

IPSA's Top Tip

You can check our [evidence requirements](#) on the IPSA website before submitting a claim. This will help ensure your claim is processed as quickly as possible.

This week's news:

Simplified Payments to Landlords

Last month we announced that IPSA will soon be able to make rental payments for constituency offices and accommodation directly to MPs' landlords or letting agents.

If you would like us to make these payments for you, you need to:

- register your rental agreement with IPSA on the online expenses system, **if you have not already done so**; and
- complete the [simplified payments form](#) now available on our website, sign it and return it to us in hard copy.

IPSA will then process your form and contact you to confirm when we will make the first payment and advise what to do next.

To ensure we make payments on time, IPSA will allow 28 days to process your hard copy payment form after we receive it. We will therefore make the first payment to your landlord no earlier than 28 days after we have received your payment form.

Taxis

It's important that when submitting taxi claims you explain to us why you needed to take a taxi rather than use public transport. We will not be able to pay claims submitted without this explanation. Visit our website to see our [evidence requirements](#).

Don't forget...

Venue hire

Venue hire for constituency surgeries should be claimed from CORE rather than GAE. Venue hire for any other meetings should be claimed from GAE.

Bills

It's important to submit entire bills, not just the front page. Important information we need to process your claim, such as the billing period, is often not shown on the front page.

Mileage

You should submit your mileage claims broken down by day, with the total mileage for one day appearing on one line. For example, a line may appear as follows:

23 October – Constituency visits – 24 miles.

If however you are claiming for two *different* types of mileage on the same day (for example one for constituency travel and one constituency home to London home), you should put the totals for each of these types on separate lines and select the appropriate journey categories from the list. You do not need to break down the daily total into specific journeys. You could use the new 'copy form' function to make submitting these claims quicker and easier. We will not allow aggregated claims where, for example, the total mileage for a week or a month appears on one line.

Travelcards

If you have not submitted your travelcard reconciliations, please make sure that you send these to us as soon as possible, along with all the supporting documentation. Following recent system changes, we can now send travelcard details to MPs or proxies. If you do not have a proxy, we can arrange for these to be sent to you. If you do have a proxy, but you would prefer to handle these yourself, please email us to confirm this.

Training

Attending one of our training sessions on the online system means you'll have the knowledge and expertise to submit your MP's claims quickly and with minimal effort. The next date is 7 December. To book your place contact us on 020 7811 6400 or info@parliamentarystandards.org.uk.

And finally...

Feedback

We've changed the format of the bulletin. We want to make it more useful and more readable. What do you think about it? Please let us know by emailing: info@parliamentarystandards.org.uk

Contacting IPSA

Phone: IPSA Information Line: 020 7811 6400
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