

**This Bulletin contains information on:**

- [Moving to case management – make a note of your case ID number](#)
- [Guidance on claiming from IPSA during the General Election campaign](#)

### **Moving to case management – make a note of your case ID number**

From Monday 9th March each issue you raise with us will be given a case number so that we can keep all the information together and track its progress.

This will help us resolve matters more efficiently for you.

To help us help you, please quote the reference number in all emails, calls and letters so that we can ensure the information is passed to the right person quickly.

---

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

We would like to remind you that [you can click here to see our guidance on how you can ensure that public funds are not used for electoral purposes](#). This covers how you can make repayments (for example, if you are using your office for campaigning), or let us know if your staff are taking unpaid leave to campaign so we can adjust their salaries.

More information to help MPs and their staff in the run up to the General Election can also be found at the dedicated IPSA General Election website:

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

---

### **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)