

Email


Duplicate claim repayme...

Status Reason
Sent

Owner
 [Redacted]

Email


From

 <Enquiry>

Created On

21/10/2020 15:33

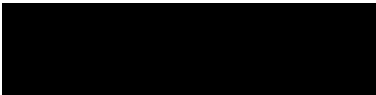
To

 Imran Khan

Date Sent

21/10/2020 15:59

Cc



Delay Email Until

Bcc


Subject

Duplicate claim repayment Tracking ID:0274000136

Send to Secondary Email Address?

No

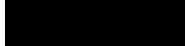
Regarding

 Duplicate claim repayment

Dear Mr Khan,

I hope you are well.

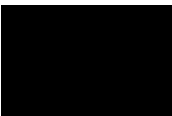
During a routine review of MPs claims and paid expenses, we have recently discovered that you have received a duplicate payment for the same claim which now needs to be repaid to IPSA.

This repayment needs to be made because you and  have both separately submitted claims for the same expense, which is a Covid-19 booklet. These duplicate claims were both automatically approved by our system and subsequently paid to you.

Please see the details of the claims in question below.

Attachments

File Name
No Email Attachment reco
0 - 0 of 0 (0 selected) Page 1

Claim creator	Claim number	Description	Amount
Imran Khan	60052026	Stationery & printing – Printing of Emergency communication booklet regarding COVID-19	£9,450.00
	60051895	Stationery & printing – Printing of Emergency communication (COVID-19)	£9,450.00

We have notified you of the need to make this repayment in the form of a credit note in your Task Manager of the IPSA Online expenses system. This credit note will allow you to decide a payment method through which to make the repayment. Alternatively, it also allows you to dispute the amount owed by selecting 'Reject' option on the credit note. If you decide to 'reject' this, please provide a note explaining why you wish to dispute this.

To find the credit note please follow these steps.

1. Login to your IPSA Online account
2. Click on the 'Task manager' icon
3. In your task list, a credit note task will appear as 'Choose Payment Method (or reject)'
4. From your task list, select the credit note task. It will display the amount owed and a description.
5. Select the payment option from the options at the bottom of the screen.

You can find further guidance on how to action a credit note by clicking [here](#).

Please let me know if you require any further assistance with matter by replying directly to this email. Alternatively, you can also click [here](#) to book a phone call with a member of the MP Support and we will be able to further assist you.

Kind regards,



Account Manager

Independent Parliamentary Standards Authority

www.theipsa.org.uk

info@theipsa.org.uk

@ipsauk

We are working remotely until further notice. Information and guidance is available on our [information website](#). MPs and staff can book a call with a member of the MP Support or Payroll teams [here](#).

Delay Email Until

21/10/2020 15:59