

IPSA's Top Tip

On our website, you can find training presentations to guide you through making claims for a number of different expenses, from mileage to registering your constituency office. Just visit the ['Information for MPs and Staff'](#) page on the IPSA website and click on the 'training' tab.

This week's news:

Changes to the Online Expenses System

We announced earlier this month that we would be making some more changes to the online expenses system, as part of our continuing effort to simplify and streamline the process. We will do this at the weekend, so **you will not be able to access the online system from 6pm on Friday 29 October until 8am on Monday 1 November**. These changes come following feedback from MPs and will simplify our processes and, hopefully, deliver benefits to MPs.

Some of these changes are set out below, but please check the online system on Monday for a full list.

Payment Cards

From 1 November, you will be able to use your payment cards (previously referred to as travelcards) for council tax, business rates and utilities, including water, electricity, gas and non-automotive fuels. Of course, you will still be able to use your payment card for travel. Utilities will not include telephone services. Please visit our website for more details on [extensions to your payment card](#).

Payment on invoice

From 1 November, IPSA will pay on invoice for items of £200 or more. This means that we will make payments on the basis of an invoice or bill, rather than a receipt. Once you have paid the invoice, we will still require a receipt.

Visit our website for [more details on claiming an invoice advance](#)

One-to-One training

We are offering one-to-one training on the expenses system for both MPs and their proxies. Please call 0207 811 6400 if you would like to book a place.

We are considering additional regional training days for MPs' staff. For training days to be cost effective we will need 15 people per course. We will run the courses in regions where there is most demand. If you work for an MP and are interested please call 0207 811 6400 or email training@parliamentarystandards.org.uk

Don't forget...

Oyster Cards

You should register Oyster cards online at www.tfl.gov.uk and will need to provide us with receipts for top-ups and for season tickets. You do not need to send us a list of journeys. If you use your payment card for an Oyster card purchase, IPSA will need the receipt to reconcile the payment card statement.

Hotel Stays When the House Sits Late

A number of MPs have queried the rules on hotel stays after late sittings. We understand it is not always possible to know when the House will rise, so please visit our website to see full [guidance on hotel stays when the House sits late](#).

And finally...

Receipts

Thank you to those of you who annotate your supporting evidence (particularly travel tickets) with the line number they relate to. This makes processing these claims much quicker and easier.

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,
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