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For action

One-to-one training

We are happy to deliver one-to-one training in Westminster for MPs or staff who would like to meet with us and go through any aspect of MPs expenses and the system. Please email us on the details below to email to book an appointment letting us know what days would suit you.

MPs' staff pensions

All staff, who are enrolled in the Legal and General pension scheme, must remember that it is their responsibility to contact Legal and General to update their home address. We will not inform them of this on your behalf. They can be contacted on 0345 070 8686.

Computer replacement and RSA token

Parliamentary Digital Service at the House of Commons are continuing their 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. 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.

For information

Annual Report and Accounts

We published our Annual Report and Accounts 2014 - 15 on Thursday 3 November which can be viewed [online](#). The report details the work undertaken by IPSA during the year and provides a breakdown of our annual spend.

Review of claims

If a claim you have submitted is not paid, then it will appear in the 'not paid section' on the online expenses system. You then have fourteen days to submit a review and can do this in the same section of the system. The outcome of the review will appear here as well.

Tips for expense claims

- When uploading **mileage claims** onto the online expenses system, you can submit your mileage as a **daily total**, rather than journey by journey.
- A reminder that TV packages are not allowable under the MPs' Scheme of Business Costs and Expenses.
- The cost of cleaning constituency offices should be coded to 'Constituency office cleaning'. Please do not use the codes 'Professional Services' or 'Other'.
- You can claim for the use of mailing services, such as Mail Chimp but this must not be for sending out any newsletters or communications of a campaigning or party political nature. When submitting the claim you will need to provide a copy of the literature that has been sent.
- You can log in to your trainline account via the web address www.business.thetrainline.com

IPSA Contact Details

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

Email: info@theipsa.org.uk

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

Website: www.parliamentarystandards.org.uk