

## **MPs' Scheme of Business Costs and Expenses 2014**

The latest edition of the Scheme is now in effect for the 2014-15 financial year, with revised rules and budgets. A copy of the Scheme is available for collection at the Vote Office or on our [website](#), along with the updated [guidance](#). The online expenses system has been updated to reflect the revised rules and budget levels. This includes renaming some expense types to clarify those which relate to expenses for volunteers as opposed to employed interns. We've also allowed you to claim employment practice liability insurance and staff training costs from Staffing Expenditure where you expect your Office Costs Expenditure budget to be exhausted. The previous edition of the Scheme will continue to apply for any claims related to the 2013-14 financial year.

### **Upgrade of the online expenses system**

The online expenses system has been upgraded and is now ready to use. The system now has a new log-in screen but your log-in details will still be same. The functions remain largely the same but the overall look and feel has been updated with some enhancements to make the system easier to use. These include:

- Custom and standard reports can now be found together on one screen under Reports. The reports remain the same.
- The ability to freeze columns to improve scrolling across in the 'Inquiry' section.
- Thumbnail images to make it quicker and easier for you to see the supporting documentation we have for your claims.
- An updated registration form for dependants.
- Two new expense categories under Office Costs Expenditure and Staffing Expenditure.
- Improved grouping and filtering of claims available for enquiries.

Please see our [website](#) for a full list of system changes and related guidance.

### **New Direct Rental Payments form**

Please note we have revised some of the application forms on our website to ensure they remain up to date and easy to use. In particular, we have updated the Simplified Payment form, which is now called "[Direct Rental Payments to Landlord/Letting Agent](#)". We have clarified the purpose of the form and made the layout more user-friendly. You can access the new form on our [website](#) – please delete any old versions of the form you may have saved on your computer. Please also ensure you read the Terms & Conditions and Guidance before sending us your form. If you have any questions please contact our Information Line on the details below.

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**Phone:** IPSA Information Line: 020 7811 6400 (Normal opening hours 1pm-5pm, Monday to Friday)

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