

**Submission of 2012-13 claims**

The deadline for submitting 2012-13 claims has now passed, but if you submitted a claim before the deadline, please note that we must receive all supporting documentation for these claims within 7 days of the form being submitted electronically. If we return any forms to you which relate to 2012-13, please resubmit them promptly – each form returned to you after the deadline will have a resubmission deadline of 2 weeks after we returned the claim to you.

If exceptional circumstances prevented you from claiming on time, you can still submit your claim and explain in the *Notes* field why you were unable to submit your claim in time for the deadline. Please note however, that we will only grant an extension in very exceptional circumstances which were beyond the MP's control.

**Updated pay band maxima**

As you will be aware, public sector pay policy in 2013-14 is for average pay increases to be limited to 1%. IPSA has increased the maximum salary ranges for staff on IPSA contracts by 1% to give MPs room to provide pay rises in line with this policy to those staff at or near the top of their pay band. The new pay band maxima are below:

**LONDON AREA (£ per year)**

<b>POST</b>	<b>PREVIOUS MAXIMUM</b>	<b>MAXIMUM FROM 1 APRIL 2013</b>
Office Manager	40,000	40,400
Senior Caseworker	31,000	31,310
Caseworker	28,000	28,280
Senior Parliamentary Assistant	42,000	42,420
Parliamentary Assistant	33,000	33,330
Senior Secretary	30,000	33,300
Junior Secretary	24,000	24,240

**NON-LONDON AREA (£ per year)**

<b>POST</b>	<b>PREVIOUS MAXIMUM</b>	<b>MAXIMUM FROM 1 APRIL 2013</b>
Office Manager	37,000	37,370
Senior Caseworker	28,000	28,280
Caseworker	25,000	25,250
Senior Parliamentary Assistant	39,000	39,390
Parliamentary Assistant	30,000	30,300
Senior Secretary	27,000	27,270
Junior Secretary	22,000	22,220

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