

Publication of receipts

Under Freedom of Information legislation, we are required to release copies of receipts to anyone who makes a Freedom of Information request. If we receive a request for receipts, we redact personal information in accordance with our Publication Scheme.

Before we release a copy of receipts, we will e-mail them to you, so you can check that we have redacted all personal information. Please do not redact the evidence yourself, as we will not accept any claims supported by redacted evidence. Please bear in mind that any handwritten notes you make on the receipt may be published.

Please visit our website www.theipsa.org.uk

Useful contacts:

IPSA information line – 020 7811 6400

E-mail – info@theipsa.org.uk

Twitter - [@IPSAUK](https://twitter.com/IPSAUK) 



Publication of your business costs and expenses

A quick guide

This is not a comprehensive guide to IPSA's policy on publication and has no status other than an explanatory one. Full details can be found in the current edition of the IPSA Publication Scheme.

What information do we publish?

Transparency lies at the heart of everything we do. IPSA publishes your claims for business costs and expenses every two months on our website, four to five months in arrears. We also summarise the data and publish additional information annually.

We redact certain information from your claims before we publish them. Personal data, information concerning the security or disability budgets and other areas affecting the security of you, your staff or your dependants will not be published. The full list is available in section C of the Publication Scheme which can be found on our website.

Mileage claims are also published every two months but in the interests of security, we redact additional information including the *Short Description, Details, Origin and Destination* fields. Any information you enter in these fields will be deleted prior to publication on our website.

We publish all claim details entered onto IPSA's online expenses system by MPs or their nominated proxies (with the exception of the information we have specifically chosen not to publish as laid out in Section C of the Publication Scheme). This includes claims which have been approved, those which have been refused and those which have subsequently been repaid to us.

What you should include on your claims

When you make a claim, it will in most cases be published. It is important to add information to help the public understand how the business costs and expenses you incurred relate to your parliamentary functions. IPSA does not publish receipts as a matter of course, therefore describing what you have claimed is important.

For example, if you entered the following information, IPSA would be able to check the receipt to see what you have claimed, but a member of the public wouldn't understand:

Budget	Expense type	Short Description	Details	Amount
Office Costs	Other equipment purchase	Office Costs November	Misc	£219.99

We advise that you always describe the items or services purchased in the *Short Description* field. Further details or information providing context can be added in the *Details* field to help your constituents understand why you needed the item for your parliamentary duties:

Budget	Expense type	Short Description	Details	Amount
Office Costs	Other equipment purchase	Office Printer	Replacement of old printer in November	£219.99

What you should not include on your claims

We redact certain information in the interest of security as outlined in section C of our Publication Scheme. We would also recommend that you do not include this information in your expense claim.

When you type in the *Short Description, Details, Origin and Destination* fields on the online expenses system, you should not include:

- Sensitive personal information about you or your staff
- Any part of your home address
- Postcodes for any address
- Invoice numbers, account numbers, policy numbers or references used for payment
- Full names or surnames of your staff, volunteers and family members
- Telephone numbers
- Hotel names
- The name or details of a security company
- The name of your cleaner or cleaning company

If you do enter this type of information, we will redact it, replacing the text with [***]. For example, if you entered the following on the online expenses system:

Budget	Expense type	Short Description	Details	Amount
Accommodation	Council tax	Council tax for Talbot Road	Council tax invoice no. AB456857	£945.00

It would be **published** like this:

Budget	Expense type	Short Description	Details	Amount
Accommodation	Council tax	Council tax for [***]	Council tax invoice no. [***]	£945.00

If you need to include any of the information in the list above, please use the *Your Notes* section, which is not published.

Prior to publication

All data that we publish will be made available to you to review before publication. We strongly recommend that you check this data and contact us with any queries.