

**22 June 2017**

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#### **IPSA Scheme training**

Next week we are offering training for MPs and their staff on the current [Scheme of MPs' Business Costs & Expenses](#). There is no need to sign up for the training in advance.

The training will take place in Portcullis House at the following times:

- Monday 26 June, 10am-12noon
- Tuesday 27 June, 10am-12noon
- Wednesday 28 June, 10am-12noon

#### **Publication of business costs and expenses – 13 July 2017**

On 13 July 2017 we will publish any business costs and expenses that were processed between December 2016 and March 2017. We have redacted all personal information in line with our [Publication Scheme](#).

We have emailed all returning MPs with details of how to check their data before it is published. If anything needs to be changed, please contact us by **Thursday 6 July 2017** on 020 7811 6400 or [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

#### **Online expenses system issues**

For users of some devices, there are currently problems with printing the barcodes that you attach to the evidence that you send us to support your claims. In the meantime, you can still send in receipts, invoices or other evidence to support claims, and we will process these. If this problem is applicable to you, please attach the form number (which you can find at the top of the claim) to a cover sheet when you send us your receipts.

## **IPSA contract**

You can use our [Staff Contract Tool](#) to transfer non-IPSA staff contracts to IPSA staff contracts.

If you would like some advice on how to carry out the transfer, [please give your dedicated payroll officer a call](#).

You can check whether your staff are on an IPSA contract by accessing the staff budget report on the online expenses system.

## **Extended phone times**

We know that the current post-election period is a busy time for new, returned, and departing MPs and their staff.

To support you through this period, we have extended our phone line hours from 9am – 6pm until Friday 7 July: 020 7811 6400.

## **Online Guidance**

We have a section on our website devoted to answering any questions which MPs (new, returned, and departing) and their staff might have after election day. You can view this section by [clicking here](#).

## **Independent Parliamentary Standards Authority (IPSA)**

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