



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

M

Supp/Res ID

7 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 / 04 / 08 to 30 / 04 / 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

£ 1146 : 03 p

Telephone and telecommunications

£ : p

Cleaning

£ 120 : 00 p

Service/maintenance

£ 29 : 38 p

Repairs/insurance/  
security

£ 22 : 60 p

Other

£ 139 : 50 p

▶ please specify

Tv licence

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1697 : 51 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

A handwritten signature in black ink, appearing to be 'R. S. J. O. J.', written over a horizontal line.

MP

Date

29/04/08**Data protection**

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Send your completed  
form to

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



City of Westminster

Postal enquiries should be made to: Westminster City Council, Council Tax, P.O. Box 4009, London, SW1E 6QZ.
Payments should be sent to: Westminster City Council, PO Box 397, Warrington, WA55 1GG.
Telephone: 0845 302 3400 Mini com: 0845 070 0281 (call charges will vary)
Email: WestminsterCouncilTax2@Capita.co.uk

Date of Issue: 03-APR-2008

MR RG OTTAWAY, MRS N OTTAWAY
[Redacted]
WCC\_PAMG/M000780
Account reference 10932634308

Address of property
[Redacted]
Property reference T6045047000612

Council Tax demand notice 2008/2009

The property above has been placed in band G. For properties in this band within the City of Westminster (not including the Montpelier Square area) the amounts set for the financial year 2008 to 2009 are as follows.

Table with 3 columns: Description, Percentage (%) Change From Last Year, and Amount. Rows include City Of Westminster (0.0% increase, 629.66), Greater London Authority (2.0% increase, 516.37), Council Tax for your property 2008 to 2009 (0.9% increase, 1146.03), and Charge for Period 01-APR-2008 - 31-MAR-2009 (1146.03).

Future bills can be sent by email if you send a request to wccctax.dd@capita.co.uk quoting your Council Tax account number(s) and the email address that you would like them sent to.

Total 1146.03

The amounts shown below are currently payable by Direct Debit. NO FURTHER ACTION IS REQUIRED.

10932634308

Table with 4 columns: Date of payment, Amount due, Date of payment, Amount due. Row 1: 01-MAY-2008, 1146.03.

WCCPAME\_5.5\_160203

0007 80

[Redacted]

To: Mrs. Ottaway  
[Redacted]

Invoice No: 3/612/sw1p3ds/08

Date:	Description:	Amt. due
10 <sup>th</sup> /04/08	[Redacted] done	
	During the period ending 4 <sup>th</sup> /04/08	
	Dec 7 <sup>th</sup> , 14 <sup>th</sup>	6hrs £ 48.00
	Jan 18 <sup>th</sup> , 25 <sup>th</sup>	6hrs £ 48.00
	Feb 1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> , 29 <sup>th</sup>	15hrs £120.00
	Mar 7 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>st</sup> , 28 <sup>th</sup>	12hrs £ 96.00
	April 4 <sup>th</sup>	3hrs £ 24.00
	<b>Total amount due</b>	<b>£ 336.00</b>

*Claim  
March +  
April  
£120*

*pd 21.4.08*

Many Thanks for your custom

Please make cheque payable to [Redacted] and send to the address below.

Due to the increased cost of keeping good team members, our rates for cleaning service will increase to £9/hr from 5<sup>th</sup> April 08

[Redacted]

claim.



36/62-006452/000076.002-A

49100

Mr R Ottaway



26 March 2008

Ref: 0361192289

Dear Mr Ottaway,

On 12 March we wrote to advise you that we will be debiting a further £4.00 from your bank or building society account on 31 March 2008. This is to cover the increase in cost of a TV Licence, which takes effect on 1 April.

Unfortunately, we incorrectly stated that the new licence fee will be £135.50. In fact, the new licence fee will be £139.50.

We apologise for any confusion this may have caused.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paul Stanfield'.

Paul Stanfield  
Customer Service Manager



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Your details

Name in CAPITAL LETTERS

RICHARD OTTAWAY MP

Constituency

CROYDON SOUTH

Office use only

Costs

M							
---	--	--	--	--	--	--	--

Supp/Res ID

7	1						
---	---	--	--	--	--	--	--

Claim details

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Please list

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

Please attach

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

Period of claim

from 01 / 05 / 08 to 31 / 05 / 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 2,100 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,100 : 00 p

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

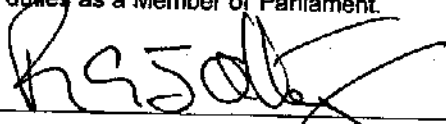
Address of  
second home  
for Additional  
Costs Allowance

[Redacted]

**Declaration**

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

Signature



MP

Date

03/06/08

**Data protection**

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Send your completed  
form to

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

PROPERTY CONSULTANTS

Nicola E & Richard G J Ottaway

Address for Notices:

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

Please refer to Terms & Conditions on Reverse

Premises:

Please make your cheque payable to:

Reference: **T007956**

Application No: **43369**

Issue Date: **23/05/2008**

Date	Description	Paid	Amount
01/07/2008	Ground Rent Six Monthly in Adv 01/07/2008-31/12/2008	0.00	225.00
01/07/2008	S/c on A/c Six Monthly in Advance 01/07/2008-31/12/2008	0.00	1,875.00

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	2,100.00
PREVIOUS ARREARS	0.00
<b>AMOUNT DUE</b>	<b>2,100.00</b>

Please Return

Reference: T007956

Date: 23/05/2008

Application No: 43369

Amount Due: 2,100.00





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Your details

Name in CAPITAL LETTERS

Richard Ottaway MP

Constituency

Croydon South

Office use only

Cost/Cat 2 M

Supp/Res ID 7 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.
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 01/06/2008

to 30/06/2008

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

£ 243 : 00 p

Services/maintenance

£ 29 : 38 p

Repairs/insurance/security

£ 22 : 60 p

Other

£ 14 : 00 p

please specify Laundry

Other

£ : p

please specify

Other

£ : p

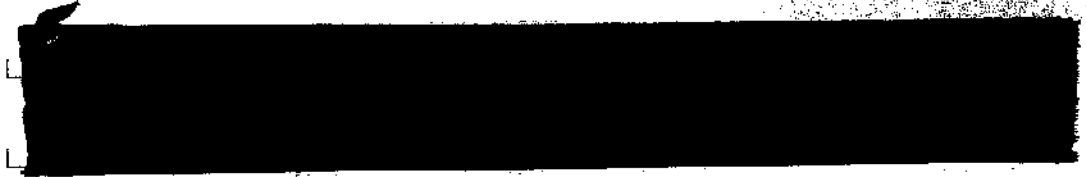
please specify

Total

£ 570 : 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

A handwritten signature in black ink, appearing to be 'K. T. O.' with a large flourish.

MP

Date

30/06/08

**Data protection**

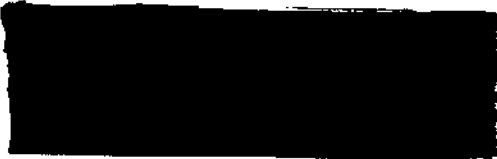
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Send your completed  
form to

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



# CLEANING SERVICES

To: Mrs. Ottaway



Invoice No: 4/612/sw1p3ds/08

Date:	Description:	Amt. due
25 <sup>th</sup> /06/08	General Cleaning work done [Redacted], During the period ending 31 <sup>st</sup> /05/08	
	April 4 <sup>th</sup> , 11th, 18th, 25th, 12hrs	£ 108.00
	May 2 <sup>nd</sup> , 9 <sup>th</sup> , 15th, 23rd, 30th, 15hrs	£ 135.00

Total amount due	<u>£ 243.00</u>
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Many Thanks for your custom

Please make cheque payable to [Redacted] and send to the address below.





Specialists in the supply and maintenance of air conditioning systems for residential and commercial buildings

### PLANNED MAINTENANCE AGREEMENT

We "airconforall.com" do hereby undertake to carry out servicing work to the mechanical services equipment at the following premises:-

Mr Richard Ottaway  
[Redacted Address]

Two SMF-H12AI  
One SMF-H07AI  
One SMF-H09AI

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, equipment 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.  
HOURLY RATE £38.00 plus VAT

Charges will remain in force for a minimum period of 12 months from the date and any alterations after the minimum period will be notified in writing, giving at least 7 days notice. Out Of Hours Rate Can Be Supplied If Required. Congestion and parking charges will be charged at cost, if applicable.

Agreement is effective from:



AND

Mr Richard Ottaway  
[Redacted Signature]

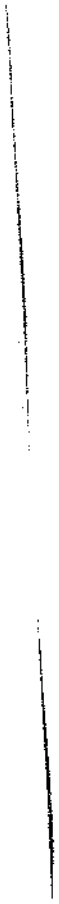
Signed For the Company

Please Print Name

\_\_\_\_\_



beds  
dry clean





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Your details

Name in CAPITAL LETTERS

RICHARD STAWAY

Constituency

CROYDON SOUTH

Office use only

Costs

M							
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Supp/Res ID

7	1						
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Claim details

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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 / 08

to 31 / 07 / 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 180 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 22 : 38 p

Repairs/insurance/security

£ 22 : 60 p

Other

£ 32 : 00 p

please specify

LAUNDRY

Other

£ 88 : 00 p

please specify

Bedding

Other

£ : p

please specify

Total

£ 358 : 98 p

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

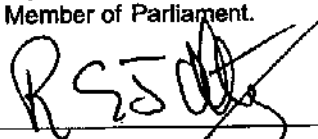
Address of  
second home  
for Additional  
Costs Allowance

[Redacted address information]

**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

1.8.08

**Data protection**

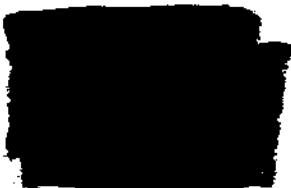
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Send your completed  
form to

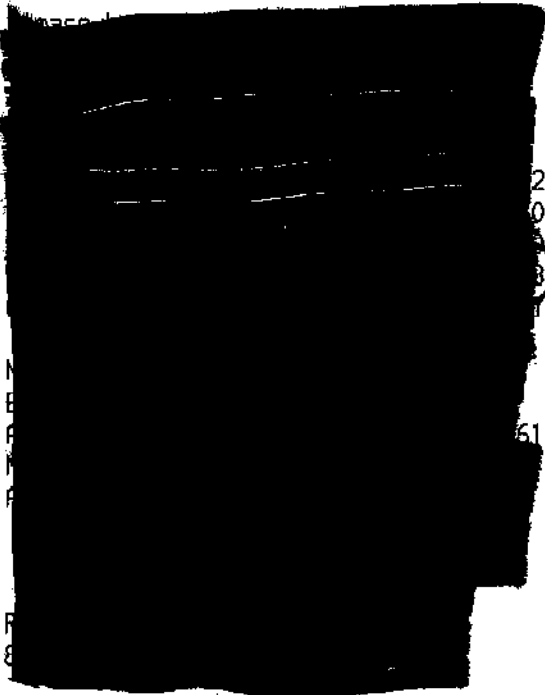
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Mattress Covers

617.00404	1	40.00
Pillow Case		
607.80301	1	12.00
607.80301	1	12.00
607.80301	1	12.00
6 80301	1	12.00

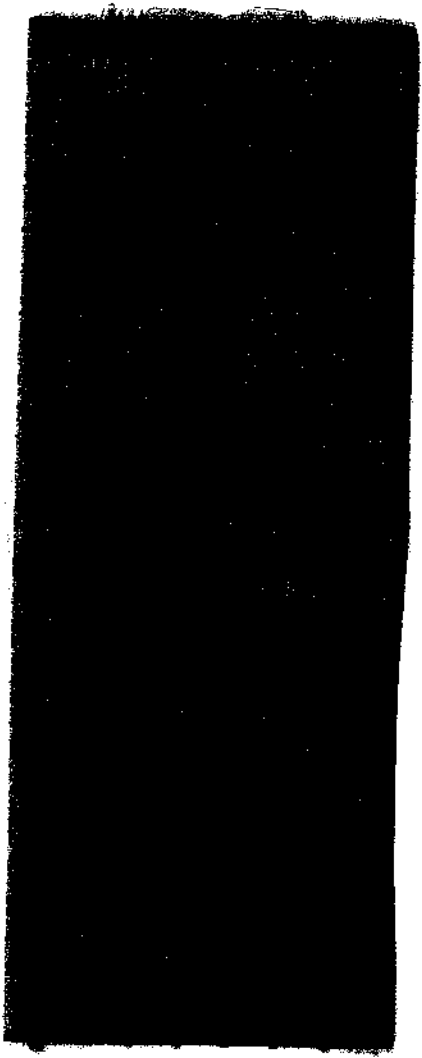
TOTAL 88.00



CUSTOMER RECEIPT

THIS IS A SALE

Clearance - 50% off selected items



• 59 • 00  
1 1 1 1  
1 0 0 1

• 59 • 00E



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Your details

Name in CAPITAL LETTERS

RICHARD STANWAY

Constituency

CROYDON SOUTH

Office use only

Costc

M							
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Supp/Ras ID

7	1						
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Claim details

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Please list

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Please attach

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

Period of claim

from 01 / 08 / 08

to 31 / 08 / 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 29 : 38 p

Repairs/insurance/security

£ 22 : 60 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ : 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

03/02/08 \_\_\_\_\_

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Constituency

CROY DON SOUTH

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Costs/Cat 2 M

Supp/Res ID 7 1

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Please attach

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

Period of claim

from 01 09 08

to 15 10 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

£ 23:00 p

please specify Cleaning costs

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 314:98 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

A handwritten signature in black ink, written over a horizontal line.

MP

Date

A horizontal line for the date, which has been redacted with a black scribble.

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RICHARD OTTAWAY

Constituency

CROYDON SOUTH

Office use only

Costc M

Supp/Res ID 7 1

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- 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 15 10 08

to 31 11 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

£ : p

Repairs/insurance/security

£ : p

Other

£ 34:99 p

please specify Digital Tuner

Other

£ 44:99 p

please specify Electrical Appliance

Other

£ : p

please specify

Total

£ : p

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

Address of  
second home  
for Additional  
Costs Allowance

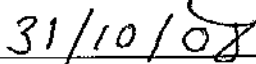
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Signature

  
\_\_\_\_\_ MP

Date

  
\_\_\_\_\_**Data protection**

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Send your completed  
form to

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

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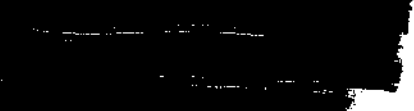
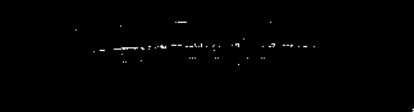
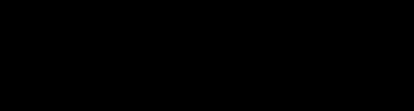
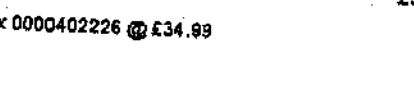
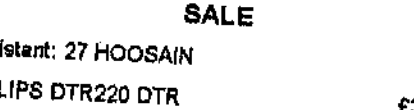
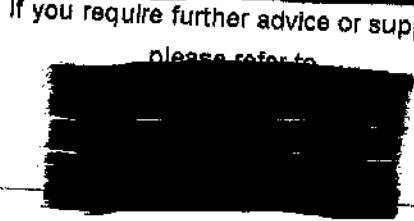
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- Washing  
cookers
- Fridges  
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If you require further advice or support  
please refer to

Collected

SALE

Assistant: 27 HOOSAIN

PHILIPS DTR220 DTR

£34.99

1 x 0000402226 @ £34.99

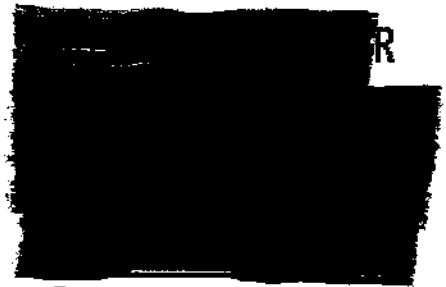
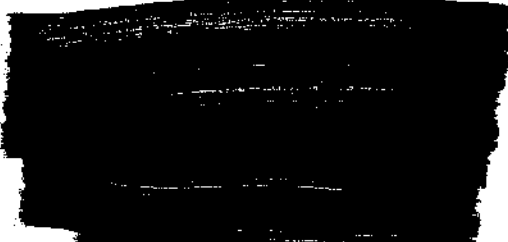
AMOUNT DUE

£34.99



TOTAL TENDERED

£34.99



SALES RECEIPT

BR SMALL ELECTRICAL  
0630 5011832028372

Promotion 10% £49.9  
Price to Pay -£5.00 £44.9

TOTAL £44.9

VISA £44.9



CHANGE £0.00

MAKE YOUR NEXT VISIT EVEN MORE  
REWARDING, ASK STAFF ABOUT THE  
RECOGNITION REWARD PROGRAMME



ERS



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

Costc

M							
---	--	--	--	--	--	--	--

Supp/Res ID

7	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 / 11 / 08

to 30 / 11 / 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

£ : p

Repairs/insurance/security

£ 22 : 60 p

Other

£ 32 : 00 p

▶ please specify

Laundry

Other

£ 19 : 99 p

▶ please specify

Electrical Appliances

Other

£ 14 : 97 p

▶ please specify

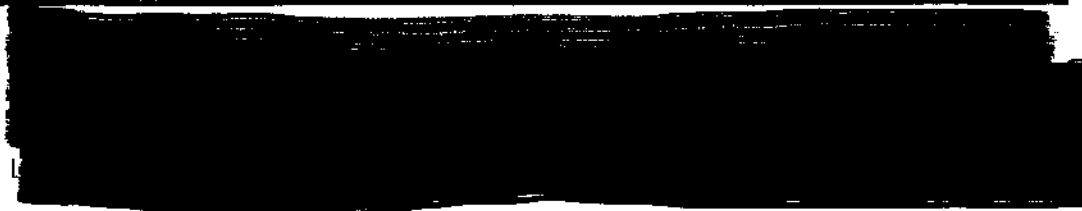
Cleaning

Total

£ 329 : 56 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

27/11/08

**Data protection**

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Send your completed  
form to

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

*Electrical  
App. Licence*

21.11.08  
16:41  
60055

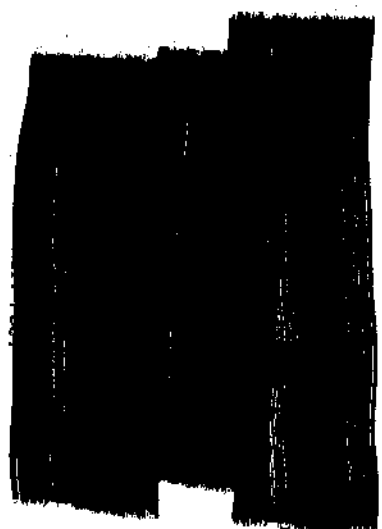
5 • 19.99

• 19.99

*Laundry*

26.07.08  
12:13  
60028

• 32.03



Sold Items  
Misc Sale  
2 x Mr. Muscle Shower Shine

9.99  
4.98

Sold Items Total

14.97

Payments

20.00

Cash

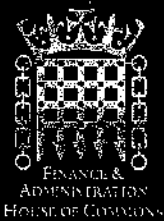
Change

5.03

VAT Analysis  
Standard VAT

Net 12.74  
VAT 2.23





Additional Costs Allowance

ACA2

402130 SP 13/01/09

Member's claim form

U 9 JAN 2009

About filling in this form

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

INV. A 60260  
514602  
514500

Your details

Name in CAPITAL LETTERS

RICHARD OTTAWAY

Constituency

Croydon South

Office use only

Costs/Cat 2

M O T T A W A Y

Supp/Res ID

7 1 0 6 4 0 6

Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 1/12/08 to 31/12/08

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 240 : p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 270 : p ✓

Service/maintenance

£ : p

Repairs/insurance/  
security

£ 277 : 15 p ✓

Other

£ 53.00 : €2 p ✓

Other

£ 15 : p ✓

Other

£ 11 : p ✓

Total

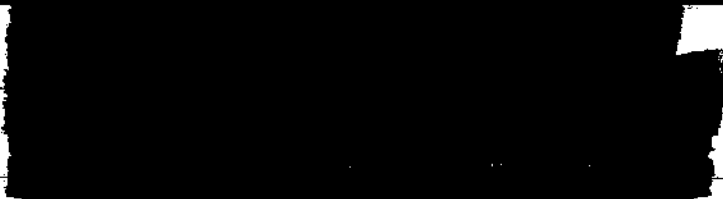
£ 866 : 97 p ✓

VALIDATION  
09 JAN 2009  
RECEIVED

5863566  
90 13/1  
Kitchen Appliances  
Laundry  
Hardware

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

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



Postcode **SW1P 3DS**

**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**

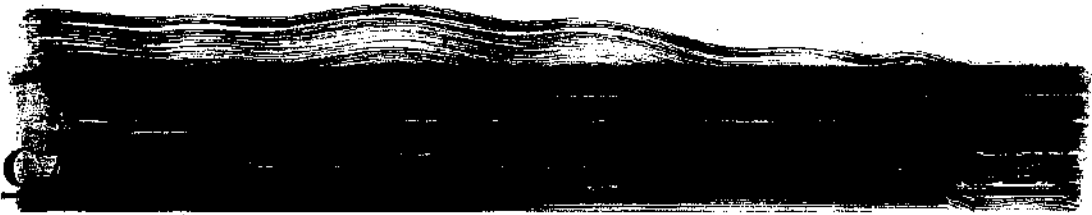


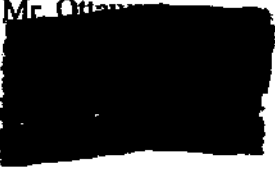
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**Send your completed form to**

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



To: Mr. Ottaviano  


Invoice No: 5/612/sw1p3ds/09

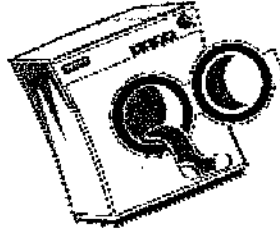
Date:	Description:	Amt. due
7 <sup>th</sup> /01/09	General Cleaning work done  During the period ending 31 <sup>st</sup> /12/08	
	11th, 18th, 25th July 9hrs	£ 81.00
	7th, 14th, 21st, 28th November 12hrs	£ 108.00
	5th, 11th, 18th December 9hrs	£ 81.00
	Total amount due	<u>£ 270.00</u>

Many Thanks for your custom



Estimate No 56

Job Number 1784  
Invoice Date 18/12/2008  
Date Booked 18/12/2008  
Date Completed 19/12/2008  
Tax Point 19/12/2008  
Authorisation No



**INVOICE ADDRESS**  
CHARGEABLE  
NON ACCOUNT CUSTOMER  
PLEASE PAY ENGINEER ON  
COMPLETION

Tel:

**CLIENT ADDRESS**



**1417**

**SERVICE CALL SHEET**

Call Sheet

**Call Sheet Banking:**

Call Type:  
Cheque No:  
Dealer Details:  
Policy No:  
AuthNo:

Payment:  
Cash:  
Card: £136.58  
Cheque: £57.50  
Dealer:  
Total Payment: £194.08  
  
Balance: £83.07

Charge:  
Cost of Parts: £241.00  
Labour:  
Estimate:  
Contract Fee:  
No Access Charge:  
Sub Total: £241.00  
VAT: £30.15  
Charge to Customer: £277.15

**Reported Fault:**

1: 4:  
2: 5:  
3: 6:

**Additional Fault Report:**  
new pcb required.

**Customer Signature:**

*Paid in Full* *S. Bennett* 19.12.08

**Requested Information:**

Appliance Temperature Test Required

Service Call Report to Office

Part: 169 + vat  
72 + vat

*Paid 194.08.*

*Kitchen Appliances*



080257208121609032

SALES RECEIPT

WEDGWOOD CN  
0772

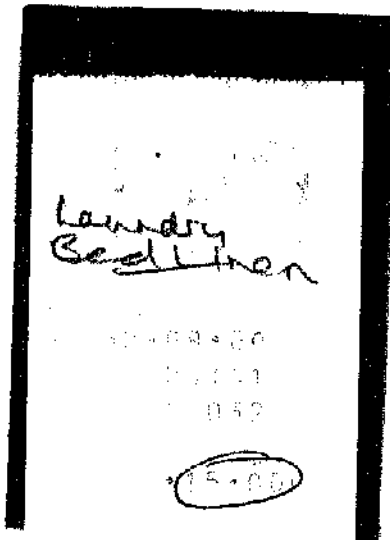
Vat Reduction 2.13% £55.00  
Price to Pay -£1.18 £53.82

TOTAL £53.82

MASTERCARD £53.82



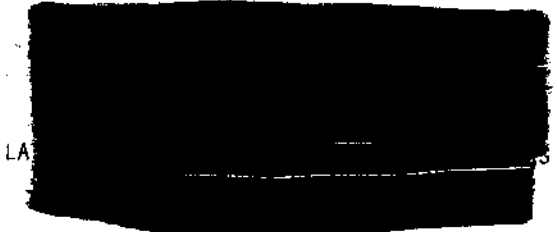
CHANGE £0.00



MAKE YOUR NEXT VISIT EVEN MORE  
REWARDING, ASK STAFF ABOUT THE  
RECOGNITION REWARD PROGRAMME

YOUR SALES ADVISER WAS  
VALERIE WALLACE

STORE NO. 0802 DATE 16/12/08  
TILL NO. 572 TIME 15:47  
TRANS NO. 09032 ADVSR.NO. 351646



The Price Shown on this receipt  
includes the reduction in  
VAT to 15% where applicable



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 BATTALWAY

Constituency

Croydon South

Office use only

Costs

M							
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Supp/Res ID

7	1						
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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 / 01 / 09

to 31 / 01 / 09

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Subsistence Food

£ 240 : 00 p

Utilities

£ 88 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 96 : 00 p 24 x 4

Service/maintenance

£ : p

Repairs/Insurance/  
security

£ 269 : 72 p

Other

£ 10 : p

▶ please specify

Laundry

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 698 : 72 p



Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

Richard OTTAWAY

Constituency

Croydon South

Office use only

Costs

M							
---	--	--	--	--	--	--	--

Supp/Res ID

7	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 01/02/09

to 28/02/09

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 240 : 00 p

Utilities

£ 83 : 00 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 96 : p

£24 x 4

Service/maintenance

£ : p

Repairs/insurance/security

£ 269 : 72 p

Other

£ 161 : 92 p

▶ please specify

Utility Arrears

Other

£ 17 : 00 p

▶ please specify

Laundry

Other

£ : p

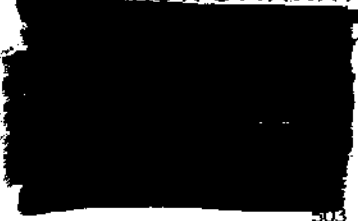
▶ please specify

Total

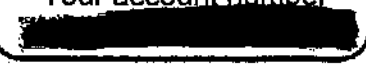
£ 857 : 64 p



MR R MRS N OTTAWAY



Your account number



Date of issue  
9th February 2009

This is not a tax invoice

# your amended dual fuel statement

This is the amount you've spent on electricity  
from 22-Jul-2008 to 6-Feb-2009

**£297.72** debit

Totally based on your meter reading

your electricity balance is **£90.99** debit

This is the amount you've spent on gas  
from 7-Jul-2008 to 6-Feb-2009

**£1006.71** debit

Totally based on your meter reading

your gas balance is **£779.91** debit

Total cost **£1304.43** debit

Your account balance is  
(for information only)

**£870.90** debit

Your usage has been accurately calculated as we've used up-to-date meter readings for electricity and gas. This may include adjustments for any previous under or over estimating

Your new payment is

**£353.00**

Your payment amount has been assessed against your consumption and a new payment amount calculated.



Customer Service  
8am-8pm Mon-Fri,  
8am-6pm Sat  
**0845 672 0073**



**EMERGENCIES**  
Loss of electricity supply  
**0800 783 8866**  
Customer Relations, EDF Energy  
Networks, Fore Hamlet, Ipswich,  
Suffolk, IP3 9AQ  
  
If you think you smell gas  
or think you have a gas  
leak telephone  
**0800 111 999**

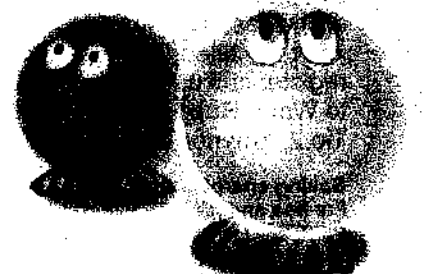
0800 551 555

188  
787.90

## Win FREE energy for up to a year!

As a valued customer we have entered you in our fantastic prize draw to win £1,250 worth of FREE energy. We'll pick the winner at random on 1st April 2009. Good Luck!

Take a closer look at the figures on page 2



Terms and Conditions apply, please refer to the enclosed booklet or they are available from npower campaign management, PO Box 130, Worcs, WR4 9ZD

Claims.



Mr P & Mrs N Ottaway



24th November 2008

Originator Identification Number: 830618

Re: Your Home and Contents Insurance

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

Dear Mr & Mrs Ottaway

Thank you for continuing to insure with [redacted]. We hope you have been completely satisfied with the service you have received. To ensure that your insurance cover remains in place we have automatically renewed your Direct Debit.

The amount shown below may, or may not, accurately reflect the amount you will be paying next year. This depends on whether you have agreed renewal terms with your broker and if you have, whether this information has been forwarded to us. If we haven't had confirmation of your renewal terms, the Direct Debit payments outlined below are based on last year's expiring premium.

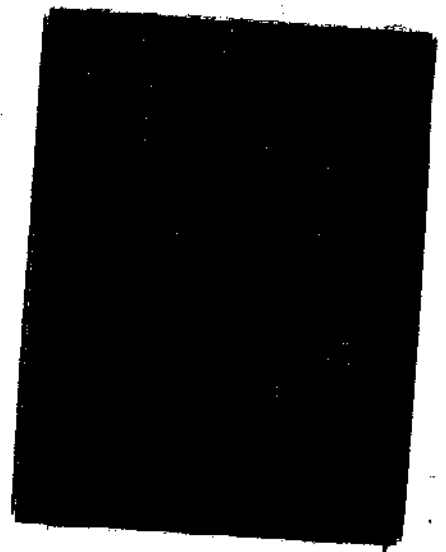
If your circumstances do change, we will write to you again with a revised Direct Debit payment schedule.

A summary of your current payment instalments is given below for your information:

Account Holder Name	R G J & N E OTTAWA	Frequency of Collection	Monthly
Account Number	[redacted]	Sort Code	[redacted]
<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
08/12/2008	£269.96	08/01/2009	£269.72
08/02/2009	£269.72	08/03/2009	£269.72
08/04/2009	£269.72	08/05/2009	£269.72
08/06/2009	£269.72	08/07/2009	£269.72
08/08/2009	£269.72	08/09/2009	£269.72
08/10/2009	£269.72	08/11/2009	£269.72
<b>Total</b>	<b>£3,236.88</b>		

You may cancel your Direct Debit at any time and choose to pay by another method. To do this you should write to your bank or building society. Please send a copy of your cancellation letter to us, along with a note of how you will be paying, so that we can ensure your insurance cover continues.







Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

Richard OTTAWAY

Constituency

Croydon S

Office use only

Costs/Cat 2 M

Supp/Res ID 7 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.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 1 3 1 0 9 to 3 1 1 3 1 0 9

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 2 4 0 : 0 0 p

Utilities

£ 1 8 8 : 0 0 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 9 6 : 0 0 p

4 x 24

Service/maintenance

£ : p

Repairs/insurance/security

£ 2 6 9 : 7 2 p

Other

£ 1 0 : 0 0 p

▶ please specify

Laundry

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 8 0 3 : 7 2 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**

\_\_\_\_\_

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**Send your completed  
form to**

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

Our letter code: [REDACTED]

18 February 2009

Your account number: [REDACTED]



B/a March.  
+ each month

Dear MR R MRS N OTTAWAY

**Your npower energy account**

Thank you for paying for your energy by monthly Direct Debit. We're writing to let you know about a change to your payment amount or payment date.

Your monthly payment amount: £188.00

Your payment includes £48.00 for your electricity and £140.00 for your gas.

Day of the month when we'll take your payments: on or just after 7th

Date when we'll take your first payment: 09 March 2009

Your npower account number (on your bank statement with our name npower) [REDACTED]

Our Originators Identification Number [REDACTED]

We'll send you a statement twice a year so that you can see how much energy you've used and check your payments. We'll also review your account at least once a year and let you know if we need to change your payment amount. Please help us to get your payment amount right by giving us your own meter reading if your statements are estimated.

Thanks for being an npower customer. If we can help at all please get in touch - that's what we're here for.

Yours sincerely

Julie Jaglowski  
Customer Services Director

**Direct Debit Guarantee**

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by the [REDACTED] Building Society.
- If the amounts or payment dates change, [REDACTED] will notify you 10 working days in advance of your account being debited or as otherwise stated.
- If an error is made by [REDACTED] or your Bank or Building Society, you are guaranteed a full immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.