

Online Timesheets – Training Sessions

As you are probably aware, from 1st April 2013 Payroll will no longer accept paper timesheets and only timesheets submitted online will be paid. We are running a series of half hour training sessions on the Online Timesheets at our offices on Tuesday 19th March 2013. There will be four sessions at the following times:

- 14.00 to 14.30
- 14.30 to 15.00
- 15.00 to 15.30
- 15.30 to 16.00

As spaces are limited, we will need attendees to book a place with us first to secure a slot. There will be more sessions taking place in April (details to follow).

If you would like to book a place please email us on payroll@parliamentarystandards.org.uk with your preferred time and we will confirm by return email.

Fifth Edition of the *MPs' Scheme of Business Costs and Expenses*

You should have received an email on 13 March that IPSA has published the Fifth Edition of the *MPs' Scheme of Business Costs and Expenses*. You can pick up hard copies from the Vote Office, and it is also available for download from the IPSA website. A summary of changes is attached to this bulletin.

Hotels

Under the Scheme rules, hotel stays are limited to £150 per night in London and £120 elsewhere in the UK. You can choose to exceed this maximum if you wish, but you would need to pay the excess yourself. Payment Cards should not be used to pay for hotel stays in excess of the Scheme rules.

In exceptional circumstances when you are working late at the House, you may be able to pay more than £150 for a hotel, but you would need to explain to us in the 'Notes' field of the claim why it was not possible to find a hotel within the limit. This exception only applies when working late at the House.

The House of Commons Travel Office may be able to book a hotel for you within the limit, but please bear in mind that you don't have to go through them – you may be able to find a cheaper hotel elsewhere.

Year end guidance

We e-mailed guidance to you on 1st March about how to manage your claims and budgets across the end of the financial year. We strongly recommend you read the guidance so you can manage your budgets effectively. Please call us if you still have any questions.

Easter

The IPSA information line will be closed for Easter on 29 March and 1 April.

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