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IPSA drop-ins in the House of Commons

IPSA will be holding three drop-in events in the final week before Dissolution. At one of these, we would like to demonstrate to MPs and their staff a **new tool we have developed for creating contracts for staff members**, which should make the process of getting new staff onto the payroll quicker and easier. At any of our drop-in sessions you can discuss any IPSA related issue, including General Election matters, RSA tokens, or debt repayments.

Dates and locations for the drop-ins are:

- Monday 23rd March, 17:15-19:00 (Room W2, Westminster Hall)
- Wednesday 25th March, 12 noon-14:00 (The Atrium, Portcullis House)
- Wednesday 25th March, 15:15-17:00 (Room W2, Westminster Hall) – focused on demonstrating the new tool for creating contracts for MPs' staff

Standing MPs – to consider before the Election

If you stand at the Election but lose your seat, you will have two months (until 8th July) to wind up all your parliamentary affairs.

We have written web pages specifically for MPs who are standing at the election, but lose their seat. [Please read this information carefully before the Election.](#)

If you would like to meet with one of our staff to discuss this further, please contact Anna Simpson on 0207 811 6400.

Claiming expenses for taxis

In the new version of the Scheme that will come into effect in the new Parliament, we have restricted the use of taxis, but we have not banned their use.

As now, taxi fares will be reimbursed from your Travel and Subsistence budget when a journey by taxi is necessary because:

- a) No other reasonable method of transport is available for all or part of the journey; or
- b) Alternative methods of transport are impracticable due to pregnancy, disability, illness or injury of the MP or staff member.

In a change to the rules from 8th May 2015, where the House of Commons sits beyond 11pm, an MP may claim for a taxi fare for a journey from the House of Commons to a London Area residence (or a hotel when the House sits beyond 1am). Claims for taxi fares will be subject to an upper limit of £80 for each such journey.

When submitting claims for taxi journeys, you must include a note on the reasons why you took a taxi rather than using an alternative method of transport.

IPSA Contact Details

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

Email: info@parliamentarystandards.org.uk

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

Website: www.parliamentarystandards.org.uk