

At a glance: Claims during the dissolution period

<p>Travel</p>	<ul style="list-style-type: none"> • MPs and staff members can claim for travel as normal, as long as it is for parliamentary work and not campaigning. • Staff who usually work in Westminster can claim for travel to work in the constituency and for hotel costs if they need to stay overnight. • Spouse/partner and dependant travel is as normal.
<p>Staffing</p>	<ul style="list-style-type: none"> • Staff salaries are paid as normal, but staff members <u>cannot</u> undertake campaigning or party political activity during working hours. • If any staff want to campaign, they can take paid or unpaid leave, or do so outside of working hours. • You can make changes to your staffing if necessary, but bear in mind that you may only have ¼ of the budget available if you lose your seat.
<p>Office costs</p>	<ul style="list-style-type: none"> • Office costs such as rent, utilities and supplies can be claimed as normal. • However, if any office space is used for campaigning, only a proportion of the rent and utilities can be claimed. • You should not use <u>any</u> IPSA-funded equipment or office supplies for campaigning. • You should only purchase office furniture, IT hardware and other capital equipment <u>where there is an exceptional need</u>.
<p>Accommodation</p>	<ul style="list-style-type: none"> • Accommodation costs (rental payments, hotels and associated costs) can be claimed as normal.
<p>Security</p>	<ul style="list-style-type: none"> • If you have specific security concerns you should contact your local police or the Parliamentary Liaison and Investigation Team. • IPSA will continue to fund police recommended security measures throughout dissolution. IPSA will continue to pay for existing security items or contracts.

Note: If you are standing down or you lose your seat, your staffing, office costs and accommodation budgets will be pro-rated to ¼ of the full year.