

IPSA Christmas opening hours

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

Payment dates

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.

Scheme Review

You may wish to note that our consultation on the Review of the Scheme is still open until 18 January 2013. The consultation focuses on MPs' accommodation, but also includes questions on travel costs for MPs and MPs' staff. The consultation document is available at www.parliamentarystandards.org.uk and you can respond to the consultation questions by email to schemeconsultation@parliamentarystandards.org.uk, by post to our address below, or by completing IPSA's confidential online survey.

Claiming for taxis

Where the House of Commons sits late or when MPs undertake their parliamentary functions in the House of Commons until late at night, MPs may use their discretion in claiming for reimbursement of taxi fares for journeys from the House of Commons to a London Area residence. Taxis will be subject to an upper limit of £80 for each such journey and you should select the appropriate 'Taxi Working Late' expense type when claiming.

For all other taxi claims, it is important that you explain the reason it was necessary to take a taxi rather than using an alternative method of transport. Taxis are only claimable if either:

- a. no other reasonable method of transport is available for all or part of the journey; or
- b. alternative methods of transport are impracticable due to pregnancy, disability, illness or injury of the MP or staff member.

Please explain in either the 'Details' or 'Your Notes' field on your claim how the taxi journey met one of these two criteria.

Payday in December

Just a reminder that payday in December is still the last working day of the month which is Monday 31st December.

If you have any queries, please contact Payroll on 020 7811 6400, option 2 or email payroll@parliamentarystandards.org.uk.

We wish you all a very Merry Christmas and Happy New Year!

Phone: IPSA Information Line: 020 7811 6400 (Normal 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