

Bulletin 13 February 2020

Today brings the first publication of MPs' business costs and expenses of 2020. Below are details of how you can view the data.

IPSA's annual survey of MPs and staff is still open. Click [here](#) to give us your feedback.

We are approaching the end of the financial year, which runs until 31 March 2020. We have published our year-end guidance and it is important you read this. You can find more information at the bottom of this bulletin.

When claiming for business costs, please remember that you have 90 days from the date the cost was incurred to submit your claim in IPSA Online. Any submission beyond the 90 day limit would require a reason to be provided.

We are currently experiencing a high demand of emails and phone calls, including from former as well as new MPs, and it may take longer than expected to respond. Thank you for your continued patience during this busy period.

This bulletin contains information on the following:

- Publication of Business Costs and Expenses
- Payment Card Policy and Assurance Report
- IPSA Online improvements
- Annual Survey and General Election research interviews
- IPSA's Postal Address
- Phone Line Closure

Publication of Business Costs and Expenses

The latest publication of MPs' business costs and expenses, for claims processed between April and September 2019, can now be viewed on the [IPSA website](#).

Payment Card Policy and Assurance Report

IPSA is launching a new [payment card policy](#). In 2019 we carried out an Assurance Review of MPs' use of their IPSA payment card. The report is published today and can be [found here](#). We found that overall compliance is high but that IPSA can improve its processes and management of payment cards.

The new policy will come into effect on 1 April 2020. Please read it carefully and note the new conditions for using your payment card. Many features of the payment card process will remain the same but there are some changes including:

- Payment cards must be [fully reconciled](#) (as opposed to submitted) by the 8th of each month. It is advised to submit your reconciliation as early as possible after the transactions are uploaded to allow time for IPSA to check your information.
- When a payment card is suspended for non-compliance, the card will remain suspended for a minimum of seven days or until the conditions are met, whichever is longer, before it can be turned back on.
- Serious or persistent breaches of the conditions will result in the card being suspended for up to six months or withdrawn completely.

- Access to the payment card will be suspended if money owed from the payment card has not been repaid to IPSA within 30 days or until a repayment plan has been agreed.
- IPSA may publish information about money overdue for repayment from a payment card.

If you are a new MP, you were already made aware of this policy when you collected your payment card in January.

IPSA Online Improvements

Many thanks to everyone who has suggested changes the we could make to IPSA Online to improve how the system better for you. We are pleased to confirm two suggested changes are now live.

- **Dual fuel:** when claiming for utility bills, there is now an option to claim for 'dual fuel'. All other options are still available.
- **Credit note time limit:** when a credit note is sent to a proxy to be actioned within IPSA Online, the 3-day time limit, until it escalates to the MP's account, has been increased to 14 days. We hope that this will allow enough time for tasks to be completed.

Other changes are being worked on. Please continue to send your feedback to:
IPSAOnlinefeedback@theipsa.org.uk

For information about IPSA Online classroom training, and to register to attend, click [here](#).

Annual Survey and General Election Research Interviews

IPSA's Annual Survey to measure MP and staff satisfaction with IPSA's

policies, systems and processes is now live. To respond to the survey, click [here](#).

We are now conducting a series of **post-election research interviews** to gather **feedback on our General Election delivery** and are keen to hear from as many current MPs, former MPs and proxies as possible. Topics will include the winding-up period, kit disposal, the new starter process for staff, the NMRA, payment cards, leases and our communications.

The interviews will last between 30 and 60 minutes in Westminster or in the constituency and can be either face-to-face or via phone call. The findings will be anonymised and published in due course.

If this would be of interest, please contact communications@theipsa.org.uk and we will be very happy to find a time and date convenient for your diary in February or March.

IPSA's Postal Address

Please remember that IPSA's address is:

85 Strand
London
WC2R 0DW

Any post sent to our former address in Millbank will be re-directed for a limited time only.

Phone Line Closure

On Monday 17 February our phone lines will be closed due to staff training.

Year-End Guidance

We have published year-end guidance to help you manage your finances across the end of financial year 2019-20. All MPs should check their financial position for this financial year and complete a year-end form to make sure spending is allocated to the correct financial year.

Please refer to the guidance provided by IPSA [here](#). The correct submission of documentation is your responsibility and it is therefore vital all MPs and staff understand the deadlines and what you need to submit to IPSA.

Year-end forms and most claims, with supporting evidence on IPSA Online, must be submitted by **23:59 on Sunday 26 April 2020**.

If you have any queries about the information in this bulletin, please contact us on 020 7811 6400.

Remember to press 1 for MP Support Services or 2 for Payroll.