

Journey types

It is important to choose the correct journey type when claiming for travel costs. Choosing the wrong type means IPSA has to return the form to you for correction.

- Between London and Constituency – for journeys from London to the constituency, or vice versa. This journey type can be used for MPs, staff and dependants
- Diverted Journey MP only – for journeys made by MPs between London and their constituency which included a diversion for personal reasons on the way.
- European travel MP only – for claimable travel to and from Europe (see the Scheme for further details on the rules)
- Extended travel MP only – for travel within the UK on parliamentary business which is not within your constituency or a journey between London and your constituency.
- Other MP travel as per 9.3c – please see section 9.3c of the Scheme for details of this type of journey. Please make sure you don't use it for journeys which don't meet this criteria.
- Staff home office to const. – if a staff member routinely works from home and they have registered their home as an office, they can claim for a journey from their home to the constituency office. This should not be used if the staff member also routinely works in the constituency, as you cannot claim for a commute.
- Staff home office to London – if a staff member routinely works from home and they have registered their home as an office, they can claim for a journey from their home to the Westminster office. This should not be used if the staff member also routinely works in Westminster, as you cannot claim for a commute.
- Staff travel for training – for staff journeys to a training course
- Volunteer travel – for journeys made by an unpaid intern travelling from their home to the office and vice versa.
- Within Constituency Travel – for journeys made within the constituency, or within 20 miles of the constituency boundary. This journey type can be used for MPs or staff.

How to help solve slow running in the expenses system

If you're having problems with the online expenses system loading pages slowly, it may help to clear the temporary internet files from your computer. This will create additional space in your computer's memory, allowing it to work more efficiently.

If you are using Internet Explorer

1. Within Internet Explorer, click on *Tools*.
2. In the drop-down box, select *Internet Options*.
3. Click *Delete* under the *Browsing History* section on the *General* tab.

4. In the pop up box, make sure only the *Temporary Internet Files* box is selected and click *Delete*.

If you are using Firefox

1. At the top of the Firefox window, click on the Firefox button and then select *Options*
2. Select the *Advanced* panel.
3. Click on the *Network* tab.
4. In the *Cached Web Content* section, click *Clear Now*

If you find that the system is still running very slowly or not loading all the options on the form, it may help to close other programs and web pages. If this still doesn't help it may be a problem with your computer and you should contact PICT to see if they can help.

Online timesheets – Password resets and new users

We would like to remind all online timesheet users about the importance of remembering your password. Resetting a password is not straightforward and can take up to 48 hours. Last month we had to reset 47 passwords. Given that the cut off date for timesheet submissions is the 22nd of every month, requesting a password reset very close to the cut off date runs the risk of not receiving a new password in time for that month. New users can take up to 5 working days to be set up.

We would like to encourage everyone to submit timesheets as early as possible in order to avoid potential problems too close to the deadline. Payroll advances can only be provided in exceptional circumstances, and will not be provided for missing the cut off date

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