

**This Bulletin contains:**

- **Guidance on spending and claiming from IPSA during the Election campaign**
- **URGENT: RSA software tokens**
- **Information sent out about managing your financial affairs**
- **Reminder – provide us with alternative contact details for the dissolution period**
- **Changes to staffing budget reports**

**General Election Bulletins**

From now on, we will be communicating with you much more regularly in the run up to the General Election. With this in mind, we are going to send these regular General Election Bulletins to all MPs and all staff.

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**Guidance on claiming from IPSA during the General Election campaign**

[Click here to read IPSA's detailed guidance on complying with electoral law during the dissolution period, including how to make repayments.](#)

We have written this guidance to help MPs and their staff in the run up to the General Election.

You can find more information at the dedicated IPSA General Election website. You can visit it at:

<http://generalelection.parliamentarystandards.org.uk>

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**URGENT: RSA software tokens**

We are providing MPs and their staff with a software token to install on your computer, to replace the physical RSA tokens you currently use to securely access IPSA's online expenses system. Many of you have already made this transition. If you have not, you should do so now. The physical tokens will expire later this year and will no longer work.

Software tokens can be installed on a range of mobile devices and laptops, as well as desktop computers. The new RSA software tokens offer the same level of security as the hardware tokens

that you currently use. You can [click here](#) to read more about RSA Software tokens and you can also [click here](#) for a short video guide.

So that we can issue you with a software token, visit <http://mobile.parliamentarystandardsbackend.org.uk/> using the device on which you want to install the software token. Then answer a few security questions. The software token will then be emailed to you. Your old physical token should be returned to us.

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### **Information sent out about managing your financial affairs**

We have written to all MPs and their proxies about managing your affairs through to the end of Parliament. If you want to speak to us about your case, we would be happy to talk to you. Please contact us using the details at the bottom of this Bulletin.

If you are a member of staff and have any queries, please talk to your MP in the first instance, as he or she is your employer.

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### **Reminder – provide us with alternative contact details for the dissolution period**

During the dissolution period, you will have restricted access to your parliamentary email address and parliamentary office, but we may still need to contact you. It is therefore vital that we hold alternative contact details for you so that we can continue to support the delivery of your parliamentary functions. It would also be helpful if we have the details of a person nominated to deal with your parliamentary affairs in case we are unable to reach you.

Click on this link

(<http://generalelection.parliamentarystandards.org.uk/returningtoparliament/Documents/2014-15%20Alternative%20details%20form.pdf>) to download the alternative contact details form from our General Election website.

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### **Changes to staffing budget reports**

The 'My Staff Budget Report' will now be available at a slightly later date of the 7th of each month. This is to make sure that any adjustments have been made to reflect the latest position.

It can be found as usual in the MP's account on the online expenses system – click 'Reports' then 'My Staff Budget Reports'.

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### **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)

**General Election website:** [generalelection.parliamentarystandards.org.uk](http://generalelection.parliamentarystandards.org.uk)