

Deadline for 2010/11 claims

It is important that we receive any outstanding claims from the last financial year promptly because we are required to submit to Parliament our accounts for 2010/11.

Please submit any claims from 2010/11 as soon as possible and, at the latest, within 90 days of incurring the expense. The latest date for claims paid for on 31 March will be 28th June. After 28th June, we will not be able to accept any more claims from 2010/11.

Late payment charges

We have been receiving some expense claims for bills or congestion charge payments which include late payment penalties. We cannot reimburse late payment charges, even if the bill itself is claimable.

With any submitted expense claim which has incurred a late payment charge, we will pay the bill but not the late payment charge. To avoid this, please make sure you claim for the bill only and not for the late payment penalty.

Contacting IPSA

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

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