

## **Sending in evidence**

Just a reminder, when you send in hard copy evidence, please make sure that you print off and attach the barcode sheet for the claim so that we know which claim your evidence supports.

If you are sending an invoice that relates to more than one claim – for example council tax or business rates, where you may submit one annual bill to support claims throughout the year – you should send us your evidence the first time you claim for the current period, but you don't need to thereafter.

## **Oyster Card claims**

To claim for Oyster top ups and season tickets, please send us an original receipt. We do not require evidence of individual journeys with claims, but please register your Oyster card online on the tfl website (link to tfl oyster sign up) so that your journey history is available to you if requested.

If you use your payment card for Oyster Card purchases, we will need the original receipt when you send us your reconciliation form.

## **Changes to IPSA's team**

Some of you will know that Scott Woolveridge, IPSA's Director of Operations, has come to the end of his fixed term contract with IPSA. Alex Jary, previously IPSA's senior operations manager, becomes Head of Validation and MP Support.

**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)