

### **End of year claims – 30 May cut-off date**

Please remember that, as set out in the year-end guidance letter that we sent to all MPs in February, we need to receive any 2013-14 claims and supporting documentation by 30 May at the latest, as this is the end of year cut-off date.

We will not be able to grant any requests for extensions to this deadline. Also, if you submit a 2013-14 claim and then we return it to you with a query, please ensure you resubmit it to us within 14 days.

For reference, please find attached a copy of the year-end guidance letter. If you have any queries about your budgets or outstanding claims, please phone the IPSA Information Line on 020 7811 6400.

### **New RSA software tokens - update**

As we advised you in March, we have now begun a phased rollout of RSA software tokens, 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. The new RSA software tokens offer the same level of security as the hardware tokens that you currently use.

We will be contacting you directly over the next few weeks with further details and instructions on how to use the new RSA tokens. You can read more about RSA Software tokens [here](#) and there is also a [short video](#) guide.

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