



IPSA Bulletin

Issue 18: 08 October 2010

We welcome feedback on the Bulletin. Please email comments and suggestions to info@parliamentarystandards.org.uk.

Changes to the Online Expenses System

As announced in September, we are making some changes to the online system. These changes are based on feedback we have received from MPs and their staff, and are designed to make the submission of your expenses easier and more intuitive. In order to make these changes **the online system will be unavailable from 9pm today until 8am on Monday 11 October.**

Please check your message inbox on the online system on Monday for an explanation of what has changed.

There will be further changes requiring system downtime later in the year, and we will, of course, notify you of these in advance.

National Minimum Wage Rate Increase

From 1 October 2010, the National Minimum Wage rates have increased from:

- £5.80 to £5.93 an hour for workers aged 21 and over
- £4.83 to £4.92 an hour for workers aged 18 to 20
- £3.57 to £3.64 an hour for workers aged 16 to 17

We will be increasing rates automatically for those members of staff whose salaries fall below the new levels, to comply with the new rules. If you have any queries relating to this, please contact the Payroll team on 020 7811 6400 or by emailing payroll@parliamentarystandards.org.uk

Travelcard Reconciliations

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'. 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.

Staff Training

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.

Forthcoming staff training sessions are as follows:

13 October – London (FULL)

15 November – London (2 PLACES REMAINING)

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