

M A Y 2 0 2 3

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

1 Bank holiday Recess	2 House returns	3 House rises	4 Bi-monthly publication: deadline for queries Recess	5 Phonelines closed for staff training Recess	6 Payment Card spend available for April	7
8 Bank holiday Recess	9 House returns	10	11	12 Ensure all claims on the Year-end Form are submitted and approved	13	14
15 Payroll cut-off	16	17 Remember to reconcile April Payment Card spend	18 Bi-monthly publication	19 Tell IPSA if you suspect fraudulent transactions on your Payment Card	20	21
22	23	24	25 House rises	26 Check your pay slips and let IPSA know about any issues Recess	27	28
29 Bank holiday Recess	30 Check the staff budget report to avoid overspends Recess	31 Pay day Recess	2	3	4	5

N O T E S



Independent Parliamentary Standards Authority

T A S K S

W E E K L Y

- Check your Task Manager in IPSA Online
- Make all claims as soon as costs are incurred
- Check if the MP owes any money and repay or query it
- Collate mileage and make regular claims for prompt payment
- Resolve any returned claims in task manager to prevent delays
- Check and file invoices and receipts to ensure they meet requirements for claims
- Address email alerts from IPSA Online that need attention
- Submit your weekly timesheet to Payroll

M O N T H L Y

- Check uploaded direct supplier costs and inform us of any issues
- Check your budget / spend position and plan accordingly
- Inform us of any changes to your properties so we can pay your landlord correctly
- Contact your Account Manager to resolve outstanding issues
- Check you have no outstanding credit notes
- Review claims in draft, submit them or contact IPSA to delete them
- Check your dashboard for outstanding payment card lines, debt, or property issues
- Reconcile your Payment Card