

90 Day Limit for Submission of Claims

After an expense has been incurred, IPSA has a limit of 90 days within which expense claims should be made. As you know, earlier in the year we temporarily suspended this 90 day limit while MPs got used to the system. **This temporary suspension ends today, Friday 1 October.** From 2 October onwards, claims should be submitted within 90 days.

Pooled Staffing Resource

Please note that claims for pooled staffing resources should be claimed from the staffing budget initially, rather than GAE. Where your staffing budget has reached (or will reach) its limit, you may claim this from GAE, however please bear in mind that the GAE budget is capped at £10,394.

Travelcards

We have had a number of enquiries from MPs and their proxies asking for guidance on completing the monthly travelcard reconciliation form. Therefore we thought it would 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 designated 'Not Paid' on the basis that it is a duplicate.

To make a travel and subsistence claim which you have 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

Places are still available on the remaining MP staff training sessions. Staff can book onto one of the sessions below by calling the IPSA information line on 020 7811 6400 or by emailing training@parliamentarystandards.org.uk. This 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