

23 June 2015

IPSA Regional Open Days

We are running a series of training events across the UK for MPs and MPs' staff. The training will be an opportunity for you to find out more about:

- Who are IPSA and how can we help support you
- The MPs' Scheme of Business Costs and Expenses
- How to manage finances
- Direct payment options
- Processing claims and submitting evidence

If you would like to book onto a course, [visit our website](#) and fill in the online pdf form and return via email. You can also find this at www.parliamentarystandards.org.uk then visit IPSA for MPs, Staff Training section.

Travel to and from the course can be claimed for. For MPs, it needs to be submitted under 'extended travel'. For MPs' staff, it can be submitted under 'training' and will not count towards the standard 96 journeys allowed per year.

Westminster Drop-ins

IPSA and Members' HR Advice Service are also running a series of Westminster drop-in sessions. These are an opportunity for both MPs and MPs' staff to come and ask any questions. Some of the sessions will be on a particular topic; for example the Members' HR Advice Service and assistance with RSA tokens. A full list of events can be [found on the website](#).

Reminder of change to payroll cut-off dates

From May, the submission date for MPs' staff timesheets moved to 15th of each month. **All timesheets need to be submitted and authorised by 15th instead of 22nd.** This has brought it in line with our payroll cut-off date of 15th to allow our payroll team to have sufficient time to process these payments and to make sure all authorised timesheets submitted by the deadline will be included in that month's payroll.

A full list of payroll cut-off dates are listed on [our website](#) and if you have any questions about this, then please get in touch on the details below or you can email payroll@parliamentarystandards.org.uk

IPSA Election Contacts

Since the election, nearly all new MPs will have now met with their dedicated IPSA election contact. We hope that this support has been valuable in understanding the MPs' Scheme of Business Costs and Expenses and IPSA systems.

This dedicated support will be in place until the end of August, when we will see a transition phase where we return to business as usual. This will mean support will continue to be provided by our MP support team. We will of course continue to run dedicated training sessions, meet one to one and be on hand on the phone to help. We will keep you updated with the timetable for this.

IPSA Contact Details

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

Email: info@parliamentarystandards.org.uk

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

Website: www.parliamentarystandards.org.uk