

From: IPSA Auto Message
Sent: 05 October 2016 13:25
To: Communications
Subject: IPSA: Making a mileage claim

Dear MP

We have recently received a number of queries regarding the level of detail required by IPSA to process and pay claims for vehicle mileage. We would therefore like to clarify what you need to do when you submit a claim for mileage and confirm the level of information that we require.

You **must** include:

- An indication of the purpose of the journey: for example, attending a meeting or holding a constituency surgery. The purpose should be entered in the details field.
- The origin and destination of the journey: for example, constituency office to the town visited.
- The distance travelled in miles.

You **do not need** to 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, a note of each location visited should be included in the details field.

Please bear in mind that all travel claims are published on our website. Therefore, please do not include any specific information that should not be in the public domain, for example addresses you have visited or the names of your staff.

A model example is below:

Date	Details	Origin	Destination	Journey	Miles
01/09/2016	Travel to meeting (return)	Constituency office	North Seaford	Within Constituency	3
02/09/2016	Travel to various events and meetings (return): Office to St John's Church, Radford Village Hall, meeting with constituent in Birchwood, back to office.	Constituency office	South Seaford	Within Constituency	27
05/09/2016	Travel to London	Seaford	London	Between London and Constituency	135

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