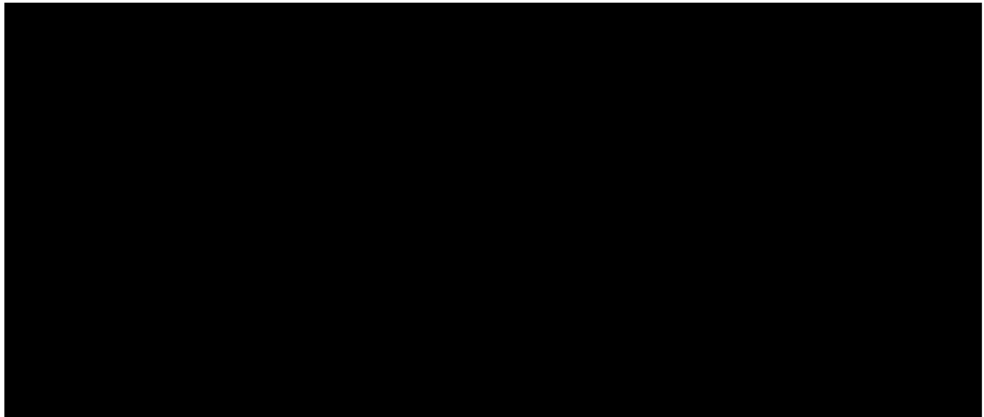


INVOICE No.

To:-

Mr Otterway

DESCRIPTION	COST
[REDACTED]	
finish cutting hedges and cut lawns	£140-00
[REDACTED]	
Band down doors and windows and one coat of gloss	£80-00
[REDACTED]	
Cut Grass	£60-00
TOTAL	£280-00



INVOICE

31st August 2007

Mr [REDACTED] Ottaway



Dear Mr [REDACTED] Ottaway,

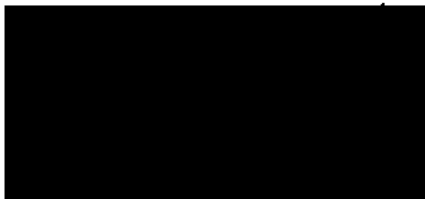
Please find set out below an invoice for completed maintenance to above address.

- Replace Aqualisa Cartridge to shower room.
- Replace bath / shower mixer in bathroom.

Labour and Materials:

£490.00 INCL. VAT

Yours sincerely,





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 STAWAY MP

Constituency

CROYDON SOUTH

Office use only

Costs

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 01/08/2007 to 31/08/2007

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430 : 00 p

Food

£ 240 : 00 p

Utilities

£ 190 : 00 p

Council Tax/Rates

£ 252 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : 00 p

Service/maintenance

£ 486 : 97 p

Repairs/insurance/security

£ 210 : 00 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1948 : 97 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

Signature

Date

29/08/07

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).


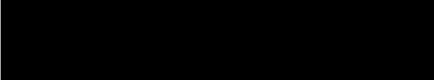
Send your completed
form to

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

INVOICE No.

To:-

M R Otterway

DESCRIPTION	COST
 to cut grass and strim round	£ 60
 cut beech hedge and cut back laurel side of cottage	£ 120 /
TOTAL	£ 180-00



Member's claim form

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 please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

Richard Ottaway MP

Constituency

Croydon South

Office use only

Costs

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 01/07/07 to 31/07/07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430 : 00 p

Food

£ 240 : 00 p

Utilities

£ 271 : 32 p

Council Tax/Rates

£ 252 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : 00 p

Service/maintenance

£ 399 : 06 p ✓

Repairs/insurance/security

£ 210 : 00 p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1942 : 38 p

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

[Redacted]

Declaration

Signature [Redacted] and necessarily to enable [Redacted] for the purpose of performing [Redacted]

Date 31/07/07

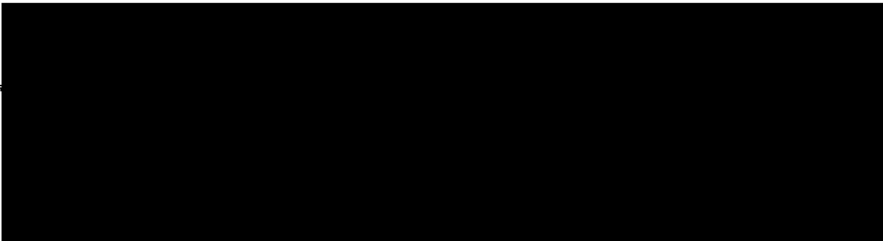
MP

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).

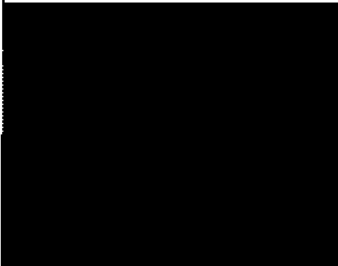
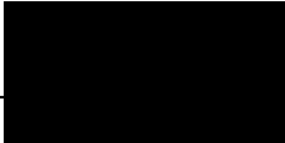
Send your completed form to Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



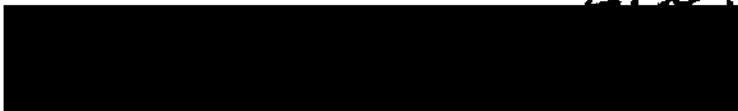
INVOICE No.

To:-

Mv Otterway

DESCRIPTION	COST
	Cut Grass £ 60 - 00
Materials	Cut Grass and Strim £ 60 - 00 £ 10 - 00
	TOTAL £270 = 00

£130.00



Customer Details

OTTAWA7

Date

2/7/07

Cash

Cheque

Credit Card

Work Carried Out

SAT SERVICE

£

p

55

00

UAT

9

63

TOTAL £

64

63

Bill Detail

This is how we worked out your bill

Brought forward amounts

CR = credit

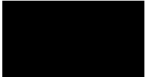
Total £

Current bill charges

Total £

Water supply charges

Total water supply charges for the period	=	81.32
Total charges for the current bill	=	81.32
Total charges for this bill carried to summary		81.32

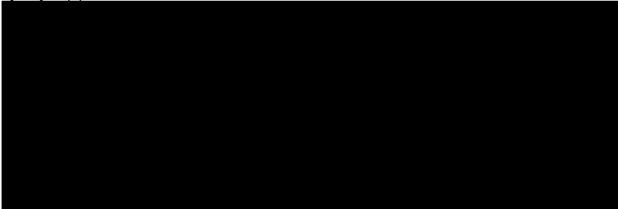


Invoice Address

MR. R. OTTAWAY

Your Ref:

Date: 7.6.07



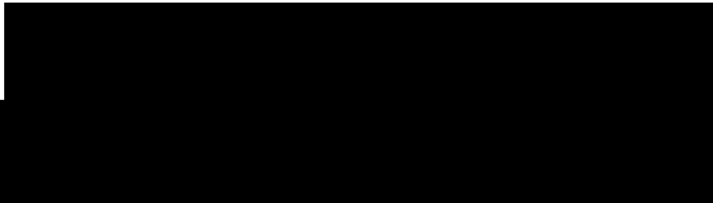
Work carried out

To carry out work AT the
Above address, move gate post;
Rebuild wall, cut UP TREES, ect.

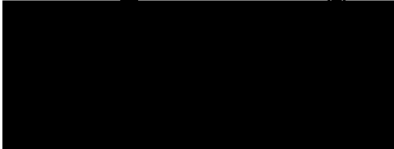
£

p

5 days @ £160 800 -



25% Storm
Damage
free

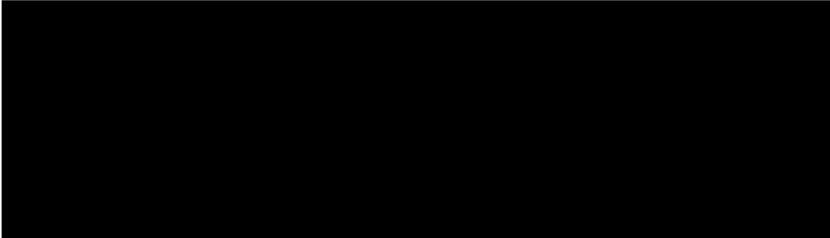


Sub Total

Vat @ %

TOTAL

800 -



INVOICE No.

To:-

Mr Otterway

DESCRIPTION	COST
[Redacted] cut grass sanded down	£60
[Redacted] cut grass	£60-00
[Redacted] TOTAL	[Redacted]

£120
grass.



Additional Costs Allowance

AG42

Member's claim form

of 2

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

RICHARD OTTAWAY MP.

Constituency

CROYDON SOUTH MP.

Office use only

Costs

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 / 06 / 07

to 30 / 06 / 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430 : 00 p

Food

£ 240 : 00 p

Utilities

£ 190 : 00 p

Council Tax/Rates

£ 252 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 210 : 00 p

Other

£ 120 : 00 p

please specify

Other

£ 475 : 00 p

please specify

Other

£ : p

please specify

Total

£ 2057 : 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

[Redacted Signature]

MP

Date

28/05/02

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

07/08



Additional Costs Allowance

Member's claim form

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 please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

RICHARD OTTAWAY MP

Constituency

CROYDON SOUTH

Office use only

Costs

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 10 07

to 30 10 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 430 : 00 p

Food

£ 240 : 00 p

Utilities

£ 172 : 00 p

Council Tax/Rates

£ 237 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 140 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 190 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

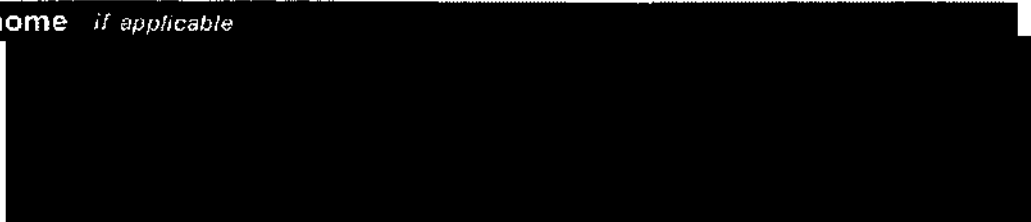
▶ please specify

Total

£ 1409 : 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] home for the purpose of performing

Signature



MP

Date

30/04/07

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

07/08

ACAS

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 OTWAY/MP

Constituency

CROYDON SOUTH

Office use
Costs

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 01/05/2007 to 31/05/2007

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 430:00 p

Food

£ 240:00 p

Utilities

£ 190:00 p

Council Tax/Rates

£ 252:00 p

Telephone and telecommunications

£ ~~140:00~~ p

Cleaning

£ 140:00 p

Service/maintenance

£ ~~120:00~~ p

Repairs/insurance/
security

£ 210:00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1582:00 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 as a Member of Parliament

Signature

MP

Date

22/08/07

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

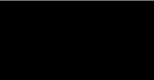

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



INVOICE No.

To:-

Mr Otterway

DESCRIPTION	COST
Cut Grass on April 	£60=00
Cut Grass on  April.	£60=00
TOTAL	£120-00

