

14 May 2015

Welcome

Welcome to IPSA's bulletin which will provide you with the latest updates - from improvements to our systems, changes to our processes, training available and more. Try to make sure that someone in your office regularly goes through these bulletins to check for important changes and advice. If you have any feedback on this bulletin then please get in touch.

Changes to property registration process

We have improved the way we process your property registration to make it easier and more efficient for you. The key changes are:

- There is now just one easy form to register your property. You can access this here [Property Rental Form](#) or visit our website under, 'IPSA for MPs' and then click on 'payment application forms'.
- You no longer need to complete the online registration form when registering your property with us. However, if you are registering to claim for hotel, associated costs only or London Area Living Payment (LALP) you will need continue to complete the online registration form in the usual way.

Returning MPs and staff training

We are offering a tailored drop-in service to provide advice on claims and expenses, payroll and budgets. These will be running from 18 to 22 May 2015 in Room R in Portcullis House. Please get in touch with us on the details below to book a slot.

If you cannot make it for the week scheduled, one of our MP Support Officers will be contacting you to arrange a short session to go through updates and help you make the best use of all of the options available to manage your office, staff and claims.

We have made some improvements to our forms on the online expenses system to make it simpler to submit claims. You can find full details on our [General Election website](#) section for Returning MPs.

2014/15 expenses and overtime claims deadline

The deadline for the online submission of 2014-15 claims is **30 May 2015**. If you wish to email supporting evidence, this must be sent to us by **30 May**; hardcopy supporting evidence must be received by **08 June**.

Any claims for staff overtime worked up to the week ending 29 March will be charged to your 2014-15 budget and must be **approved by 15 June** for payment in June.

Any claims approved after this date relating to overtime worked in the last financial year will be rejected.

P60s

Our payroll team will send out all MPs' and staff P60s at the end of this week.

IPSA Contact Details

Phone: IPSA Information Line: 020 7811 6400 (Open currently from 9am – 6pm)

Email: info@parliamentarystandards.org.uk

Post: IPSA, 4th floor, 30 Millbank, London, SW1P 4DU

Website: www.parliamentarystandards.org.uk