**Please DO NOT return this to IPSA or claim for this via IPSA Online as this will lead to a duplicated claim.**

Direct Payment to Subscription services

IPSA can pay MPs subscriptions directly to approved subscription services for pooled staffing and research services.

To be completed by the MP

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your constituency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish IPSA to pay the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ directly:

**IPSA should pay the following amount for my subscriptions for the financial year \_\_\_/\_\_\_**

**For the Periods: From\_\_\_/\_\_\_ to \_\_\_/\_\_\_**

**Amount: \_\_\_\_\_\_\_\_\_\_\_**

(Under Chapter 6 of the MPs’ Scheme of Business Costs and Expenses, you may claim for pooled staffing and research services (as described in paragraph 7.4b) from either the office costs budget or the staffing cost budget. Given that your staffing costs budgets are considerably larger than the office cost budget, you are advised the fund these subscriptions from your staffing budgets. Should you find that later in the year your originally requested budget is pressured you may request that IPSA move this cost over, however they are unable to split any single invoice across the two budgets.)

I wish to claim this from (please select one budget):

**Staffing: (\_\_\_\_/\_\_\_)**

**Office costs: (\_\_\_\_/\_\_\_)**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_

Please return the form by \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_