

8 June 2015

MP and staff training and RSA token drop-in

We are running a series of seminars for MPs and MPs' staff on the MPs' Scheme of Business Costs and Expenses (the Scheme) and RSA tokens. If you are a new MP or returning, or work for an MP, the short session will provide you with an opportunity to hear about the main elements of the Scheme, what you are eligible to claim for and ask any questions.

You can also drop in with your mobile device (laptop, mobile or tablet) to run through any issues you may be experiencing with your RSA token and logging on to the online expenses system.

The seminars and drop in are being held in Westminster on:

Tuesday 9 June	Committee room 8	11.00 am to 11.45am Scheme Seminar. 11.00 am – 1.00pm RSA token drop-in.
Wednesday 10 June	Committee room 6	2.00pm to 2.45pm Scheme Seminar. 2.00pm – 4.00pm RSA token drop-in.

Hotel expenditure

As this is the peak season for visitors to London, we recognise that there may be less availability for hotels in the immediate vicinity of Parliament. As well as being able to use the House of Commons Travel Office, many MPs have found good hotel accommodation within a short travel distance and under the price limit of £150 by using price comparison websites.

Campaign repayments and payroll adjustments

In January, we circulated detailed guidance on how to ensure that IPSA-funded resources - people, office space, utilities, or office supplies and equipment – are not used for electoral purposes (which is illegal). The guidance asked MPs to notify us in advance if any of their staff were taking unpaid leave to campaign and also explained how to adjust claims or make repayments in relation to the use of office facilities.

If you are a re-elected MP and for any reason were not able to take the necessary action before the Election, please can you take it now? The guidance can be found to making any necessary repayments or payroll adjustments online, just scroll to the [bottom of the page](#) and download the document.

MPs' taxable expenditure (P11D)

We will send your P11D for your 2014/15 annual taxable expenditure in July. Please keep these documents safely because you will need them to complete your tax return. We will email the P11D to your main contact email address, unless you have specified emails relating to financial matters sent to a different account.

If you would like your P11D to be emailed to a different address please let us know by **Friday 26 June 2015**. Where relevant, we will also send P11Ds to your staff for their expenses.

Repayment form for business costs and expenses

There is a new online form '[IPSA Repayments form](#)' for you to download and return when making repayments to IPSA. You need to submit this form with any cheque or BACS payment that you are making to IPSA. If you have any questions on this you can contact us on the details below.

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