

IPSA's Top Tip

To enable us to process your claims as quickly as possible, please ensure that hard copy receipts sent to us in support of an online claim are accompanied by the printed barcode cover sheet.

This week's news:

Payroll – December cut-off date

Exceptionally, due to the Christmas period, the payroll cut-off date for December is Friday 10 December. Anything we receive after this date will be processed in the January payroll. From January, we will revert to the normal cut-off date of the 15th of each month. If you have any questions, please contact the Payroll team on 020 7811 6400 or via email on payroll@parliamentarystandards.org.uk.

Don't Forget...

Invoice advances

Since 1 November, we have offered the facility for you to claim advances on provision of an invoice, for items costing £200 or more. This means that we will make a payment to you before you have paid for the item if you send us an invoice or bill. Within a month of IPSA paying you the advance, you need to send us the receipt or other supporting evidence to demonstrate that you have spent the advance on the item for which you claimed it. We offer advances for any expense type within the rules, except mileage.

This is a separate system from the cash advances of £4000.

[More details on claiming an invoice advance.](#)

Reconciling payment card transactions

Many of you have asked us to set out the reconciliation process for payment cards. Visit our website for [step-by-step guidance on how to complete your reconciliation.](#)

One-to-One Training

We are happy to provide one-to-one training on the expenses system, including reconciliation of payment card claims, for both MPs and proxies. To arrange a session please call 0207 811 6400.

And Finally...

Mileage

A reminder that for us to process your mileage claims quickly and efficiently, you should submit your mileage claims broken down by day, with the total mileage for one day appearing on one line if the mileage was for the same type of journey. You do not need to break down the daily total into specific journeys. For example, a line might include:

23 October – Constituency visits – 24 miles.

If, however, you are claiming for two *different* types of mileage on the same day (for example travel within your constituency and then travel from your constituency office to Westminster), you should put the totals for each of these types of mileage on [separate lines](#) and select the appropriate journey categories from the list. We will not be able to pay aggregated claims where, for example, the total mileage for a week or a month appears on one line.

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