



1 February 2017

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Expiration of RSA tokens

We are aware that many of you have received messages when logging on to the expenses system saying that your RSA token will be expiring soon. You can still log on as normal with your current token, and your current token will not expire until the end of February 2017.

We will contact you from 15 February 2017 onwards with a replacement token and instructions on how to renew your token. In the meantime, please log on as normal with your current token.

Year-end guidance

As we move towards the end of the 2016-17 financial year, you should ensure that costs are allocated to the correct financial year. We have written to you with important guidance and you can also view the information [on our website by clicking here](#).

Payroll cut off dates 2017-18

The Payroll cut off dates for the next financial year (2017-18) have been finalised and [can be found here](#).

Taxis and Hotel costs during late sittings

We are aware that there may be late sittings of the House over the next few days. Here is a reminder of what you can claim from IPSA when you incur costs for taxis and hotels after late sittings of the House:

If the House sits beyond 11pm: You may claim for a taxi to your London residence up to £80.

If the House sits beyond 1am: You may claim for the above and also for a hotel up to £150 for the night.

In exceptional circumstances where you are unable to find a hotel within budget, you may claim for the total cost if you provide IPSA with evidence showing that it was not possible to find a hotel within budget (such evidence could be, for example, a printout from a hotel comparison site on the night in question.)

Please refer to [the Scheme](#) or contact your account managers should you have any questions.