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**RSA tokens reminder**

The RSA token replacement programme is underway. RSA tokens are an electronic version of the physical RSA security tokens that you use to securely access the online expenses system. The advantage of software tokens is that they can be installed on a range of mobile devices and laptops, as well as desktop computers. RSA software tokens offer the same level of security as the hardware tokens that you currently use.

We have sent an email to each MP and proxy individually requesting that they register the details of a mobile device, desktop or laptop computer. All hardware tokens must be replaced with software tokens as soon as possible. This means that every current serving MP needs to register their device.

You can read more about RSA Software tokens [here](#) and there is also a [short video guide here](#).

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**Oyster Card top-ups**

We have had some questions on the evidence required for Oyster card claims and would like to clarify the situation.

For reimbursement claims we either need the receipt for the top-up or a statement that clearly identifies the journeys being claimed for.

Whenever this evidence is not provided we will return a claim rather than not pay it. You will then have the opportunity to provide the required evidence so that we can pay your claim.

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## Registration requirements for dependants

We would like to remind you of the requirements for registering a dependant with IPSA. MPs are eligible for additional expenditure for dependants (defined in full in section 4.24 of the Scheme), if they register with the following documents:

<b>Children up to age 18</b>	If registering <b>pre-birth</b> , an email or letter from the MP is sufficient. <b>After birth</b> , a high quality scan or photocopy of any official document with the child's birth date is sufficient.
<b>Children aged 18-21</b>	The MP needs to be the sole carer and the child needs to be in full time education. An email or letter from the MP confirming these facts is sufficient. In addition, we also need proof of the child's date of birth if we've not had this before
<b>Other dependants</b>	A high quality scan or photocopy of any official document confirming the receipt of the relevant benefit is sufficient

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## Information Line closures

Due to a training day for staff, the IPSA Information Line will be closed this Thursday (21<sup>st</sup> August) from 1-5pm, but will be open in the morning (from 10.00am to 1.00pm) as usual. IPSA will also be closed for a Privilege Day on Friday 22nd August.

We will re-open after the Bank Holiday, on Tuesday 26<sup>th</sup> August.

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## IPSA Contact Details

**Phone:** IPSA Information Line: 020 7811 6400 (Open daily from 10am-5pm)

**Email:** [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk)

**Post:** IPSA, 4<sup>th</sup> floor, 30 Millbank, London, SW1P 4DU

**Website:** [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk)