

## Contingency claims

If you need to make an application to the contingency fund, you must explain why you need additional support in the relevant budget. You should remember that we will only consider these claims in exceptional cases. It is important that we understand what the exceptional circumstances are which require extra funding and why these circumstances could not be foreseen or avoided.

In making a claim for contingency, you need to tell us clearly why you need the extra funding and provide supporting evidence.

For example, if you are applying for an uplift to your Staffing Expenditure budget on the basis of your casework levels, you would need to explain why your casework needs are higher than other MPs. In this example, we would also expect you to include estimates of casework levels, the number of new cases entering your office each month, and any trend in these numbers.

Full details of the contingency fund, including all the criteria your application will need to cover, are set out in Part 10D of the Expenses Scheme, and an application form is available here:

<http://www.parliamentarystandards.org.uk/IPSAMPs/Pages/HR,-Payroll,-Interns.aspx>

## Advances

MPs who received a cash advance from us are reminded that they are required to repay the advance by the end of the Parliament. If you would like to make plans to repay an advance, please contact the infoline.

## Contacting IPSA

**Phone:** IPSA Information Line: 020 7811 6400 (Opening hours 1pm-5pm, Monday to Friday)

**Email:** [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk)

**Post:** IPSA, 7th floor, Portland House, Bressenden Place, London, SW1E 5BH

**Website:** [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk)