

6 July 2017

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Booking Hotels

At this busy time of year, many MPs, or MPs' staff, may be searching for London hotel rooms. The financial limit for these is £150 per night. These can be booked via the House of Commons' travel provider, Chambers, or by searching online or contacting a hotel directly. The cost of online or direct reservations can be claimed from IPSA and you can make bookings using your IPSA Payment Card.

Online Payroll Resources

We have recently updated the payroll related resources available on our website to make it easier to find up to date information more quickly and easily.

Guidance

The [Payroll Guidance](#) section on our website provides information on best practice on various issues within the workplace.

Further to last week's bulletin, the guide on how to access staff budget reports [can be found here.](#)

Calculators

We have calculators that enable users to quickly determine entitlement for [holiday pay](#) and [salary and leave](#). There is also a [2017-18 staff budget](#) calculator that allows MPs to work out how much Employer NI and Pension payments will need to be contributed monthly or yearly, to help to accurately forecast your staffing budget spend.

Tools

We have a [Job Description Tool](#) and a [Staff Contract Tool](#) that enables an MP's office to easily and quickly produce the job descriptions and contracts they need for new and current staff.

Drop in Sessions

If you have questions or need advice, an IPSA member of staff will be available to answer queries or provide information on Thursday 13 and 20 July in the Members' library in the Palace of Westminster between 9.00am and 1.00pm.

IPSA Meetings

We are offering all new MPs and their staff one to one meetings to answer queries on the Scheme of MPs' Business Costs and Expenses, or have training on the expenses system. If you have not already done so, please [contact us](#) if you would like to arrange a meeting.

Tenancy References

We aim to respond to all tenancy reference requests for new MPs within five working days, but we will always try to respond sooner when possible.

P11Ds

This week all MPs should receive their P11Ds. If an MP does not receive their P11D or if they have any questions about it, please give MP Support a call on 020 7811 6400 (option 1) or email us on info@theipsa.org.uk.

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