

IPSA

Independent Parliamentary Standards Authority

Bulletin 11 April 2019

Last week we launched IPSA Online. So far, over 850 people have successfully logged into the system from 450 offices. As expected, there have been a number of small technical issues that we have identified and quickly resolved. Thank you for your assistance and understanding.

Today's Bulletin includes:

- Financial year-end
- Help using IPSA Online
- IPSA Online training
- IPSA Online (Unit4) app
- Phone line closure of Thursday 18 April

Financial year-end

All claims for the 2018-19 financial year must be made using the old system. There is guidance [here](#) to help you manage your finances across the end of the 2018-19 financial year.

You must submit your year-end accrual form for 2018-19 claims by 15 April. Late submissions will not be accepted.

It is your responsibility to remain within your budgets. If you do not correctly allocate the claims during this period, you may overspend your budgets, requiring repayment. There is also information [here](#) regarding HMRC changes to the treatment of taxable expenses that may affect you.

Help using IPSA Online

We hope that you are finding IPSA Online easy to navigate. We have prepared a range of training material including [user guides, videos and FAQs](#) which can be found on the IPSA Homepage. As we are currently experiencing a high volume of phone calls, if you have an IPSA Online query please consult the training materials before calling the helpline to enable us to keep response times to a minimum. The IPSA team are here to help. We appreciate your patience while we all get used to the new system.

[IPSA Online for MP Expenses](#)

[IPSA Online for Self Service](#)

[IPSA Online Task Management](#)

[Frequently asked questions](#)

Examples of frequently asked questions:

The file I'm trying to attach exceeds 100KB and I can't upload it – what do I do?

You can attach a document that exceeds this file size by saving the form as a draft, selecting the paperclip icon and selecting the *document type* as required (the default 'Other' document type has a size limit of 100KB). Different document types have different size allowances. You can find further guidance on page 41 of the [Expenses Guide for MPs, Proxies and Office Staff](#).

Where can I find my remittances?

All documentation is now recorded electronically and can be found by opening the Main Menu tab, selecting the 'Your employment' tab and selecting 'Personal information' from the menu. The paperclip icon in the top right hand corner of the screen opens a pop up window that contains all personal documents, including

remittances. You can find further guidance on page 12 of the [Payroll and Self-Service Guide](#). Even if you are making a 2018/19 claim, via the old expenses system, you will still only receive your remittance within IPSA Online; it won't be e-mailed to you.

Where can I view and amend a draft claim?

If you created a claim that on behalf of yourself, you will be able to view it in the 'Draft' claim box displayed under the 'Your Employment' tab. To view a draft created on behalf of someone else, you will need to open a new claim (e.g. by selecting 'Reimbursement claim (MP)') and select the 'view expenses' button and the bottom of the screen. Here, you will see a list of all claims created, including drafts. By selecting the draft, the claim will open and you will be able to amend it.

IPSA Online Training

IPSA will continue to run training sessions in London, [click here for more information and to register](#).

There will also be hour-long seminars in the House of Commons. These are scheduled to be in Committee Room 8 (subject to change). You do not need to book for these sessions. Please add a session to your calendar if you wish to attend.

Thursday 25 April, 3 - 4pm

Thursday 2 May, 5 - 6pm

The IPSA team will be present in Portcullis House on the following dates. Please feel free to visit the team at these times with IPSA Online or general queries.

Atrium at Portcullis House

Wednesday 24 April

Members' Service Hub at Portcullis House

Thursday 25 April and Friday 26 April

Monday 29 April to Friday 3 May



IPSA Online (Unit4) App

There is an optional mobile app to enable claims to be started outside of the office, including by submitting photographs of receipts.

You can search for the App using your smartphone or tablet, the app is 'Unit4 Expenses'. You can also download the app by scanning the QR code (pictured). To use the QR code, open your smartphone or tablet camera and focus on the image above.

Phone line closure

The IPSA phone line will be closed on Thursday 18 April for staff training.

IPSA's New Address

A reminder that IPSA has relocated from 30 Millbank to 85 Strand.

The new address is:

IPSA
85 Strand
London
WC2R 0DW

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.