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### **New RSA software tokens – update**

We are providing MPs and their staff with a software token to install on your computer, to replace the physical RSA tokens you currently use to securely access IPSA's online expenses system. Many of you have already made this transition. If you have not, you should do so now. The physical tokens will expire next year and will no longer work.

Software tokens can be installed on a range of mobile devices and laptops, as well as desktop computers. The new RSA software tokens offer the same level of security as the hardware tokens that you currently use. You can [click here](#) to read more about RSA Software tokens and you can also [click here](#) for a short video guide.

So that we can issue you with a software token, visit <http://mobile.parliamentarystandardsbackend.org.uk/> using the device on which you want to install the software token. Then answer a few security questions. The software token will then be emailed to you. Your old physical token should be returned to us.

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### **Evidence Requirements for Advertising Claims**

After 1st December 2014 all claims for advertising and contact cards should be supported by an example of the material the claim relates to. This is a temporary change in the evidence requirements for the pre-election and dissolution period and will remain in force for all claims submitted up to 31st August 2015.

Please ensure that you include the additional evidence when submitting the hardcopy barcode form for the claim. Any claims received without the required evidence will be returned.

It is your responsibility to ensure that you comply with both the IPSA rules (set down in the MPs' Scheme of Business Costs and Expenses) and the law on political donations. [Click here to read IPSA's General Election Guidance for MPs.](#)

If you have any questions about claims for advertising or contact cards, please contact us.

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### **MPs' staff pay during the dissolution period**

We have received a number of queries regarding changes during dissolution, particularly regarding MPs' staff pay during dissolution. We would like to reassure all MPs' staff that should they remain in employment during dissolution, they will continue to be paid (the normal policies for maternity leave, sick leave and unpaid leave apply). For our guidance on dissolution for MPs' staff, please [click here](#).

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### **Providing evidence to support your claims**

When using the online expenses system, Expense@Work, there is an option to tick a box marked 'Documentation Already Received'. You should only use this option if you have previously sent all the required information to IPSA. For example, for your rent if we have the lease on file, or for your council tax if the original bill was sent in April. You may also use this option if we have returned your claim for any reason other than insufficient evidence.

Please do not use it when you are completing a form for which you are posting any documentation, as this may hold the claim up. Your claim may be returned due to lack of evidence, which means it will take longer for you to be reimbursed.

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### **Capital Expenditure – a reminder**

As we have stated in previous Bulletins, for the six months prior to the Election period you must apply for pre-approval before making capital expenditure claims. This also applies for claims made using direct payment methods, for example buying capital products through Commercial, Banner or QC Supplies. Please see Bulletin #115 for more detail on capital expenditure restrictions in the run up to the General Election.

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### **Distinction between IPSA and PAS**

We have been asked to clarify the difference between IPSA and the Personnel Advice Service, run by the House of Commons (PAS).

IPSA sets and administers job descriptions, salary ranges and template contracts for MPs' staff and runs the payroll function for MP and staff salaries. We also administer pensions and arrange payments for maternity, paternity, adoption and sickness leave.

PAS provides HR advice to MPs in their role as employers, for example on staff recruitment, redundancies and employment law.

MPs can contact PAS on 020 7219 2080 or at [pas@parliament.uk](mailto:pas@parliament.uk).

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### **IPSA Contact Details**

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

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