

Easier ways to claim train travel and mileage

Don't forget, we have introduced two easier ways to claim for your travel expenses.

1. Trainline: We have created an account with the Trainline for each MP, which can be used for to book travel for yourself, your staff, your interns or your dependants. If you book your tickets online via this account, you won't need to pay Trainline, make a claim or complete a reconciliation form - Trainline will send us all the information we need so that we can pay them directly then allocate the cost to your budget.

You can book trains up to 30 minutes before you travel and collect the tickets from any ticket machine, including the one in the Members' Centre in Portcullis House. If you need a reminder of your login details, please contact our MP Support Team.

2. Monthly mileage spreadsheet: Instead of completing details of the mileage you've undertaken within the expenses system, you can now complete it on a spreadsheet and upload the information instead. For a copy of the spreadsheet and details on how to use it, please see the guide found on our website [here](#).

Guidance on claiming at the end of the financial year

We will e-mail guidance on claiming at the end of the financial year to all MPs by the end of this week. This guidance will contain important information to help you manage your budget and understand how we allocate your claims across the end of the financial year.

Claiming for taxis

Under the Scheme, MPs may claim for a taxi from the House of Commons to a London Area residence when they undertake their parliamentary functions in the House of Commons until late at night. Apart from this, MPs can only claim taxis 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.

When you make a claim for a taxi, it is important that you explain in the notes exactly why you believe the above applies to this particular journey. If you don't provide a sufficient explanation, we may need to return the form to you for clarification.

Claiming for meals when the House sits late

When MPs are required to be at the House because it is sitting beyond 7.30pm, you may claim up to £15.00 for the cost of an evening meal. This is to pay for the cost of eating out, as it is an extra cost you would not normally have incurred if you hadn't been working late. When claiming for these costs, you must provide receipts and, as an update to our previous guidance, you must claim for each individual day on a separate line on the expenses system.

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