

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

Advances and Repayment

Where an MP has applied for and received an advance, repayment of this will commence in January 2011, and must be completed by March 2011. This will be in the form of deductions from any expenses reimbursement, or, where there aren't sufficient claims made to cover the amount of the advance, we will write to the Members concerned to request repayment.

Please note multiple advances can be applied for, provided the total amount claimed does not exceed £4,000. Advances can now be paid into either the nominated expenses bank account, or the salary bank account.

Working for an MP

We are aware that some MPs' staff are also employed by Peers, MLAs, MSPs or AMs. The staffing budget is only for work carried out for, and on behalf of, the MP from whose budget the staff member is employed. Therefore if a member of staff is carrying out extra work for another person or MP, it must not be in time paid for in their IPSA-funded contract.

Travelcards

MPs who have incurred expenses on their travelcard will receive a monthly hard copy statement of transactions for their records. Electronic statements are also loaded onto the online system for proxies. The only action MPs or their proxies need to take is to complete and submit the online travel reconciliation statement, which confirms journeys paid for on the travelcard were for Parliamentary business, and send in receipts. To complete the travel reconciliation statement, the proxy or MP concerned should go into the online expenses system, click on 'in progress', then the MP's name, then 'list forms'. Then check that the expense type says 'EXPENSES: travelcard', and then click on the form number on the left hand column to open the form. The form will be pre-populated with a number of fields, however other details, for example the start point and destination, will need to be filled out for each journey. The form should be completed and

submitted to IPSA in the usual way, and receipts/tickets for each journey sent to us as with any other claim.

Publication of claims

IPSA will publish claims on its website from September, using the following approach:

- All expenses claims – paid or refused – after the MP has been notified of the outcome.
- IPSA will publish, at least annually, a list of MPs' staff paid from public funds, listed in terms of their job function, including salaries expressed in ranges of £5000. Names of staff will not be included, other than the names of connected parties employed by MPs and paid from public funds.
- The date, origin and destination of MPs' journeys claimed from the taxpayer. However, IPSA will not publish the time the journey was made.
- The first alphabetical block and the first numerical block of the postcode of MPs' addresses (eg OX1, rather than the full postcode).
- The amounts claimed under the security budget for the House of Commons as a whole, not any details relating to individual MPs. Standard security measures such as alarms on offices are not met from this budget, and IPSA would publish this expenditure by MPs, but not information about the provider or product.
- The amounts claimed under the disability budget for the House of Commons as a whole, not any details relating to individual MPs.

We do not intend to publish any claims until the House returns in September and until then will operate a period of grace. This means that during this initial period, and while Members get used to the system, claims which are not allowed will be returned to MPs for them to correct, with an explanation of why the claim is not allowed. Claims returned to MPs during this period will not be published.

This approach will be taken unless there has been a clear attempt to transgress the rules, in which case the claim will be rejected and published. After this period of 'grace', all refused claims will be published as outlined above.

Staff Employed Before 7 May

As previously advised in these Bulletins, for those members of staff who were employed before 7 May, who you wish to be exceptions from the Scheme's requirement that they be on an IPSA model contract, you will need to fill out a 'notification of exception' form (available on our website), and return to us. Where these payments mean that you will exceed your staffing budget, you will still need to submit a request to the contingency fund, submitting evidence of staff

numbers, the costs of each member of staff and their headline job descriptions, along with a description of why the particular staff complement is needed.

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 in the Members' Centre in Portcullis House. Alternatively these can be found on our website.

Contacting IPSA

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