



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

JO SWINSON

Constituency

EAST DUNBARTONSHIRE

Office use only

Costs/Ce



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 05 / 03 / 08 to 31 / 03 / 08

Total cost of hotel stays attach all receipts

£ 0 : 00 p

Mortgage payments (interest only) or rent

£ 1408 : 33 p ✓

Food

£ 70 : 00 p

Utilities

£ 16 : 00 p (water)

Council Tax/Rates

£ 0 : 00 p

Telephone and telecommunications

£ 17 : 38 p

Cleaning

£ 32 : 00 p

Service/maintenance

£ 0 : 00 p

Repairs/insurance/security

£ 0 : 00 p

Other

£ 13 : 28 p

▶ please specify

spare key cutting

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1556 : 99 p

1945-53

Details of second home

Address of
second home
for Additional
Costs Allowance

Declaration

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

Signature

MP

Date

31/03/08 ✓

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.

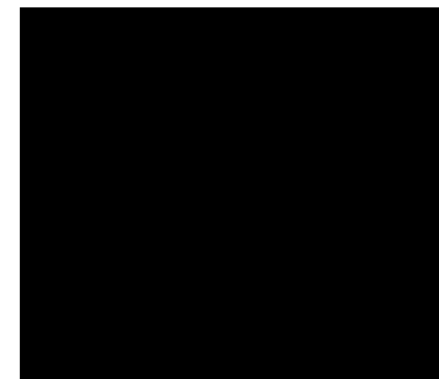
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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

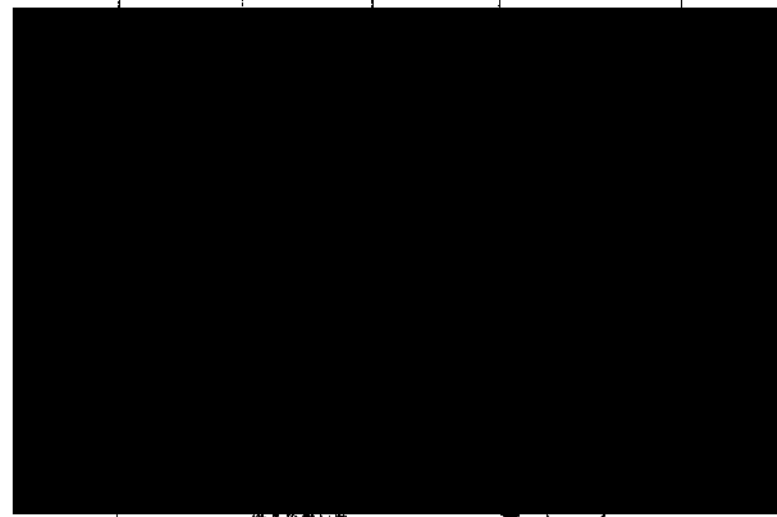


DELIVER TO:



INVOICE/ DESPATCH DATE:	27 02 08	ORDERED BY:	[REDACTED]	ORDER NO.:	[REDACTED]	INVOICE NO.:	[REDACTED]
-------------------------	----------	-------------	------------	------------	------------	--------------	------------

ORDERED	DESPATCHED	TO FOLLOW	CODE	DESCRIPTION	FINISH	RATE	UNIT	C	P
1	1		[REDACTED]	01 [REDACTED]		9.80	E		9.80
1	1		[REDACTED]	06 [REDACTED]		9.80	E		9.80



TRANSPORT	DIRECT	CONS. NO.	PIECES	TOTAL WT. 0.00 kg	E - EACH D - 100 K - 1000	CARRIAGE & PACKING	6.00
-----------	--------	-----------	--------	-------------------	---------------------------------	--------------------	------

CONDITIONS OF CONTRACT
 All orders are subject to the terms and conditions of contract printed overleaf only

Received by: _____

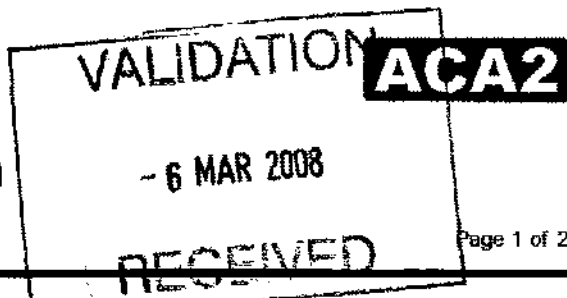
Name: _____

SUB TOTAL	22.60
WT 17.50	8.98
GROSS TOTAL £	26.58





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

JO SWINSON

Constituency

EAST DUNBARTONSHIRE

Office use Costs/Cat 2

Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 09, 02, 08 to 04, 03, 08

Total cost of hotel stays attach all receipts

£ 0 : 00 p

Mortgage payments (interest only) or rent

£ 1408 : 33 p

Food

£ 100 : 00 p

Utilities

£ 39 : 61 p (elec £18, gas £10, TV £11.61)

Council Tax/Rates

£ 86 : 00 p

Telephone and telecommunications

£ 20 : 26 p

Cleaning

£ 16 : 00 p

Service/maintenance

£ 0 : 00 p

Repairs/insurance/security

£ 0 : 00 p

Other

£ 63 : 00 p

▶ please specify

(£45) duvet, pillows (£12) + set of 6 glasses (£6) see receipt

Other

£ : p

▶ please specify

Other

£ : p

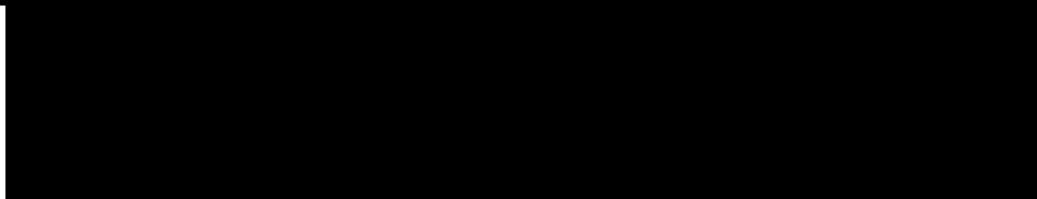
▶ please specify


Total

£ 1733 : 20 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  ment.

Signature



MP

Date

22 4/3/8**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



SALES RECEIPT

. QUILTS & PILLOWS
020 553007373

£12.00

. GLASS
055 5011645034157

£6.00

. QUILTS & PILLOWS
020 553010083

£45.00

TOTAL

£63.00





Member's claim form

11 FEB 2008

12 FEB 2008

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

J SWINSON

Constituency

EAST DUNBARTONSHIRE

Office use
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 03, 01, 08 to 08, 02, 08

Total cost of hotel stays
attach all receipts

£ 0 : 00 p

Mortgage payments
(interest only) or rent

£ 1408 : 33 p

Food

£ 120 : 00 p

Utilities

£ 60 : 00 p (water £32, gas £10, electric £18)

Council Tax/Rates

£ 86 : 00 p

Telephone and telecommunications

£ 54 : 37 p

Cleaning

£ 47 : 00 p

Service/maintenance

£ 0 : 00 p

Repairs/insurance/security

£ 0 : 00 p

Other

£ 11 : 61 p

please specify

TV LICENCE

Other

£ 46 : 75 p

please specify

KITCHEN EQUIPMENT
£75
£1.50
£2.50
storage bin & electric scales
£6 £35

Other

£ : p

please specify

Total

£ 1834 : 06 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Postcode

Declaration

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

Signature



MP

Date

8/2/05

Data protection

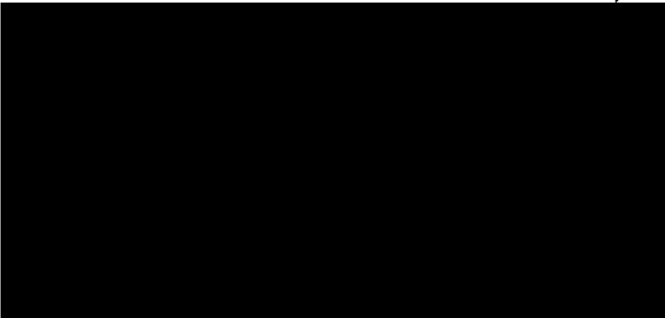
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information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

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

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

Send your completed
form to

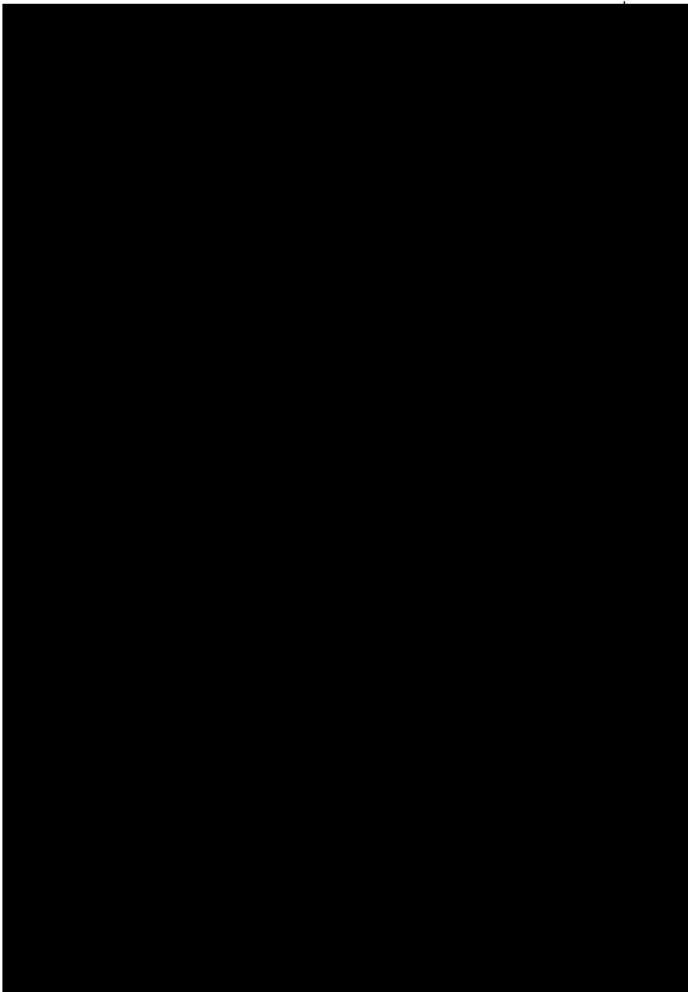
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

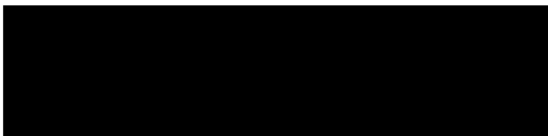


PL KITCHEN ACCESSORIES
1027 5012597408904 (storage tin) £6.00

KITCHEN
0153 5010777123074 (scales) £35.00

TOTAL £41.00



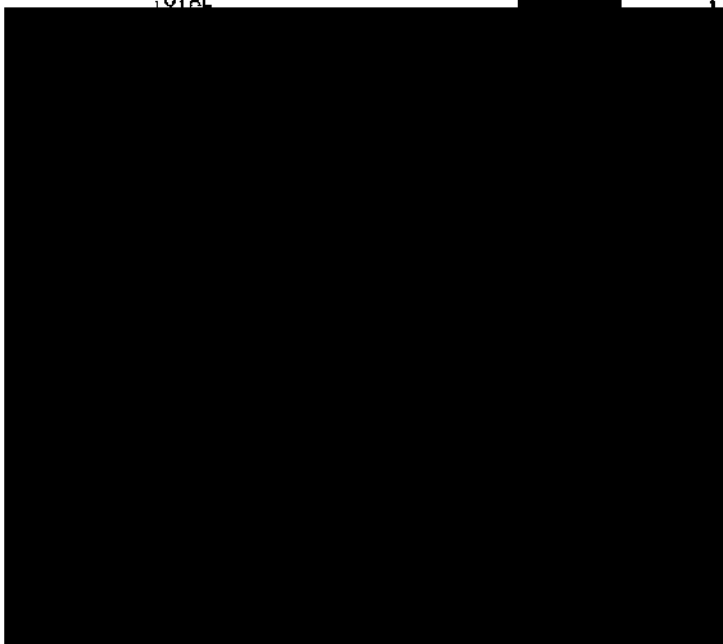


CHOPPING BOARD * 1.75 *

FOODSAVER * 1.50 *

18CM SIEVE * 2.50 *

TOTAL





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

JO SWINSON ✓

Constituency

EAST DUNBARTONSHIRE

Office use
Costs/Cat 2

Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 31 / 10 / 07 to 02 / 01 / 08 x 2

Total cost of hotel stays
attach all receipts

£ 0 : 00 p ✓

Mortgage payments
(interest only) or rent

£ 2816 : 66 p x 2

Food

£ 270 : 00 p

Utilities

£ 124 : 00 p (Water 32, Gas 30, Elec 62)

Council Tax/Rates

£ 172 : 00 p

Telephone and telecommunications

£ 0 : 00 p

Cleaning

£ 60 : 00 p

Service/maintenance

£ 0 : 00 p

Repairs/insurance/
security

£ 0 : 00 p

Other

£ 34 : 97 p ✓

▶ please specify TV LICENCE

Other

£ 43 : 40 p ✓

▶ please specify

Other

£ 12 : 99 p ✓

▶ please specify

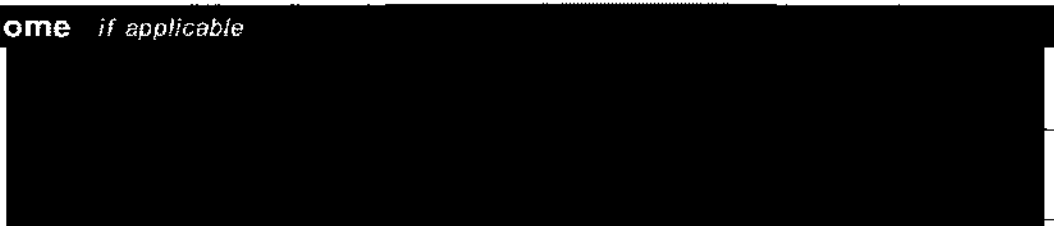
Total

£ 3534 : 02 p

TAPE MEASURE FOR HANGING SHELVES ACCURATELY + PICTURES

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

✓ 2/1/8

Data protection

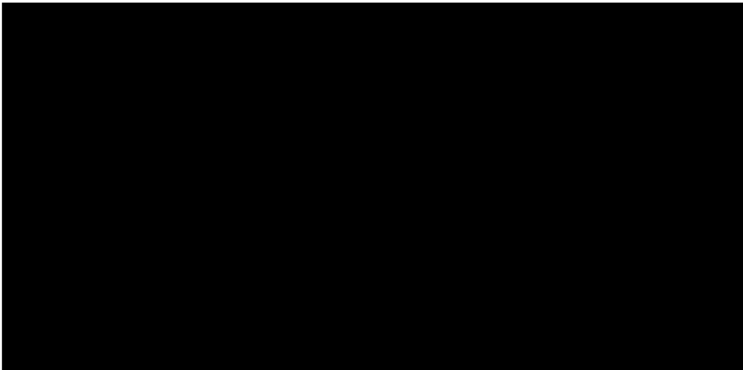
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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

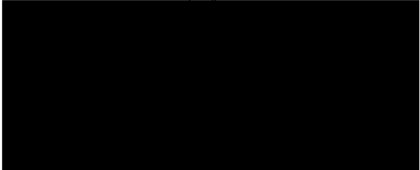


	*** *		
Sold Items			
Misc Sale			12.99

Sold Items Total			12.99

Payments			
Credit/Debit Card			12.99

VAT Analysis		Net	VAT
Standard VAT		11.06	1.93





Member's claim form

01 NOV 2007

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

JO SWINSON

Constituency

EAST DUNBARTONSHIRE

Office use
Costs/Cat 2

Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 02/10/07 to 30/10/07

Total cost of hotel stays
attach all receipts

£ 0 : 00 p

Mortgage payments
(interest only) or rent

£ 1408 : 33 p ✓

Food

£ 140 : 00 p ✓

Utilities

£ 0 : 00 p ✗

Council Tax/Rates

£ 86 : 00 p ✓

Telephone and telecommunications

£ 145 : 38 p ✓

Cleaning

£ 30 : 00 p ✓

Service/maintenance

£ 0 : 00 p

Repairs/Insurance/
security

£ 0 : 00 p

Other

£ 15 : 00 p ✓ ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1824 : 71 p ✓

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

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

Signature

MP

Date

30/10/07

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

ACA2

4 - OCT 2007

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

J SWINSON

Constituency

EAST DUNBARTONSHIRE

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.

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, 09, 07

to 01, 10, 07

Total cost of hotel stays attach all receipts

£ 0 : 00 p

Mortgage payments (interest only) or rent

£ 1408 : 33 p

Food

£ 10 : 00 p

Utilities

£ 97 : 46 p

(2 x gas + elec + tv licence 11.61)

Council Tax/Rates

£ 86 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ 30 : 00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 129 : 00 p

▶ please specify

Other

£ 28 : 55 p

▶ please specify

Other

£ 14 : 10 p

▶ please specify

SPACE KEY CUT FOR CLEANER

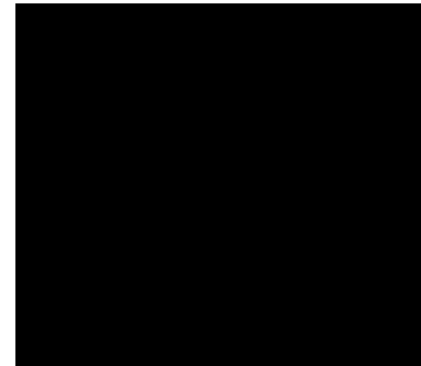
Total

£ 1803 : 44 p

continued on page 2



DELIVER TO:



INVOICE/ DISPATCH DATE:	4 07 07	ORDERED BY:	[REDACTED]	ORDER NO:	[REDACTED]	INVOICE NO:	[REDACTED]
-------------------------	----------------	-------------	------------	-----------	------------	-------------	------------

ORDERED	REORDERED	TO FOLLOW	CODE	DESCRIPTION	FINCH	RATE	UNIT	E	P
1	1		[REDACTED]	[REDACTED]		9.00	E		9.00

TRANSPORT	DIRECT	CONS NO.	PIECES	TOTAL WT. 0.00 Kg	E - EACH D - 10	E - 100 K - 1000	CARRIAGE & PACKINGS	3.00
-----------	---------------	----------	--------	--------------------------	--------------------	---------------------	---------------------	-------------

CONDITIONS OF CONTRACT
 All orders are subject to the terms and conditions of contract printed overleaf only

Received by: _____
 Name: _____

SUB TOTAL	12.00
VAT 17.50 %	2.10
GROSS TOTAL £	14.10



Date: 15th September 2007

Ms J Swinson

Account Number

Dear Ms Swinson

Some helpful information about your payments

- The total price for your chosen package and any other services you have selected is £17.00, which is due monthly in advance (excluding any offers).
- As your first bill covers the period to 27/10/2007, your first payment will be £28.55, which takes into account any amount you may have prepaid and covers:

- From then on, your payment of £17.00 (excluding any offers or prepayments made) will be collected on or just after the 28th of every month. If you'd find another payment date in the month more convenient, just call us after your first bill has been paid and we'll be pleased to change it for you.

Enjoy!

Customer Marketing Director

Job Ref: [REDACTED]
Appointment: [REDACTED]

First Slot: [REDACTED]

No. of Engs: [REDACTED] : Engineer

Name: **MS JO SWINSON**

Home: [REDACTED]

Address: [REDACTED]

W. Tel: [REDACTED]

Mobile: [REDACTED]

Parking: [REDACTED]

Postcode: [REDACTED]

Contact: [REDACTED]

No of Storeys: [REDACTED]

Clients ref: [REDACTED]

Job Details: [REDACTED]

Call Type: none

Job Type: [REDACTED]

Installation -

Job Details: none

Brief Description: [REDACTED]

Special Instructions: £30.00 INSTALL FEE PAID. PARKING AVAIL. Note: Your card payment has not been processed. Please arrange payment via engineer.

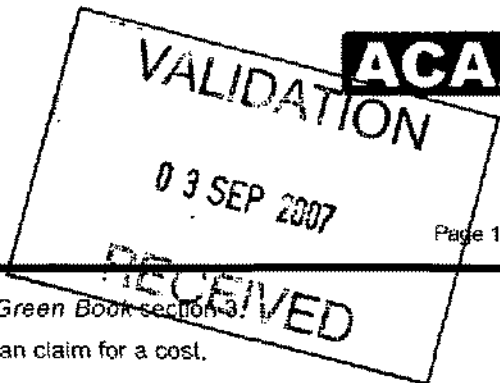
DELTA

AMOUNT

£129.00



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

J. SWINSON

Constituency

EAST DUNBARTONSHIRE

Office u
Costs/Cat

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, 08, 07 to 31, 08, 07 ✓

Total cost of hotel stays

£ 0 : 00 p

attach all receipts

Mortgage payments

£ 1408 : 33 p ✓

(interest only) or rent

Food

£ 20 : 00 p ✓

Utilities

£ 120 : 25 p ✓

(Gas + Elec) including final elec bill

Council Tax/Rates

£ 83 : 02 p ✓

Telephone and telecommunications

£ 0 : 00 p

Cleaning

£ 45 : 00 p ✓

Service/maintenance

£ 0 : 00 p

Repairs/insurance/security

£ 0 : 00 p

Other

£ 11 : 61 p ✓

▶ please specify

TV LICENCE

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1688 : 21 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

[Redacted Signature]

MP

Date

31/8/17

Data protection

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

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

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

Send your completed
form to

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



Member's claim form

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

JO SWINSON

Constituency

EAST DUNBARTONSHIRE

Office use
Costs/Cat 2

Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 30 / 06 / 07 to 02 / 07 / 07

Total cost of hotel stays
attach all receipts

£ 0 : 00 p

Mortgage payments
(interest only) or rent

£ 0 : 00 p

Food

£ 30 : 00 p

Utilities

£ 11 : 61 p (TV licence)

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 311 : 50 p

Other

£ 22 : 00 p

Other

£ : p

Total

£ 375 : 11 p

CRACKERY, KITCHEN EQUIPMENT,
TOWELS & BATHROOM EQUIPMENT

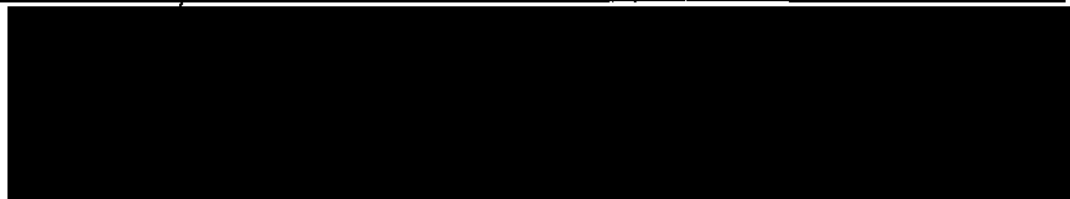
please specify

pedal bin

please specify

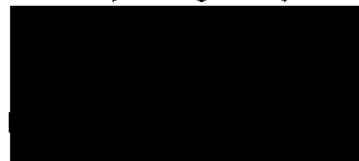
Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

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

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

Round Bowl 23cm		
720.87922	1	21.00
Round Bowl 15cm		
720.87920	6	36.00
Oval Bowl 36cm		
720.87924	1	23.00
Bowl 24cm		
720.87919	6	36.00
720.87919	6	36.00
Plate 28cm		
720.87911	6	37.50
Deep dish drainer		
822.59113	1	16.00
Tura bath		
600.63395	1	13.00
600.63395	1	13.00
tura Face		
600.63095	1	2.00
Tura guest		
600.63195	1	5.00
600.63195	1	5.00
Basket		
809.31923	1	17.00
Soap Dish		
809.31602	1	10.00
Toiletbrush Holder		
809.23050 MD	1	16.00
Bath Mat tura		
600.63695	1	9.00
Cutlery Tray		
822.55401	1	4.00
Dustpan&Brush set		
822.00602	1	4.00
Dishbrush		
822.10140	1	4.00
T/Towels x3 Bla/Wh		
813.82767	1	4.00
11ltr Conical Bin		
822-69425	1	17.50

1 17.50 V

TOTAL 311.50

edal Bin
09 42106

1

22.00

TOTAL

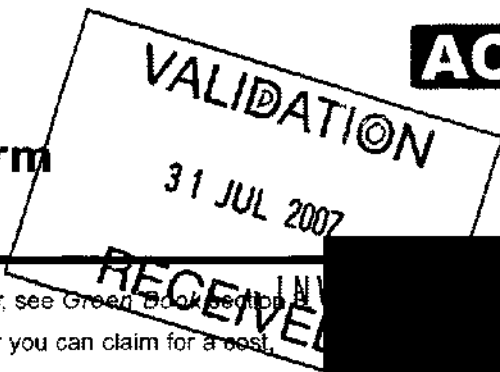
22.00



Additional Costs Allowance

ACA2

Member's claim form



About filling in this form

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

JO SWANSON

Constituency

EAST DUNBARTONSHIRE

Office use
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 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 30, 06, 07 to 30, 07, 07

Total cost of hotel stays
attach all receipts

£ 0:00 p

Mortgage payments
(interest only) or rent

£ 1408:33 p

Food

£ 160:00 p

Utilities

£ 11:61 p (TV licence)

Council Tax/Rates

£ 0:00 p

Telephone and telecommunications

£ 25:00 p

Cleaning

£ 97:50 p (2x regular cleaning plus final "check out" major clean of [redacted])

Service/maintenance

£ 0:00 p

Repairs/insurance/security

£ 0:00 p

Other

£ 18:97 p please specify 3 saucepans

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1721:41 p

minus my 2/3 share of £2190 deposit back
from prev flat = £1460
TOTAL CLAIM = £261.41 PAY

Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*



✓

Declaration

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

Signature



MP

Date

30/7/17 ✓

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

DATE 29.06.2007

To Jo SWINSON

1. Cleaning

67

50

V.A.T.

N/A

TOTAL

67

50

[Print my order](#) [Home](#)

Order number

Your order number is

Order summary

Items in your trolley

Delivery cost

Voucher savings

Total cost:

Delivery details

Delivery time:

Delivery address:

Trolley Summary

Quantity

Product

Price



1

Sainsbury's Brushed Ss 20cm Saucepan With Lid

£9.99

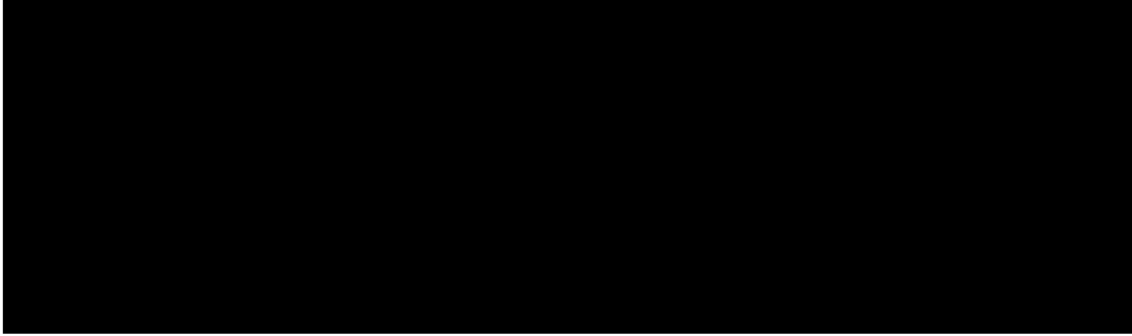
* 1
* 1

Sainsbury's Brushed Ss 14cm Milkpan

£3.99

Sainsbury's Brushed Ss 16cm Saucepan W/lid

£4.99





Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

JO SWINSON

Constituency

EAST DUNBARTONSHIRE

Office use
Costs/Cat 2

Claim details

You can only claim for

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

Please list

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

Please attach

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

Period of claim

from 04/10/07 to 29/06/07

Total cost of hotel stays
attach all receipts

£ 0 : 00 p

Mortgage payments
(interest only) or rent

£ 0 : 00 p

Food

£ 180 : 00 p

Utilities

£ 0 : 00 p

Council Tax/Rates

£ 0 : 00 p

Telephone and telecommunications

£ 0 : 00 p

Cleaning

£ 40 : 00 p

Service/maintenance

£ 0 : 00 p

Repairs/insurance/
security

£ : p

Other

£ 58 : 00 p

Other

£ 173 : 56 p

Other

£ : p

Total

£ 451 : 56 p

(2/3 of cost)

▶ please specify

check-out carpet cleaning

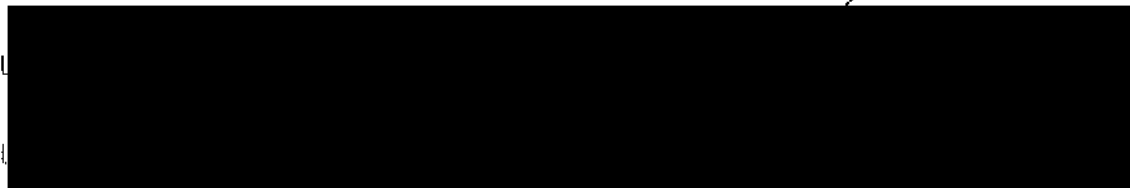
▶ please specify

move to new flat

▶ please specify

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

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

Signature



MP

Date

02/07/07

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

Date:

29/08/02

No.

Address:

Contact Name:

Jo Swinson

Telephone number:

Type of Cleaning	Amount
Carpet cleaning	£ 50
Congestion Charge	£ 8
Total	£ 58

Comments:



07/08

11 JUN 2007

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

JOSWISON

Constituency

EAST DUNBARTONSHIRE

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.

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 07, 06, 07

to 07, 06, 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1408 : 33 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Residence ~~insurance~~ security

£ 325 : 00 p

Other

£ 1950 : 00 p

Other

£ 129 : 25 p

Other

£ 35 : 25 p

Total

£ 3522 : 83 p

Relates to former nomination

HOLDING DEPOSIT

DEPOSIT

AGREEMENT FEE

REFERENCE FEE

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

07/06/07 ✓

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 2632, 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

SWINSON, Jo

Following our conversation the break down based on a rental figure of £325 per week is as follows:

1 mths rent		
£1408.33		
6 week deposit		
£1950.00		
Agreement fee (£100+ VAT)		£
129.25		
Reference Fee (£30+VAT)		£
35.25		
Sub total		
£3522.83		
Less holding deposit of £325.00 (based on it arriving)		-£325.00
TOTAL DUE		
£3197.83		

Any queries then let me know.

Kind regards,



FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Member's claim form

07/08

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

J SWINSON

Constituency

EAST DUNBARTONSHIRE

Office use
Costo/Cal 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 02, 05, 07 to 03, 06, 07

Total cost of hotel stays
attach all receipts

£ 0 : 00 p

Mortgage payments
(interest only) or rent

£ 1054 : 45 p

Food

£ 120 : 00 p

Utilities

£ 6 : 13 p

Council Tax/Rates

£ 78 : 67 p

Telephone and telecommunications

£ 0 : 00 p

Cleaning

£ 50 : 00 p

Service/maintenance

£ 0 : 00 p

Repairs/insurance/
security

£ 0 : 00 p

Other

£ 64 : 52 p

Other

£ : p

Other

£ : p

Total

£ 1373 : 77 p

TV licence
(2/3 of rent & bills as before)

electricity (bill attached)

▶ please specify

▶ please specify

▶ please specify

2002 NOV 20

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

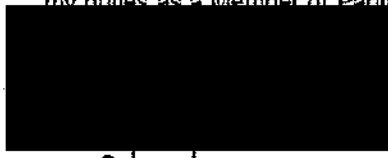


Postcode

Declaration

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

Signature



MP

Date

3/6/7

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

Ms. Jo Swinson

27/04/07 ✓

Meter Readings

Your electricity charges

DATE

READING

CONSUMPTION

RATE

TOTAL (£)

Charges this period

96.78

Amount Outstanding on Account

96.78

This amount will be debited from your bank account on or shortly after 15/05/2007.

£ 96.78



Member's claim form

03 MAY 2007

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 please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JO SWINSON ✓

Constituency

EAST DUNBARTONSHIRE ✓

Office use 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 03 / 04 / 07 to 01 / 05 / 07 ✓

Total cost of hotel stays attach all receipts

£ 0 : 00 p

Mortgage payments (interest only) or rent

£ 1054 : 45 p ✓

Food

£ 40 : 00 p ✓

Utilities

£ ~~7.58~~ : ~~00~~ p ✓

Council Tax/Rates

£ 78 : 67 p ✓

Telephone and telecommunications

£ 0 : 00 p

Cleaning

£ 40 : 00 p ✓

(2/3 rent & bills as before)

Service/maintenance

£ 0 : 00 p

Repairs/insurance/security

£ 0 : 00 p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1220 : 70 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

[Redacted Signature]

MP

Date

01/05/07

✓

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

07/08

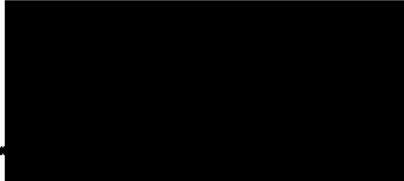


Additional Costs Allowance

05 APR 2007

ACA2

Member's claim form



Page 1 of 2

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: JOHNSON
 in CAPITAL LETTERS
 Constituency: EAST DUNBARTONSHIRE
 Office use Cost: [Redacted]

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 01/04/07 to 02/04/07 ✓

Total cost of hotel stays <i>attach all receipts</i>	£	0:00	p	[Redacted]
Mortgage payments <i>(interest only) or rent</i>	£	1054:45	p	[Redacted]
Food	£	0:00	p	[Redacted]
Utilities	£	0:00	p	[Redacted]
Council Tax/Rates	£	0:00	p	[Redacted]
Telephone and telecommunications	£	0:00	p	[Redacted]
Cleaning	£	0:00	p	[Redacted]
Service/maintenance	£	0:00	p	[Redacted]
Repairs/insurance/security	£	0:00	p	[Redacted]
Other	£	:	p	▶ please specify
Other	£	:	p	▶ please specify
Other	£	:	p	▶ please specify
Total	£	1054:45	p	

continued on page 2



Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

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

Signature



MP

Date

02/04/07

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