IPSA has agreed to allow claims for additional commuting costs incurred by staff whose commute is impacted by the boundary changes (ie, because your MP’s office has moved to a new location) for three months following an office move.

This allows staff to trial moving to a new office before making a long-term commitment. It is designed to avoid staff feeling rushed to make decisions to either leave or commit to unsustainable costs.

At the end of three months, staff must cover the ongoing additional costs personally. If you are unable to cover the costs, please speak to your MP about alternative options and ensure your MP has spoken to Members’ HR before any contractual changes are made.

The three-month period starts on the day you begin working at your new office.

Your MP must complete their office move within six months from the date of the election – therefore the latest date claims for additional commuting costs can be made is nine months from the date of the election.

If the office move results in a significant change to your commute and Members’ HR has confirmed you may be entitled to redundancy, before you start to claim additional commuting costs you must have:

* had your redundancy meeting with your MP
* agreed to the trial period, and
* worked your notice period before the trial period begins

During the three months, you can claim for the following costs:

* Additional mileage, train, or other public transport (bus) if your journey is longer and costs more.
* Additional parking costs if not previously paid, or if parking costs are higher.
* Additional expenses (ie, LEZ, ULEZ, tolls, congestion charges) if not previously paid.

**All additional commuting costs are taxable and must be claimed from taxable expense types.**

Use this Declaration Form to declare the costs you intend to claim.

Any claims for commuting costs received from staff who have not completed this declaration will be returned pending its submission.

If your commuting costs increase or decrease during the period you must submit a new declaration to update IPSA’s records.

Complete the following details and email the document to info@theipsa.org.uk before making a claim.

|  |  |
| --- | --- |
| **Your name** |  |
| **Your RESID** |  |
| **Your MP’s name** |  |
| **Date of first day in new office** |  |
| **Date of end of three-month period** |  |
|  |
| **Select the additional costs you will be claiming for** |
|  | Tick box to confirm | Total estimated value (three-month additional sum) |
| **Additional mileage costs** |[ ]  £ |
| **Additional train fare costs** |[ ]  £ |
| **Additional other public transport costs** |[ ]  £ |
| **Additional parking costs** |[ ]  £ |
| **Additional toll/congestion/ULEZ/LEZ costs** |[ ]  £ |

# How to claim

You must use IPSA Online to make claims and make those claims in the usual way, using the taxable travel expense types.

Your claim will be paid in full, and the tax will be deducted from your salary at the end of the month.