
Claiming expenses incurred before the General Election

A reminder to returning MPs that IPSA can only administer expenses incurred after the General Election ie from Friday 7 May. For example, when claiming for expenditure with an invoice that covers the whole of May, please only submit to IPSA the **proportion that applies from 7 May**.

Telephone Bills update

IPSA recently announced that the reimbursement limit of 85% of the cost of an MP's telephone bill would be changed, to allow you to decide what proportion of the bill you wish to claim for calls made on parliamentary business - this could be 100% or less.

The necessary system changes are now in place, so phone bill claims can now be submitted to IPSA under the new arrangements.

Staffing matters and office rentals

We wrote to all MPs on 9 June outlining IPSA's position on staffing budgets and interns, as well as Constituency office rentals. Please refer to the attached letter for further details.

Other staffing matters:

1. Returning MPs with returning staff

In last week's Bulletin (3 June), we set out the position for returning MPs with returning staff - ie those employed before 6 May. The new expenses rules allow these MPs to tell IPSA of any exceptions for staff employed before 6 May 2010. The following should help you decide what action you may need to take.

If a particular contract is not consistent with IPSA's model contracts, model job descriptions and salary ranges, there are essentially two options available to returning MPs with returning staff:

- a. **To continue with the existing staff employment contracts.** These do not need approval from IPSA. However, the MP should notify IPSA of an exception by **30 June 2010**, using the *MPs' Staff: Notification of Exception to Expenses Scheme* form attached, and also on the IPSA website.

Or alternatively:

- b. The staff member and MP may, by mutual consent, **agree to vary the staff member's terms and conditions** so that the employment contract and job description are consistent with IPSA's model employment contracts, model job description and salary ranges. A copy of the varied employment contract and job description should be submitted to IPSA **before 30 June**.

If a particular staff contract is consistent with IPSA's model employment contracts, model job description and salary ranges, there is no need to take any action.

2. Training for MPs' Staff update

To date, 265 members of staff are booked onto IPSA's training sessions, which run until early July. Please note that these London sessions are now fully booked:

- 11 June
- 17 June
- 18 June
- 25 June

There are, however, spaces still available on these sessions:

- **Thursday 24 June - London**
One session at 13.15
- **Monday 5 July - London**
Two sessions at 09:30 and 13.15
- **Thursday 8 July - London**
Two sessions at 09:30 and 13.15
- **Friday 9 July - London**
One session at 13.15
- **Monday 14 June - Belfast**
One session at 09.30
- **Wednesday 16 June - Bristol**
Two sessions - 09.30 and 13.30
- **Monday 21 June - Manchester**
Two sessions - 09.30 and 13.30
- **Wednesday 23 June - Leeds**
Two sessions - 09.30 and 13.30
- **Tuesday 29 June - Edinburgh**
Two sessions - 09.30 and 13.30

Posting mail to IPSA

A reminder that if you are sending documents or other written communication to IPSA, please use the IPSA Drop Box in the Portcullis House Members' Centre, or Royal Mail. Please do not use the House internal mail service, as this is likely to lead to a delay in us receiving it.

Logging onto the online expenses system

Earlier this week we emailed all MPs a short note to help you through the process of logging onto the expenses system. For convenience, we repeat that guidance below.

IPSA takes security very seriously and in the interests of safeguarding your information we have established a system which requires you to input multiple, unique pieces of information. Once you've familiarised yourself with the system, we hope you will find logging on quick and straightforward.

The first time you log on you need to:

- Open the internet and go to <https://ra.parliamentarystandards.org.uk/expenses>
- You will then be asked to enter your username (your surname followed by your first name) and a passcode. The passcode is the 6 digit regularly changing number on the RSA security token which you were given at your induction.
- You will then be asked to create a pin. You will need to use this pin each time you log on to the expenses system.
- You have to do this process only once to be registered on the system.

Logging on thereafter:

- Go to <https://ra.parliamentarystandards.org.uk/expenses>
- You will need to use your username as before and then, when asked to enter your passcode, you need to first enter the pin you created, followed by the passcode from your security token. These need to be entered together in the same box, with your pin entered first.
- For extra security, you will now be asked to enter your expenses login name (this has eight characters and starts with the first two letters of your first name and the first two letters of your surname) and your password (this starts with a capital letter and a number). Your login name and password were sent to you by IPSA.
- After that, you will be on the system and ready to claim.

IPSA website search tool

On the homepage and most pages of the site, there is now a search box which you can use to search the entire site. On the 'Expenses Rules' tab there is a search box to search just the Scheme and guidance pages. The FAQ pages have been redesigned to be more user-friendly, and they also include a search box.

We have also recently added forms to the site for you to tell us about:

- an Employee New Starter
- an Amendment to Employee's Payroll Details
- a Connected Parties Declaration

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