

2011/12 claims deadline

Friday 29 June is the last day on which we can receive claims from 2011/12 - the last financial year ended on 31 March, and claims must be submitted no more than 90 days after the expense was incurred. Over year end, it is particularly important that we receive all your claims within 90 days at the latest, as we need to close our accounts. After 29 June, we will not be able to grant any requests for extensions to the 90 day rule for 2011/12 claims. If you have any outstanding 2011/12 claims, please submit them without delay.

Trainline ticket machine

There is now a Trainline ticket collection machine at the Members' Centre at Portcullis House. If you buy your tickets from Trainline using your IPSA account and you would like to collect your tickets from the Members' Centre, at the time of booking just select "Your office self service ticket machine" from the list of delivery options, then "Members' Centre" from the drop down list. You will then be able to collect your tickets from the machine by entering your booking reference. You won't need to use a bank card in this machine.

P11D tax documents

We will be sending P11D documents by post to each MP on 6th July 2012. Please make sure you keep these documents because you will need them to complete your tax return. Your P11D will be sent to your Westminster office unless you have asked us to post it to another address. If you would like us to send it elsewhere and have not already told us, please e-mail info@parliamentarystandards.org.uk

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

Email: info@parliamentarystandards.org.uk

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

Website: www.parliamentarystandards.org.uk