



20 February 2017

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Expiration of RSA tokens

As you may be aware, the RSA tokens, which you use to securely access the online expenses system, are expiring at the end of February. We will send you an email this afternoon with a link specific to your parliamentary email address in order to renew your token. By clicking on the link, the token will be automatically renewed. Your PIN will remain the same.

It is important that that you renew your token as soon as possible so you can continue to access the online expenses system and timesheet system to authorise your staff timesheets.

Full instructions on what you need to do will be included in the email, but it is important that you **access this link using the same device which you use to open the RSA application currently** (e.g. your smartphone or computer). If you cannot access your parliamentary email on this device, you must forward the email to an address that you use on that device.

You can meet IPSA staff face-to-face on the following dates and times should you have any issues to discuss:

- Thursday 23 Feb, 10am-12noon, Room Q, PCH
- Friday 24 Feb, 10am-4pm, Room M, PCH

Mileage Claims Guidance

IPSA takes the safety of MPs very seriously and we follow police advice in our publication policy. In line with this advice, we redact all sensitive and personal information that might compromise MPs' safety and the safety of their families and staff. Following contact from some MPs recently who have expressed concerns about the publication of mileage information, we would like to restate that we will continue to work in partnership with the police and the House of Commons to help meet the security needs of MPs.

Below, we have set out the information that you need to provide when making a claim – please note that this does not include postcodes or full addresses. **If you have a particular concern about your individual circumstances (e.g. you live in a very sparsely populated area, so it may be possible for your address to be identified from different published journeys), please contact us.**

When claiming for constituency mileage, you need to tell IPSA:

- An indication of the purpose of the journey, for example, attending a meeting or holding a constituency surgery. Enter this information in the ‘*Details*’ section.
- The origin and destination of the journey, for example, constituency office to the town visited.
- The distance travelled in miles.

You **should not** include:

- Details of postcodes or full addresses.
- The specific route of your journey.

Multiple journeys made in one day within your constituency by the same person in the same vehicle can be grouped together and claimed on a single claim line. In these cases, you can include a note of each location visited in the ‘*Details*’ section.

For example, instead of claiming like this for a single day’s travel:

HOW NOT TO CLAIM				
Date of travel	Details	Origin	Destination	Miles
15/02/2017	Home to surgery	AL10 0DQ	AL10 0QY	6
15/02/2017	Surgery to constituency office	AL10 0QY	AL5 3RS	3
15/02/2017	Constituency office to Beaumont School	AL5 3RS	AL1 4NZ	11
15/02/2017	Beaumont School to home	AL1 4NZ	AL10 0DQ	14

You can group the travel together and give less specific detail about the addresses:

A BETTER WAY TO CLAIM				
Date of travel	Details	Origin	Destination	Miles
15/02/2017	Home – surgery at St Mary’s Church Hall – constituency office – Beaumont School to give speech to pupils - home	Home	Various constituency engagements	34

Details of all travel claims are published on our website as you enter them on the online expenses system, although we will redact any specific home addresses if you accidentally include them. You can review details of claims that have already been published on our new website here:

<http://www.theipsa.org.uk/mp-costs/>

This policy, in line with police advice, enables us to collect information about MPs’ travel for assurance purposes without compromising your safety or security.

Essential system maintenance

Due to essential system maintenance, the online expenses system will not be available on Thursday 23 February between 18:00 and 22:00. Apologies for any inconvenience this may cause.

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](#).

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