

### **Drop in session – Thursday 6th December**

We are holding a drop in session for MPs and staff in Conference Room E, 7 Millbank from 10am to 3.30pm. Please come along to see us, particularly if you have any questions about the new online timesheet system.

### **December Payroll cut off date**

Please remember the payroll cut off date for December is Monday 10th. For online timesheets, the cut off will be Monday 17th. Pay day is still the last working day of the month – 31st December.

If you have any queries, please contact Payroll on 020 7811 6400, option 2 or via email [payroll@parliamentarystandards.org.uk](mailto:payroll@parliamentarystandards.org.uk)

### **The 90 day time limit for claims**

As you will know, under our rules all claims must be submitted to us within 90 days of incurring the expense. If exceptional circumstances prevented you from claiming on time (for example, you were seriously ill), you should explain the reason you were unable to claim on time in the 'Your Notes' section of the claim. We will then decide whether to grant an extension for the claim. Please note that under our rules you should also send all supporting evidence to us within 7 days of submitting the form electronically; this is particularly important when your claim is nearing or over the 90 day time limit.

### **Christmas opening hours and payments**

Over the Christmas period our telephone line opening hours will be as follows:

|                         |             |
|-------------------------|-------------|
| Friday 21st December    | 1pm to 5pm  |
| Monday 24th December    | 9am to 12pm |
| Tuesday 25th December   | Closed      |
| Wednesday 26th December | Closed      |
| Thursday 27th December  | Closed      |
| Friday 28th December    | 1pm to 5pm  |
| Monday 31st December    | 1pm to 5pm  |
| Tuesday 1st January     | Closed      |
| Wednesday 2nd January   | 1pm to 5pm  |

Please note that our last payment before Christmas will be made on Friday 21st December. Claims we process over Christmas after this date will be paid in the new year, on Wednesday 2nd January

**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)