

**21 June 2018**

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### **IPSA Online training**

IPSA is introducing a new online payroll, HR, finance and expenses system to launch later this summer. Training is available for MPs and their staff members in London and throughout the UK over the next few months.

### **2017/18 Financial Year End**

If an accrual form was submitted, any business costs or expenses from the financial year ending 31 March 2018, need to be submitted to IPSA by **Friday 29 June 2018** at the latest. Claims should be submitted no later than 90 days after the expense was incurred. The deadline for any payroll changes related to the previous financial year has now gone.

### **Business Costs and Expenses Publication**

IPSA's next publication of MPs' business costs and expenses is on **Thursday 12 July 2018**. MPs will be able to check this data in advance via the IPSA Online homepage from tomorrow.

### **IPSA Phone lines**

Please note that IPSA's phone lines will be unavailable tomorrow, **Friday 22 June 2018**, due to staff training. We apologise for any inconvenience this may cause.

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