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**IPSA and the new travel office - Chambers**

As you know the travel office in the House of Commons is now run by Chambers. When booking travel you will be given a choice of payment methods. You can pay

- using your own card;
- using the IPSA payment card; or
- by direct payment.

This means:

**Using your own card** - if you wish to claim this cost from IPSA, you will need to submit a reimbursement claim form and all receipts.

**Using the IPSA payment card** – you will need to reconcile the Payment Card form that we upload for you and submit this with all receipts, as you already do for other Payment Card purchases.

**Direct payment** – You do not have to submit any form of payment for travel as IPSA will pay Chambers directly. Chambers will provide IPSA with the details of your journey, based on the information they get from you at the time of booking. IPSA will then allocate these costs to your accounts. You do not need to reconcile a form, or submit any receipts.

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**Request for volunteer MP proxies**

We are building our processes to explain how IPSA works to new and returning MPs after the General Election next year. We want those MPs returned after the Election to understand and be confident in IPSA's rules and systems as quickly as possible. As part of this work, we would like a small group of MPs' proxies to look at these processes and plans to help us to make them simple, straightforward and effective. If you are an MP's proxy on the IPSA system and would like to volunteer, please contact IPSA using the email address below and mark your email for the attention of Umar Hanif.

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### **IPSA Contact Details**

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