

## **Trainline**

Just a reminder that, last October, we set up an account for you with the Trainline.com. If you book your rail tickets at [www.business.thetrainline.com](http://www.business.thetrainline.com) using the log in details we emailed you, we will pay the Trainline direct. You will not have to pay, claim, reconcile or send us any evidence for your journeys because we will get all the information we need from the Trainline when you book.

If you would like us to resend your log in to you, please let us know on 020 7811 6400 or at [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk).

There is also now a Trainline ticket collection machine in the Members' Centre in Portcullis House; to use it, just select "Your office self service ticket machine" from the list of delivery options, then "Members' Centre" from the drop down list below when you book.

## **Staff terms and conditions**

As you'll be aware, as part of the recent scheme review we doubled the redundancy package for staff on IPSA contracts. We have amended the contract terms and conditions and so any new starters will automatically receive this.

Current employees who are on IPSA contracts need to sign an amendment to their contract agreeing to the change in their terms and conditions.

We have been asked to confirm that the change in redundancy package does not apply to staff not on IPSA contracts. If you would like your staff to be transferred to an IPSA contract, you should complete a contract and job description – both are available on our website.

If you have any queries please do not hesitate to contact [payroll@parliamentarystandards.org.uk](mailto:payroll@parliamentarystandards.org.uk)

## **Volunteers and interns**

We have been asked to confirm how you can register a volunteer or intern. To do so, please send us:

1. An online Registration: Intern/Volunteer form on the expenses system; and
2. A hard copy completed model volunteer/intern agreement (you can find this on our website [at this link](#)).

If you are re-engaging a volunteer/intern who has worked for you in the past, you will still need to send in a new registration and agreement.

If you would like us to pay your volunteer/intern direct, please include their UK bank details on the agreement. If they do not have UK bank details or you would prefer to pay them yourself and for us to reimburse you, please put a note explaining that we should pay you on the agreement in the bank details space.

## Mobile phone bills

If you are claiming a mobile phone bill, please claim it from your **Office Costs Expenditure (OCE)** budget, using the expense type **Const. Office Tel Usage/Rental**.

**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)