

F E B R U A R Y 2 0 2 4

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

30	31	1	1	2 Phonelines closed for staff training	3	4
5	6 Payment Card spend for January available	7	8 December Payment Card deadline	9	10	11
12	13	14	15 Payroll cut-off	16 Remember to reconcile Payment Card spend	17	18
19 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	20	21	22	23	24	25
26	27 Check your pay slips and let IPSA know about any issues	28 Run a staff budget report: check the data to avoid overspends	29 Pay day	1	2	3

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