

----- Original Message -----

From: <Enquiry>

Received: 29/01/2021 16:43

To: Virginia Crosbie

Cc: [REDACTED]

Subject: IPSA Accommodation Claim Tracking ID:0182001659

Dear Mrs Crosbie,

I am contacting you regarding the recent Compliance officer review of your claim for accommodation costs following the General Election in 2019.

Following the Compliance Officer's recommendation to approve the costs, you are now able to submit an expense claim for reimbursement. We have created a capped contingency budget for £2000 to allow the costs to be claimed. Please submit an expense claim and select the capped contingency budget from the drop down, please attach the evidence and add the case reference number 'CAS-188033' in the additional information.

If you have any further queries or would like a quick phone call to go over how to claim for these costs, please let me know and we can arrange a suitable time.

Kind regards,

[REDACTED]

Account Manager