

14 October 2015

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Your feedback – annual survey

We have opened our annual survey of MPs and staff, which asks about the administration of the MPs' Scheme of Business Costs and Expenses, including our guidance, how you complete claims, how we process the claims and our payroll administration.

Your feedback is invaluable to us in helping to improve our support to you, so please do give your honest feedback in the survey. It should take around 10 minutes to complete; please click on the link below to take part.

<https://www.snapsurveys.com/wh/s.asp?k=144483211588>

The survey software **anonymises** all responses, so do call us if you have a specific query. The survey will be open until 6 November 2015. We look forward to hearing your views and thank you for taking the time to complete it.

Evidence requirements and additional support

On our website there is additional information on a number of the most commonly asked questions. There is information on what evidence is required for claims, supporting documentation for new starters, and much more. You can find a guidance [document here](#), and below is a list of the main pages for reference (the main sections are in the blue boxes on these pages):

- **Registering dependants:** pages 6-7
- **Accommodation and hotel claims:** pages 9-11
- **Travel:** pages 17-20
- **Office costs:** pages 25-30
- **Staffing expenditure:** pages 34-36. Specific information on the process and documentation requirements for employing a new member of staff, and any changes in employment, are covered in Section 10 (pages 47-55).

For details of the rules themselves, please refer to the [current edition of the Scheme](#)

Repayments

If you send us a BACS payment to repay any business costs or expenses, please complete and attach a [Repayments Form](#) from our website (please e-mail this to us). Using the form will make sure that we allocate the repayment quickly and accurately.

We prefer payment by BACS as it is quicker and easier to process, but if you would like to send us a cheque instead, please make it payable to 'IPSA', complete the same [Repayments Form](#) and post it to us with the cheque.

Training

IPSA are happy to provide one to one training on any area of the MPs' Scheme of Business Costs and Expenses and our systems. If you would like to arrange this then please contact us at the details below. We will also be attending the House of Commons regional constituency events throughout the year. 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/>

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