

90 Day Rule for Submission of Claims

Earlier in the year we introduced a temporary extension of the 90 day rule for submission of claims, meaning that MPs did not have to submit a claim within 90 days of incurring the expense. **This will end on 1 October.** This means that any claims dating from 7 May to 3 July must be submitted by 1 October. From 2 October, all claims should be submitted within 90 days of incurring the expense.

Request for a Review of Claims Not Paid

As detailed in our letter to MPs on 14 September, the grace period for submission of claims has now ended. This means that **all claims submitted from 15 September onwards (both 'Paid' and 'Not Paid'), will be published once our publication website is launched later this year.**

As you will know, you may request a review of claims which we have declined to pay within 14 days of the decision. This week we have started to alert you automatically when a claim has been refused or 'not paid'. However, as we have not, until this week, proactively alerted you to any refusals, you may request a review of any claims which we have declined to pay between 7 May and 15 September, up until 14 October.

All refused claims over 14 days old can be found by clicking on 'Reports', then on 'MP – My Refused Expenses – Expired'. All recent refusals can be found under the 'refusals' section on the online system.

When we have declined to pay a claim you should first consider whether you wish to submit the claim again with additional information. For example, if the claim is 'Not Paid – Insufficient Evidence' you may wish to submit the claim with the appropriate evidence/explanation. If, however, you believe that the claim has been submitted correctly, you may request a review on one of two grounds:

- the Scheme rules have been applied incorrectly; or
- IPSA has made an administrative error.

In order to request a review, you should contact our information line on 020 7811 6400, and ask for our Assurance and Review Team. Alternatively, email info@parliamentarystandards.org.uk and mark your email 'Assurance and Review'.

Claiming Constituency Mileage

Please note that mileage must be claimed as a daily total, rather than a weekly or monthly total. It is not necessary to enter a separate claim for each individual journey driven. Please also be aware that travel from constituency home to constituency office is not claimable, as this constitutes a daily commute.

Travelcard Update

We have had a number of enquiries from MPs and their proxies asking for guidance on completing the monthly travelcard reconciliation form. So we thought it might be helpful to clarify the requirements for handling travelcard expenses.

Any journeys paid for on a travelcard will appear on a monthly travelcard statement. This will appear on your proxy's online system in the 'forms in progress' section. The name of the form is 'Expenses: Travel Card'. If you do not have a proxy, you should contact IPSA.

You will also receive a hard copy of this statement in the post, for your records. This does not need to be paid, but may be helpful when completing the reconciliation process detailed below.

Once the online statement appears in the system, your proxy will need to complete the remaining fields for each journey that you took, giving details of the journey (for example, 'constituency office to Westminster'), and send the form to you to check and confirm that the journeys were taken in the performance of Parliamentary duties. You should then submit this form to IPSA by clicking on the 'submit' button on the page. You will also need to print off the barcode cover sheet and send it in with the receipts for each journey made.

When completing the reconciliation statement please make sure you are not accidentally submitting an expense claim for a journey that has already been paid for on the travelcard. Where this happens, the claim will be checked against our own travelcard records and refused on the basis that it is a duplicate.

To make a T&S claim not paid for on the travelcard, you should complete the form called 'Expenses: Travel/Subsist.'

It is important that you complete your travelcard reconciliation regularly each month. If you require further assistance, please contact IPSA on 020 7811 6400.

Staff Training

There are still places on the remaining MP staff training sessions. Staff can book onto one of the sessions below by calling the IPSA training helpline on 020 3334 3377 or by emailing training@parliamentarystandards.org.uk. The training helpline is open daily from 09:00 to 17:00.

The current staff training sessions are as follows:

13 October – London

15 November – London

7 December – London

If you live outside London and would like to express interest in a training session in your area, please email or call the training helpline. Courses will be run according to the level of demand.

Payment of Expenses and Salaries

IPSA's online expenses and finance systems have been set up to enable approved expenses to be paid into MPs' bank accounts **throughout** the month. This means that there is no monthly or weekly cut-off date.

Please note, however, that the monthly cut-off date for IPSA's **salary** payroll is the 15th, or if this falls on a non-working day, the last working day before that.

IPSA Bulletins, Guidance and Frequently Asked Questions in the Members' Centre

Paper copies of these Bulletins, our latest Scheme guidance document and our frequently asked questions are now available from the Members' Centre in Portcullis House. Alternatively, these can be found on our website.

Contacting IPSA

Phone: IPSA Information Line: 020 7811 6400
(Opening hours 8.00am to 6.00pm, Monday to Friday)

Email: info@parliamentarystandards.org.uk

Post: IPSA, 7th floor, Portland House, Bressenden Place, London,
SW1E 5BH

Website: www.parliamentarystandards.org.uk