

## General Election 2019 Evidence Guidance

This document explains IPSA's expense types, examples of what you can claim within each expense type and the evidence you must submit with your claims.

This document explains the evidence requirements for claims incurred during the dissolution period in the lead up to the General Election being held on 12 December 2019. Additional evidence will be required for certain expense types. These expense types are:

Advertising & contact cards, Equipment – purchase, Hospitality, Phone landline & internet - installation & equipment purchase, Mileage – bicycle, Mileage – Car, Mileage – motorcycle, Mobile telephone - equipment purchase, Postage & couriers, Other public transport, Stationery & Printing, Rail, Vehicle hire cost and Venue hire, meetings & surgeries.

**This document temporarily supersedes the previous evidence requirements document.**

IPSA ensures that MPs are resourced appropriately to carry out their Parliamentary duties and assures the public that taxpayers' money is well regulated. In order to do this, claims must be supported by evidence.

Evidence must include a description of the goods and services that are being purchased, the amount of the purchase and the date. In certain cases, we require evidence to contain the address of an IPSA registered property. In general, card transaction receipts and booking confirmations are not acceptable evidence.

IPSA will not pay claims without the appropriate evidence. If a claim does not have enough or the right information, we will return the claim to you and ask for further information.

We have listed the evidence needed for each expense type in the table below. The list does not include claims from the security, disability or applied-for contingency budgets. For information about these, please contact your account manager.

For guidance on what information should be included on an invoice please consult this [guidance produced by the Government](#).

**Last updated:** 7 November 2019

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
<b>Advertising &amp; contact cards</b>		Copy of invoice or receipt and a copy of the advert	Office Costs	Advertising the MP's contact details or surgeries in your local newspaper or on social media.
				Printing of business cards containing the MPs' contact details (Please note, recruitment adverts should be claimed under <i>Recruitment</i> .)
<b>Air travel</b>	Business / Club Return	Copy of invoice/receipt or ticket with cost and person	Travel	A return flight travelling in business/club class (the amount claimed may be up to the equivalent of a return economy fare).
	Business / Club Single	Copy of invoice/receipt or ticket with cost and person		A one-way flight travelling in business/club class (the amount claimed may be up to the equivalent of a one-way economy fare).
	Economy Return	Copy of invoice/receipt or ticket with cost and person		A return flight travelling in economy class.
	Economy Single	Copy of invoice/receipt or ticket with cost and person		A one-way flight travelling in economy class.
<b>Bought-in services</b>	Parliamentary accountancy	Copy of invoice with parliamentary accountancy mentioned specifically	Office Costs/Staffing	The cost of accountancy which is solely related to the MP's parliamentary duties. You should only claim this cost from the Office Costs budget.
	Administrative services	Copy of invoice with a description of the services provided and a breakdown in days or units of time		The cost of administrative services e.g. secretarial services, casework. You should only claim this cost from the Staffing budget. (Please note that subscriptions to pooled staffing services should be claimed under <i>Pooled staffing services</i> .)

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
	Professional & consultancy	Copy of invoice with a breakdown of activities (if not clear from the invoice) and a breakdown in days or units of time		The cost of a professional service such as a surveyor, solicitor, consultant, IT support or website updates. You can claim this cost from either the Staffing or Office Costs budget. You can also use this expense type for ICO registration costs if you are responsible for CCTV.
<b>Business rates</b>		Copy of Invoice with address of office	Office Costs	The business rates for the constituency office.
<b>Cleaning services</b>		Copy of invoice	Office Costs	The cost of cleaning services or cleaning products for your constituency office.
<b>Congestion charge &amp; toll</b>		Copy of invoice or receipt	Travel	Congestion charges, road tolls and Ultra-low emission zone charges.
<b>Council tax</b>		Copy of invoice with address	Accommodation	The council tax for the residential property you claim for from the Accommodation budget.
<b>Equipment - hire</b>	Computer, laptop, PC, tablet & accessories	Copy of invoice or receipt	Office Costs	Hiring of computer hardware.
	Office furniture	Copy of invoice or receipt		Hiring of office furniture.
	Other office equipment	Copy of invoice or receipt		Hiring of office equipment which is not covered by the other sub-categories.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
	Printer, photocopier & scanner	Copy of invoice or receipt		Hiring of a printer, photocopier or scanner.
	Television	Copy of invoice or receipt		Hiring of a television.
<b>Equipment - purchase</b>	Computer, laptop, PC, tablet & accessories	Copy of invoice or receipt  In addition, you must provide an explanation of the exceptional need to purchase equipment during dissolution in the 'Add Information' box	Office Costs	Purchase of computer hardware.
	Office furniture	Copy of invoice or receipt  In addition, you must provide an explanation of the exceptional need to purchase equipment during dissolution in the 'Add Information' box		Purchase of office furniture.
	Other office equipment	Copy of invoice or receipt  In addition, you must provide an explanation of the exceptional need to purchase equipment during		Purchase of office equipment which is not covered by the other sub-categories.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
		dissolution in the 'Add Information' box		
	Printer, photocopier & scanner	Copy of invoice or receipt  In addition, you must provide an explanation of the exceptional need to purchase equipment during dissolution in the 'Add Information' box		Purchase of a printer, photocopier or scanner.
	Television	Copy of invoice or receipt  In addition, you must provide an explanation of the exceptional need to purchase equipment during dissolution in the 'Add Information' box		Purchase of a television.
<b>Health &amp; welfare - MPs</b>		Copy of invoice or receipt	Office Costs	One-off health and welfare costs for MPs, such as eyesight tests, contribution towards the cost of glasses needed for work, and occupational health assessments.
<b>Health &amp; welfare - Staff</b>		Copy of invoice or receipt	Staffing	One-off health and welfare costs for staff, such as eyesight tests, contribution towards the cost of glasses needed for work, and occupational health assessments.
<b>Hospitality</b>		Copy of invoice or receipt	Office Costs	Tea and coffee at public meetings hosted by the MP or for visitors to your office. Non-alcoholic refreshments only.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
		In addition, you must provide a reason for the purchase of hospitality while parliament is dissolved in the 'Add Information' box		
<b>Hotel - European</b>		Copy of invoice or receipt. Booking confirmations are not acceptable	Travel	The cost of a hotel for the MP in Europe up to £175 per night.
<b>Hotel - Late night</b>		Copy of invoice or receipt. Booking confirmations are not acceptable	Travel	The cost of a hotel in London for the MP if they have been working after 10pm on parliamentary business, up to £175 per night.
<b>Hotel - London</b>		Copy of invoice or receipt. Booking confirmations are not acceptable	Travel/Accommodation - Hotels	The cost of a hotel for the MP, their spouse/partner or dependants in London when used as accommodation, up to £175 per night – claimed from the Accommodation – Hotels budget. The cost of a hotel in London for a staff member (who is based outside London), up to £175 per night – claimed from the Travel budget.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
<b>Hotel not London</b>		Copy of invoice or receipt. Booking confirmations are not acceptable	Travel/Accommodation - Hotels	<p>The cost of a hotel for the MP, their spouse/partner or dependants in the constituency when used as accommodation, up to £150 per night – claimed from the Accommodation – Hotels budget.</p> <p>The cost of a hotel for the MP elsewhere in the UK (not London or the constituency) up to £150 per night – claimed from the Travel budget.</p> <p>The cost of a hotel for a staff member in the constituency or elsewhere in the UK, up to £150 per night – claimed from the Travel budget.</p>
<b>Insurance - Buildings</b>		Copy of invoice or receipt with address	Accommodation /Office Costs	Buildings insurance for the MP’s residential accommodation or constituency office.
<b>Insurance - Contents</b>		Copy of invoice or receipt with address	Office Costs	Contents insurance for the constituency office.
<b>Phone landline &amp; internet - installation &amp; equipment purchase</b>	Internet	<p>Copy of invoice or receipt with address</p> <p>In addition, you must provide a reason for the purchase of equipment while parliament is dissolved in the ‘Add Information’ box</p>	Accommodation /Office Costs	Installation of an internet connection at the MP’s residential property or constituency office, and purchase of the necessary equipment or accessories.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
	Landline	<p>Copy of invoice or receipt with address</p> <p>In addition, you must provide a reason for the purchase of equipment while parliament is dissolved in the 'Add Information' box</p>		Installation of a landline at the MP's residential property or constituency office, and purchase of a landline telephone or other accessories.
	Landline & internet package	<p>Copy of invoice or receipt with address</p> <p>In addition, you must provide a reason for the purchase of equipment while parliament is dissolved in the 'Add Information' box</p>		Installation of a combined landline telephone and internet package at the MP's residential property or constituency office.
<b>Landline phone &amp; internet - rental &amp; usage</b>	Internet	<p>Copy of invoice or receipt with address</p> <p>Must include address and a breakdown of charges</p>	Accommodation /Office Costs	The regular internet bill for the MP's residential property or constituency office.
	Landline	Copy of invoice or receipt with address		The regular landline telephone bill for the MP's residential property or constituency office.



Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
		Must include address and a breakdown of charges		
	Landline & internet package	Copy of invoice or receipt with address  Must include address and a breakdown of charges		The regular combined landline telephone and internet bill for the MP's residential property or constituency office.
<b>Maintenance, redecorations &amp; repairs</b>		Copy of invoice or receipt with address	Office Costs	The cost of maintenance, redecoration and repairs to the constituency office, such as painting, repairing equipment or fire safety assessments, where this is the responsibility of the tenant, rather than the landlord.
<b>Mileage - bicycle</b>		No receipt required  Must contain the origin, destination and all drop off points  If travel is within constituency you must provide a reason for the journey while parliament is dissolved in the 'Add Information' box	Travel	Miles you've travelled on your bike on parliamentary business.
<b>Mileage - car</b>		No receipt required	Travel	Miles you've travelled in your car on parliamentary business.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
		<p>Must contain the origin, destination and all drop off points</p> <p>If travel is within constituency you must provide a reason for the journey while parliament is dissolved in the 'Add Information' box</p>		
<b>Mileage - motorcycle</b>		<p>No receipt required</p> <p>Must contain the origin, destination and all drop off points</p> <p>If travel is within constituency you must provide a reason for the journey while parliament is dissolved in the 'Add Information' box</p>	Travel	Miles you've travelled on your motorcycle on parliamentary business.
<b>Mobile telephone - contract &amp; usage</b>		<p>Copy of invoice or receipt</p> <p>Must include a breakdown of charges</p>	Office Costs	The cost of usage of your mobile phone on parliamentary business. This could be part of your monthly bill, or all of it if you have a separate parliamentary mobile phone.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
<b>Mobile telephone - equipment purchase</b>		Copy of invoice or receipt  In addition, you must provide a reason for the purchase of equipment while parliament is dissolved in the 'Add Information' box	Office Costs	The cost of buying a mobile phone and accessories solely for parliamentary use.
<b>Moving fees</b>	Agency fees	Copy of invoice or receipt	Accommodation /Office Costs	Administration fees from the agency when moving into an IPSA-funded constituency office or rented accommodation.
	Legal costs	Copy of invoice or receipt		The legal costs of drawing up a new lease when you are moving into an IPSA-funded constituency office or rented accommodation.
<b>Newspapers, journals, magazines</b>		Copy of invoice or receipt	Office Costs	The cost of buying newspapers, journals, magazines or books.
<b>Not claimed, to be repaid</b>				If you have bought something on the Payment Card in error and intend to pay us back, please select this expense type.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
<b>Parking</b>		Copy of invoice or receipt	Travel/Office Costs/Accommodation	For Office Costs, the cost of a permanent parking space at the constituency office which is used by visitors, or by the MP or staff members as a base for travel around the constituency. For Accommodation, the cost of a permanent parking space at the IPSA-funded residential accommodation. For Travel, all other parking which is allowed under the Scheme
<b>Pooled staffing services</b>	European Research Group	Copy of invoice or receipt	Office Costs/Staffing	Subscription to the European Research Group
	Parliamentary Research Service (Labour)	Copy of invoice or receipt		Subscription to the Parliamentary Research Service
	Policy Research Unit (Conservative)	Copy of invoice or receipt		Subscription to the Policy Research Unit
	Parliamentary Support Team (Liberal Democrat)	Copy of invoice or receipt		Subscription to the Parliamentary Support Team
	Scottish National Party Research Team (SNP)	Copy of invoice or receipt		Subscription to the SNP Research Team
<b>Postage &amp; couriers</b>		Copy of invoice or receipt	Office Costs	The cost of posting parliamentary letters or surveys to constituents; or

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
		In addition, you must provide a reason for the purchase of postage while parliament is dissolved in the 'Add Information' box		the cost of couriers.
<b>Other public transport</b>	TFL	Copy of invoice, ticket, receipt or TfL digital journey history	Travel	The cost of bus, river bus, tube, or tram travel within London (including Oyster top ups).
	All other outside London	Copy of invoice, ticket or receipt. Must contain the origin, destination, start date and price  If travel is within constituency you must provide a reason for the journey while parliament is dissolved in the 'Add Information' box		The cost of coach, bus, metro or tram travel outside London
<b>Railcard</b>		Copy of invoice or receipt	Travel	The cost of purchasing a card which can be used to get you a discount on your parliamentary travel e.g. Senior Railcard, 16-25 Railcard.
<b>Recruitment</b>		Copy of invoice or receipt	Office Costs	Cost of a recruitment consultant to help you hire a new staff member; or advertising to recruit a new staff member.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
<b>Removals</b>		Copy of invoice or receipt	Contingency - not applied for cost	The cost of a removal van and/or service to help you move out of or into an IPSA-funded constituency office or residential property.
<b>Rent</b>		No receipt required	Accommodation /Office Costs	Rent for an IPSA-funded constituency office or residential property.
<b>Security - routine costs</b>		Copy of invoice or receipt	Accommodation /Office Costs	This is for routine security costs that are not approved by IPSA.
<b>Service charge &amp; ground rent</b>		Copy of invoice or receipt  The property must be registered with IPSA	Accommodation /Office Costs	Service charge or ground rent for an IPSA-funded constituency office or residential property.
<b>Software &amp; applications</b>		Copy of invoice or receipt	Office Costs	Purchase of or subscription costs for software and applications, such as Caseworker software, Microsoft Office applications, mass emailing software like SurveyMonkey, or apps for your mobile phone or tablet.
<b>Stationery &amp; Printing</b>		Copy of invoice or receipt in addition, you must provide a reason for the bulk purchase of toner, paper or printing while parliament is dissolved in the 'Add Information' box	Office Costs	Purchase of stationery for the constituency office such as paper, envelopes, folders, pens etc. Purchase of printer cartridges, toner and the cost of professional printing services.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
<b>Subsistence</b>		Copy of invoice or receipt  Must be itemised	Travel	<p>The cost of food and non-alcoholic drinks for the MP or staff members when travelling for parliamentary purposes, up to £25 per overnight stay.</p> <p>The cost of food and non-alcoholic drinks for a registered carer staying overnight in order to accompany the MP's dependants.</p> <p>Please note, the cost of food and drink for volunteers should be claimed under the expense type <i>Volunteer - agreed arrangement costs</i>.</p>
<b>Taxi</b>	Alternatives impractical	Copy of invoice or receipt  Must include explanation for taxi journey	Travel	Travelling by taxi on parliamentary business where alternative methods of transport are available, but not practical, for example due to pregnancy, illness or injury.
	Beyond 10pm	Copy of invoice or receipt		Taxi travel by the MP to their London Area residence or hotel when working on parliamentary business past 10pm.
	No other reasonable transport	Copy of invoice or receipt		Travelling by taxi on parliamentary business where you could not have used public transport or driven yourself.
	Security	Copy of invoice or receipt  Must include explanation for taxi		Travelling by taxi on parliamentary business where you could not have used public transport or driven yourself for security reasons (this does not include claims which have been approved to be made from the Security budget).

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
<b>Rail</b>	First return	<p>Copy of invoice, ticket or receipt. Must contain the origin, destination, start date and price.</p> <p>If travel is within constituency you must provide a reason for the journey while parliament is dissolved in the 'Add Information' box</p>	Travel	The cost of a return train ticket when you have travelled in first class. The amount claimed may be up to the rate of an 'anytime standard open' ticket for the journey at the time of the claim. If travelling to London, you can include the cost of a London travelcard.
	First single	<p>Copy of invoice, ticket or receipt. Must contain the origin, destination, start date and price.</p> <p>If travel is within constituency you must provide a reason for the journey while parliament is dissolved in the 'Add Information' box</p>		The cost of a one-way train ticket when you have travelled in first class. The amount claimed may be up to the rate of an 'anytime standard open' ticket for the journey at the time of the claim. If travelling to London, you can include the cost of a London travelcard.
	Season ticket	<p>Copy of invoice, ticket or receipt. Must contain the origin, destination, start date and price.</p>		The cost of a standard weekly, monthly or yearly season ticket on the train, where it is value for money for your claimable parliamentary travel. If travelling to London, you can include the cost of a London travelcard. It can include the costs of a carnet tickets.



Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
	Sleeper return	Copy of invoice, ticket or receipt. Must contain the origin, destination, start date and price.		The cost of a return train ticket on a sleeper service. If travelling to London, you can include the cost of a London travelcard.
	Sleeper single	Copy of invoice, ticket or receipt. Must contain the origin, destination, start date and price.		The cost of a one-way train ticket on a sleeper service. If travelling to London, you can include the cost of a London travelcard.
	Standard return	Copy of invoice, ticket or receipt. Must contain the origin, destination, start date and price.  If travel is within constituency you must provide a reason for the journey while parliament is dissolved in the 'Add Information' box		The cost of a return train ticket when you have travelled in standard class. If travelling to London, you can include the cost of a London travelcard.
	Standard single	Copy of invoice, ticket or receipt. Must contain the origin, destination, start date and price.  If travel is within constituency you must provide a reason for the		The cost of a one-way train ticket when you have travelled in standard class. If travelling to London, you can include the cost of a London travelcard.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
		journey while parliament is dissolved in the 'Add Information' box		
<b>Training - MP</b>		Copy of invoice or receipt	Office Costs	The cost of a training course for an MP, solely related to their parliamentary functions. Travel and subsistence related to the course should be claimed under other expense types.
<b>Training - Staff</b>		Copy of invoice or receipt	Office Costs/Staffing	The cost of a training course for a member of staff related to their parliamentary work. Travel and subsistence related to the course should be claimed under other expense types,
<b>Translation services - Other languages</b>		Copy of invoice or receipt	Office Costs	The cost of translating information from English to any language other than Welsh (or vice versa).
<b>Translation services - Welsh language</b>		Copy of invoice or receipt	Contingency - not applied for cost	The cost of translating information from English to Welsh (or vice versa).
<b>TV licence</b>		Copy of invoice or receipt Must include address	Office Costs	The cost of a TV licence for the constituency office.
<b>Utilities</b>	Electricity	Copy of invoice or receipt Must include address and a breakdown of charges	Accommodation /Office Costs	The electricity bill for an IPSA-funded constituency office or residential property; or a proportion of the bill relating to a registered home office.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
	Gas	Copy of invoice or receipt  Must include address and a breakdown of charges		The gas bill for any IPSA-funded constituency office or residential property; or a proportion of the bill relating to a registered home office.
	Other Fuel	Copy of invoice or receipt  Must include address and a breakdown of charges		The cost of other fuel (such as oil or coal) for any IPSA funded constituency office or residential property; or a proportion of the bill relating to a registered home office.
	Water	Copy of invoice or receipt  Must include address and a breakdown of charges		The water bill for any IPSA funded constituency office or residential property
<b>Vehicle hire cost</b>	Bicycle hire	Copy of invoice or receipt  If travel is within constituency you must provide a reason for the journey while parliament is dissolved in the 'Add Information' box	Travel	The cost of hiring a bicycle for travel on parliamentary business.
	Car hire & fuel charges	Copy of invoice or receipt  If travel is within constituency you must provide a reason for the journey while parliament is		The cost of hiring a car on parliamentary business, and the fuel for it.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
		dissolved in the 'Add Information' box		
	Insurance	Copy of invoice or receipt  If travel is within constituency you must provide a reason for the journey while parliament is dissolved in the 'Add Information' box		The cost of insurance for a car you've hired on parliamentary business.
	Other	Copy of invoice or receipt  If travel is within constituency you must provide a reason for the journey while parliament is dissolved in the 'Add Information' box		The cost of hiring any other vehicle on parliamentary business e.g. motorcycle.
<b>Venue hire, meetings &amp; surgeries</b>		Copy of invoice or receipt  In addition, you must provide a reason for the hiring of a venue while parliament is dissolved in the 'Add Information' box	Office Costs	Hiring a venue for parliamentary purposes, such as for a surgery or meeting.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
<b>Volunteer - agreed arrangement costs</b>	Bus travel	Copy of invoice or receipt	Staffing	The cost of bus travel to and from the workplace for a volunteer, as agreed in the Model Volunteer Arrangement between the volunteer and MP.
	Car travel	No receipt required  Must contain the origin, destination and all drop off points		The cost of mileage to and from the workplace for a volunteer (at a maximum of 45p per mile), as agreed in the Model Volunteer Arrangement between the volunteer and MP.
	Other travel	Copy of invoice or receipt		The cost of another method of travel (not bus, train or car) to and from the workplace for a volunteer, as agreed in the Model Volunteer Arrangement between the volunteer and MP.
	Subsistence	Copy of invoice or receipt		The cost of food and non-alcoholic drinks for a volunteer while they are volunteering, as agreed in the Model Volunteer Arrangement between the volunteer and MP.
	Train travel	Copy of invoice or receipt		The cost of train travel to and from the workplace for a volunteer, as agreed in the Model Volunteer Arrangement between the volunteer and MP.
<b>Waste disposal, confidential waste &amp; rubbish collection</b>		Copy of invoice or receipt  Must include address	Office Costs	The cost of all waste disposal not covered by business rates for the constituency office.

Expense type	Expense Category	Required Evidence	Budget category	Examples of what you might claim under this category
<b>Website hosting and design</b>		Copy of invoice or receipt  Must include web address of website	Office Costs	The cost of the design and hosting for your parliamentary website.

<b>Date of last update</b>	<b>What changes were made</b>
11 July 2019	Document published
17 July 2019	Required evidence for rent amended to no evidence required
7 November 2019	Required evidence for Advertising & contact cards, Equipment – purchase, Hospitality, Phone landline & internet - installation & equipment purchase, Mileage – bicycle, Mileage – Car, Mileage – motorcycle, Mobile telephone - equipment purchase, Postage & couriers, Other public transport, Stationery & Printing, Rail, Vehicle hire cost and Venue hire, meetings & surgeries.