

29 September 2015

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#### **Computer replacement and RSA token**

Parliamentary Digital Service at the House of Commons are running a computer replacement programme. If you are part of this programme and your RSA token is installed on the computer due to be replaced, then **please let us know when it is due to be replaced** by emailing [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk). We can then ensure that we generate a new RSA token that can be installed on your new machine at the time of replacement, to ensure a smooth switchover.

#### **Advances for expenses over £200**

To help with your cash flow, you can get an advance for expenses (excluding mileage) of more than £200. Simply:

- log into the online expenses system
- select the relevant reimbursement claim form
- complete the form as normal
- give the invoice date as the transaction date
- submit the form and send in the invoice, as for any other claim

When we are reviewing your claims we may request evidence that the funds were paid to the supplier as intended.

#### **Your feedback**

We are continuously looking at ways in which we can improve our service to you. In order to help us to do this, we are running our annual survey to get your views on how we can improve our support to all MPs and their staff. We will also be carrying out some in-depth interviews with MPs to assess IPSA's support after the Election.

We will contact MPs and their staff about giving feedback through interviews or surveys over the coming weeks. Please look out for these emails as we really appreciate your views and taking the time to let us know what you think.

### **MPs' staff budget report**

We are currently experiencing some issues with the staff budget report tool on the online expenses system. We are aware that the information is not being displayed currently for 2015/16 for many MPs. We are working to fix this urgently but in the meantime if you have any questions regarding this, then please contact us or email [payroll@parliamentarystandards.org.uk](mailto:payroll@parliamentarystandards.org.uk)

### **House of Commons regional constituency events**

IPSA will be attending the House of Commons regional constituency events being held throughout the year, both around the UK and in Westminster. For more information on the regional events, including dates and locations please visit the House of Commons intranet pages at <https://intranet.parliament.uk/business-news/news-current-issues/events/regional-constituency-events/>

### **IPSA Contact Details**

**Phone:** IPSA Information Line: 020 7811 6400 (Open daily from 10am-5pm)

**Email:** [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk)

**Post:** IPSA, 4<sup>th</sup> floor, 30 Millbank, London, SW1P 4DU

**Website:** [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk)