

Booking travel through Hillgate

If you have booked travel with Hillgate using your IPSA payment card since 1 January, you no longer need to send us any hard copy evidence such as tickets or receipts when you reconcile.

Instead, Hillgate will send your invoice information direct to us. They began providing us with this data earlier in the week.

You will still need to complete your payment card reconciliation form each month to declare that your travel was for Parliamentary purposes and to provide details such as the journey type.

You can avoid having to complete a reconciliation form or send any evidence for your rail travel by booking using your IPSA Trainline account (www.business.thetrainline.com). You will not need to enter any payment details when you book as we pay Trainline direct. You will not need to complete a form, reconcile the expense or send any receipts or tickets to us - we will get all the information we need from Trainline when you book.

The Travel Office at the House of Commons has been looking into whether it can introduce a similar arrangement to the Trainline, so that MPs would not have to complete a form or supply evidence if they booked travel with Hillgate.

If you book travel with Hillgate without using your payment card and you wish to claim it from us, you will need to complete a claim for reimbursement on the online expenses system and send us your hard copy evidence in the usual way.

Employees with casual contracts

A routine review of our payroll data shows a number of employees with casual contracts who have remained on an MP's list of staff for months without receiving a salary payment. This suggests that the employees are no longer actively working for the MP.

Please notify us if employees on casual contracts are no longer working for you. To ensure we maintain accurate records, we will close casual employee records where no salary payment has been issued within a 6 month period. This will also ensure that HMRC are correctly notified of employees who have left and we can issue them with their P45.

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