

Evidence requirements

2024-25

IPSA

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Introduction

These evidence requirements are designed to support all individuals who purchase goods and services with funding from IPSA, either via reimbursement, on the Payment Card or via another of our services.

All expenditure of public money must be accounted for and **all individuals who spend public money are responsible for providing a suitable audit trail** (known as “evidence”) for every purchase.

The requirement for evidence is proportionate to the scale of the purchase. The evidence required for the purchase of stationery would be different to evidence for the purchase of consultancy services – but every purchase must be backed by appropriate evidence.

The purpose of evidence is to ensure the following principles are met:

1. **Value for money** – demonstrate that cost, quality, and source (whether another body, other than IPSA, should cover the cost) was considered when making a purchasing decision. This might also include consideration of the timing – for example, during the winding up period or as we approach a General Election.
2. **Integrity** – show that goods and services are purchased in a fair, open and transparent manner and there are no conflicts of interest.
3. **Parliamentary purpose** – that all costs relate only to the Parliamentary functions of the MP and not to personal, party political, campaigning, or other outside organisational activity.
4. **Accountability** – that (even though the MP may delegate tasks to their team) the MP retains full accountability for financial decision-making.

Before making your purchase, please ensure you can demonstrate these principles and are confident you have appropriate evidence.

In addition to the evidence requirements set out, we have provided an overview of all expense types and how to claim them (which budget, which descriptions, etc) in [Annex 1 – Table of expense types and how to claim](#).

MPs’ business costs are published in line with [IPSA’s Publication Policy](#). Anyone can ask for a copy of the evidence under the Freedom of Information Act.

Please be assured that IPSA will redact necessary information prior to releasing it under FOI. In addition, all claims are open to internal and external audit, including by the National Audit Office and they have access to the quality of evidence attached to each claim.

How we regulate

It is important to understand how IPSA regulates your spending because it influences the nature of the evidence we require.

It is your responsibility to spend and claim correctly. IPSA has information, processes, and checks in place to support you, but **you retain personal responsibility for compliance with our principles, rules, and processes.**

We do not manually check all claims submitted. Some claims are checked using an automated process.

We analyse data and conduct random sampling of claims based on the level of risk to ensure spending is in line with Scheme rules and is evidenced appropriately.

We use the information from our analysis and sampling to provide feedback about your claims.

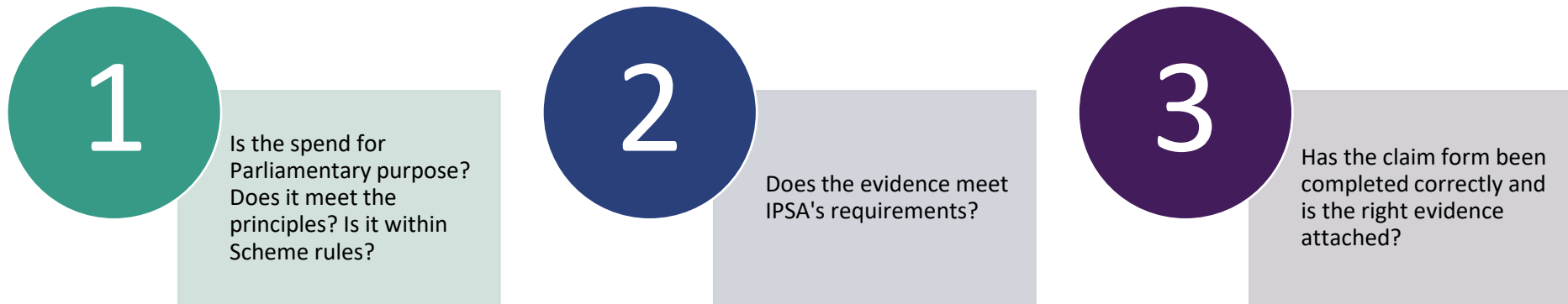
We may ask you for more or better evidence, or to provide more detailed background information.

This helps you meet your responsibility for keeping to our principles and with the requirement for good evidence against each claim.

For more information, visit [Annex 2 – How we regulate your claims](#).

Criteria used when reviewing claims

When we review claims, we use three key criteria:



As with the evidence requirements, our approach to the criteria is proportionate.

If you submit a low value claim for an allowed cost and you've completed the claim form correctly, but the evidence lacks some information – we may approve the claim.

We will also consider past claims – for example, if you claim for the same train journey each week and always provide evidence, but on one occasion you lose the evidence and explain this to us.

If, however, there is a history of not providing suitable evidence, we may refuse to pay any more claims without evidence attached, regardless of the other criteria.

For spending such as high-value advertising and contact cards, if you have not attached a copy of the communications material, we will return the claim to ask for it before we consider approving it.

If the attached evidence is insufficient, and after considering the context we need further information to consider approving the claim, we will return it and ask you to provide further information or evidence.

How to provide good evidence

All claims need evidence (including mileage if you are undertaking a diverted or extended UK travel journey).

The evidence must consist of one or more of the following:

1. An invoice or a receipt (in most cases we require an invoice).
2. A copy of the materials produced by the service provider.
3. A reason or explanation for the purchase (including screenshots of comparators).
4. A copy of a related lease agreement for hire or rental (which may be attached to a registered property in IPSA Online).

We have outlined what we would expect to see for each of the evidence types in [Annex 1](#).

When making purchases, you should use these criteria as a guide to ensure your own suppliers provide you with clear invoices and information about the costs and details of the goods and services you have purchased.

If your evidence does not meet these criteria, we may not be able to pay your claim.

Invoices – minimum requirements

A high-quality invoice is a professionally structured PDF document that includes specific information.

You should not accept invoices on Word or Excel documents.

The failure of the supplier to provide a good quality, professional invoice could be an indication of poor quality and poor value for money from this supplier.

For guidance on best practice for invoicing, visit [Invoicing and taking payment from customers](#).

1. Company name, address, website address and contact details of the supplier.
2. Name, address, and contact information of the party in receipt of the services.
3. Date of invoice.
4. Invoice number (or a unique identification number).
5. VAT reg number (not all suppliers will be VAT registered but if they are charging you VAT, they must include their VAT registration number).
6. Date services delivered (this should be either a specific date or a period).
7. Date goods received (this is the date you received the goods and may be on a different document).
8. Description of what is supplied/charged for with a detailed account of the goods and services received. If you are in receipt of bought-in services the invoice should provide a breakdown of the days worked, the day rate, details of the work completed by day. You should be able to clearly see the connection between the total cost and the work delivered.
9. Names of individuals contracted to undertake the work (including their individual day rates).
10. Breakdown of costs and total amount charged (showing VAT separately where applicable).

Please do not redact any part of the invoice.

If we are asked to release an invoice under FOI, we will redact all personal information and contact you before we release the invoice.

Suppliers of professional services should invoice you **after** they have delivered the service unless there is a need to cover up front costs of goods or where you are commissioning services from small voluntary or community bodies, where working capital is required.

Payment in arrears is the norm, to ensure services have been satisfactorily delivered.

IPSA may refuse to pay claims where the cost is being claimed in advance of the service being delivered and no rationale is provided.

The cost of services must be claimed from the financial year in which the services were received – you cannot pay in advance to claim from one financial year but receive the services in another.

Receipt criteria

In all cases, an invoice is preferable to a receipt.

Where you can only provide a receipt, please ensure it is clearly printed, is legible, not torn or crumpled, is translated into English, and converted into GBP with the exchange rate visible, where relevant, and that all costs are clear.

The receipt should show:

1. Date of purchase
2. Name and location/address of supplier
3. Breakdown of cost and details for each item
4. Total cost
5. Any VAT

Please do not redact any part of the receipt.

Copies of the materials produced

For all claims against the following expense types, please attach a copy of the material produced to enable IPSA to check that the material meets our criteria for communications with constituents:

1. Advertising and contact cards.
2. Bought in services – communications and media (including any web design services).
3. Postage and couriers.
4. Stationery and printing.
5. Web hosting and design (we need the URL or web address you are claiming for).

For “postage and couriers” and “stationery and printing”, you only need to supply copies of the material produced where you are claiming for the costs of printing material that will be distributed to constituents, or where you are claiming for the costs of posting or delivering material to constituents.

Reason or explanation for the purchase

For specific expense types, the Scheme requires an explanation or reason for the purchase.

You should use the “add information” section of a claim form to provide this information or attach screenshots as evidence.

This information won’t be published but it will be seen by our team and means we won’t need to return the claim to you for more information.

1. Travel and subsistence – for all “extended UK travel” and “diverted journeys”, you must provide a reason, whether it’s air, rail, mileage, or hotel. A diverted journey is where you make a diversion from a normally direct journey from Westminster to the constituency (or vice versa) for personal reasons. You can only claim for the equivalent of the “standard open fare” of the direct journey (miles or other).
2. All taxi journeys require a clear reason or explanation.
3. When you claim for postage, couriers, stationery and/or printing, please confirm whether this is for the printing or distribution of communication to your constituents.
4. Travel Cards – where you add a travel card onto your season ticket or rail ticket, we need an explanation to assure us that this is not for your commute (from London accommodation to Westminster) or for personal use.
5. Any flights, hotels or other purchases that are over the allowed limits to demonstrate that there were no other options available within budget at the time of booking (must include date screenshot was taken).

Copy of a related lease agreement

If you are claiming for costs related to an IPSA funded rented property (rent, service charges) please ensure the property is registered with IPSA.

For non-property lease agreements (for example, leased equipment) please attach a copy of the agreement to the claim.

Changes to the evidence requirements

On occasion IPSA will issue updated guidance and evidence requirements or may update the Scheme.

Those additional guidance notes and Scheme updates should be read in conjunction with these evidence requirements.

The overarching principles of these evidence requirements and the requirement for good evidence still apply.

For example, in December 2023, following increased security concerns MPs were advised they could claim for their commutes and for taxi travel where they felt it was necessary for their own personal safety. This was done alongside changes to the way IPSA publishes MP travel.

Although we have temporarily allowed travel that was previously not funded, the principles of these evidence requirements still apply.

We need receipts and information about these journeys to be able to regulate them.

Annex 1 – Table of expense types and how to claim

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
Advertising & contact cards	-	Office Costs	Invoice; Receipt if low value. Copy of the materials produced by the supplier.	MP Contact Details. List of surgery dates and times. Business cards. Single issue leaflets.	Newsletters or general updates on the MPs' activities. Leaflets containing information about more than one topic. Party political content. Self-promotional campaigning material.
Air travel	Business / Club Return or Single	Travel	Invoice or receipt. Screenshot to show price of economy fare at time of booking. Must show total cost and name of traveller. Reason if extended UK travel or diverted journey.	Flights within UK and Europe. Cost must be equal to or lower than return economy fare.	Flights outside Europe.
	Economy Return or Single	Travel	Invoice or receipt. Must show total cost and name of traveller. Reason if extended UK travel or diverted journey.	Flights within UK and Europe.	Flights outside Europe.
Bought-in services	Parliamentary Accountancy	Office Costs	Invoice. Confirmation that the costs are Parliamentary only. If the invoice combines personal and Parliamentary costs, please ensure these are split out and specified separately.	The cost of completing an MP self-assessment relating only to your MP salary and any taxable expenses.	Self-assessment relating to other non-Parliamentary income.
	Administrative services	Staffing	Invoice.	Temporary admin services to support the constituency office.	

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
	Professional & Consultancy	Office Costs or Staffing	Invoice.	Legal services Research or project services	
	Comms and Media	Office Costs or Staffing	Invoice. Copy of the materials produced by the supplier.	Design services for comms (this does not include website design costs which fall under the expense type: “website hosting and design”). Social media management. Op-ed or speech drafting.	Design or production of materials which are contrary to the rules, e.g. newsletters, multi-issue letters / leaflets or anything party political, self-promotional or campaigning in nature.
Business Rates	-	Office Costs	Invoice. Must include the address to which the business rates apply.	Rates on your constituency office.	Late payment charges.
Cleaning	-	Office Costs or Accommodation	Invoice (for services). Receipt (for goods). Must include the address that was cleaned.	Regular office cleaning. The cost of cleaning products. End of tenancy accommodation cleans where the lease requires it.	Regular accommodation cleaning. End of tenancy cleans where it is not stated in the lease.
Congestion charge and toll	-	Travel	Invoice or receipt.	Cost of travel from constituency to London – Parliament or Accommodation.	Cost of commuting from London Accommodation to Parliament. Late payment charges/fines.
Council tax	-	Accommodation	Annual council tax statement. Property must be registered with IPSA, and active.	Council tax for residential property claimed from Accom budget.	Any other council tax. Late payment charges.
Equipment Hire	All	Office Costs	Invoice or receipt.	Computer hardware. Office furniture. Printer, copier, scanner. Television.	Be mindful of the time of year (year-end requires hire costs to be split across years), and value for money vs purchasing equipment.
Equipment Purchase	All	Office Costs	Invoice or receipt.	Computer hardware. Office furniture. Printer, copier, scanner. Television.	Ensure that you have spoken to PDS about the equipment they can provide before making a purchase using IPSA funding.

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
Health & Welfare MPs	-	Office Costs	Invoice or receipt. If the issue relates to a long-standing condition, the Disability budget may be appropriate – you need to apply for this in advance of claiming. Please speak to your account manager.	One-off costs – eye tests, contribution towards glasses needed for work, occupational health assessments, flu or covid jab.	Costs that are personal – e.g. glasses for general / personal use, not work use. Hearing aids that are for personal use, not work use. Private healthcare. Consider value for money before committing to a cost.
Health & Welfare Staff	-	Staffing	Invoice or receipt. If the issue relates to a long-standing condition, the Disability budget may be appropriate – you need to apply for this in advance of claiming. Please speak to your account manager.	One-off costs – eye tests, contribution towards glasses needed for work, occupational health assessments, flu or covid jab. Costs of apps and support with mental health and general wellbeing.	Costs that are personal – e.g. glasses for general / personal use, not work use. Hearing aids that are for personal use, not work use. Private healthcare. Consider value for money before committing to a cost.
Hospitality	-	Office Costs	Invoice or receipt.	Tea and coffee at public meetings hosted by the MP or visitors to your office.	Alcohol cannot be claimed under any circumstances.
Hotel – European	-	Travel	Invoice. We do not accept booking confirmations. If rate exceeds Scheme, must attach screenshots showing prices of hotels at time of booking.	Hotel for the MP only, in Europe up to the nightly rate, stated in the Scheme.	Hotels for Staff. Non-Parliamentary hotel stays – for example, anything for your Party or as part of campaigning activity.
Hotel – late night	-	Travel	Invoice. We do not accept booking confirmations. If rate exceeds Scheme, must attach screenshots showing prices of hotels at time of booking.	Hotel for MP only if working past 2200hrs/10pm on Parliamentary business up to the nightly rate, stated in the Scheme.	Hotels for Staff.

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
Hotel – London		Travel / Accommodation	Invoice. We do not accept booking confirmations. If rate exceeds Scheme, must attach screenshots showing prices of hotels at time of booking.	Hotel for MP, spouse / partner / dependants as accommodation – accommodation budget. Hotel for Staff (whose contractual place of work is outside London) – travel budget. Up to nightly rate, stated in the Scheme.	Hotel for MP with London constituency or MP who claims for accommodation in constituency. Staff whose contractual place of work is London.
Hotel – not London		Travel / Accommodation	Invoice. We do not accept booking confirmations. If rate exceeds Scheme, must attach screenshots showing prices of hotels at time of booking. Reason if extended UK travel or diverted journey.	Hotel for MP, spouse / partner / dependants in the constituency as accommodation – accommodation budget. Hotel for MP or Staff elsewhere in UK (outside London and the constituency) – travel budget. Up to nightly rate, stated in the Scheme.	Hotel for spouse / partner / dependants not in London or constituency.
Insurance – buildings	-	Accommodation / Office Costs	Invoice. Must include the address of the insured property. Property must be registered with IPSA, and active.	Buildings insurance for IPSA funded residential accommodation or constituency office.	No personal buildings.
Insurance – contents	-	Office Costs	Invoice. Must include the address of the insured contents. Property must be registered with IPSA, and active.	Contents insurance for constituency office.	No personal contents – including London accommodation.
Phone landline and Internet installation and equipment purchase	All	Accommodation / Office Costs	Invoice. Must include address that the phone / internet is registered to. Property must be registered with IPSA, and active.	Installation of internet, phone line or combined internet and landline package at the MP's IPSA-funded residential property or constituency office. Purchase of necessary equipment or accessories.	MP Costs for properties not registered with IPSA. Late payment charges.

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
Landline phone and internet – rental and usage	All	Accommodation / Office Costs	Invoice. Must include the address the phone / internet is registered to. Property must be registered with IPSA, and active.	The regular landline telephone bill, internet bill or combined landline, phone and internet bill for the MP’s IPSA funded residential property or constituency office.	MP Costs for properties not registered with IPSA. Late payment charges.
Maintenance and redecorations and repairs	-	Office Costs	Invoice or receipt. Invoice must include the address the repairs were undertaken at. Property must be registered with IPSA, and active.	Painting, repairing equipment, fire safety assessments. Things specified in the lease, for example, boiler servicing and repairs.	Things that are not specified in the lease and which are the responsibility of the landlord or insurance company.
Mileage – bicycle	Taxable or Non taxable	Travel	Include origin, destination and drop off points. Reason if extended UK travel or diverted journey.	Miles on bike for Parliamentary business Miles must be marked as taxable if they are not part of your specified role – e.g. driving (not accompanying) the MP to events.	Miles on bike for non-Parliamentary business Commuting costs
Mileage – car	Taxable or Non taxable	Travel	Include origin, destination and drop off points. Reason if extended UK travel or diverted journey.	Miles in car for Parliamentary business Miles must be marked as taxable if they are not part of your specified role – for example, driving (not accompanying) the MP to events.	Miles in car for non-Parliamentary business Commuting costs
Mileage – motorcycle	Taxable or Non taxable	Travel	Include origin, destination and drop off points. Reason if extended UK travel or diverted journey.	Miles on motorcycle for Parliamentary business. Miles must be marked as taxable if they are not part of your specified role – for example, driving (not accompanying) the MP to events.	Miles on motorcycle for non-Parliamentary business Commuting costs
Mobile telephone – contract and usage	-	Office Costs	Invoice or receipt. Must include phone number and breakdown of costs so that we can see personal costs separately.	Cost of usage of mobile phone for Parliamentary calls – either a whole bill used only for Parliamentary calls or part of	Personal costs – calling or data. Late payment charges.

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
			An explanation of additional, out of plan charges to demonstrate that they are Parliamentary.	your personal package with volume/value of calls specified. Data packages for dongles or other mobile WiFi devices.	
Mobile telephone – equipment purchase	-	Office Costs	Invoice or receipt. The invoice must state the item purchased and total cost, including where a payment plan is in place.	A mobile phone and accessories solely for Parliamentary use.	A mobile phone and accessories for personal use. If the cost of the phone has not depreciated at the point of a General Election and you want to keep the phone, you will be required to pay the depreciated cost to IPSA.
Moving fees	All	Accommodation / Office Costs	Invoice or receipt.	Admin fees from the agency or legal costs of drawing up or agreeing to a new lease when moving into IPSA-funded accommodation or office.	Any personal fees because of moving personal accommodation.
Newspapers, journals, magazines	-	Office Costs	Invoice or receipt. If paying by subscription you must provide an invoice that relates to the period you are claiming. A “renewal letter” is not acceptable. These costs incur tax.	Newspapers, journals, magazines, or relevant books.	Materials for personal use – for example, research for a book you plan to write and sell.
Not claimed, to be repaid	-	-	-	-	If you have made a purchase on your payment card and intend to repay IPSA, please select this expense type. These costs are not published.
Parking	-	Travel / Office Costs / Accommodation	Invoice or receipt. Reason if extended UK travel or diverted journey.	The cost of a permanent space at the constituency office to be used by several people – visitors, the MP, or staff when undertaking travel. This is not to be used	Parking costs relating to your commute – including parking permits or permanent spaces at the office for named individuals. Parking fines.

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
				<p>as a permanent space for one specific person.</p> <p>The cost of a permanent parking space at IPSA-funded residential accommodation (including where it's part of the lease).</p> <p>For travel around the UK as per the Scheme.</p>	
Pooled staffing services	All	Office Costs / Staffing	Invoice	<p>Subscription to: European Research Group; Parliamentary Research Service; Policy Research Unit; Parliamentary Support Team; SNP Research Team; Socialist Parliamentary Research Group; Common Sense Group; Northern Research Group; Conservative Unionist Research Group (no longer trading).</p>	Other unapproved pooled services.
Postage and Couriers	-	Office Costs	<p>Invoice or receipt.</p> <p>Where you are paying for delivery of comms to constituents, please provide a copy of the comms that is being delivered, for approval.</p>	Posting and delivery of Parliamentary letters, surveys, or the cost of couriers.	<p>Delivery of party political or campaigning literature.</p> <p>Comms to other MP's constituents.</p>
Other public transport	-	Travel	<p>Invoice, ticket, receipt, TFL digital journey history. It must contain the origin, destination, start date and price.</p> <p>Reason if extended UK travel or diverted journey.</p>	<p>Bus, river bus, tube, tram travel, Oyster top ups (within London) for Parliamentary journeys</p> <p>Coach, bus, metro, tram, or other public transport outside London</p>	Commuting costs, including from London accommodation to Westminster.
Rail	First return or single	Travel	<p>Invoice, ticket, or receipt.</p> <p>Must contain origin, destination, start date and price.</p>	Cost of a return or one-way first-class train ticket for travel on Parliamentary business. This cost must be the same as or	Commuting costs – be mindful of adding on a travelcard for the underground as IPSA cannot pay the costs of commuting

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
			Reason if extended UK travel or diverted journey.	less than the cost of an “anytime standard open return”. Can include a travelcard.	from London accommodation to Westminster.
	Standard return or single	Travel	Invoice, ticket, or receipt. Must contain origin, destination, start date and price. Reason if extended UK travel or diverted journey.	Cost of a return or one-way standard class train ticket for travel on Parliamentary business. Can include a travelcard.	Commuting costs – be mindful of adding on a travelcard for the underground as IPSA cannot pay the costs of commuting from London accommodation to Westminster.
	Season ticket	Travel	Invoice, ticket, or receipt. Must contain origin, destination, start date and price. Reason if extended UK travel or diverted journey.	Cost of a season ticket for travel on Parliamentary business. Weekly, monthly, or annual. Can include travelcard and carnet tickets.	Ensure that a season ticket is value for money and does not include use for personal travel, which is not claimable and may lead to the season ticket being taxed as a personal benefit. Commuting costs – be mindful of adding on a travelcard for the underground as IPSA cannot pay the costs of commuting from London accommodation to Westminster. All staff can use the “season ticket loan” benefit to manage the cost of their commute.
	Sleeper return or single	Travel	Invoice, ticket, or receipt. Must contain origin, destination, start date and price. Reason if extended UK travel or diverted journey.	Cost of a return or one-way train ticket on a sleeper service for travel on Parliamentary business. Can include travelcard.	Commuting costs – be mindful of adding on a travelcard for the underground as IPSA cannot pay the costs of commuting from London accommodation to Westminster.
Railcard	-	Travel	Invoice or receipt	Cost of a railcard which gives a discount on travel. Senior, 16-25, other. You must travel via train regularly for Parliamentary business for this to be good value for money.	For personal use (including your commute) only.

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
Recruitment	-	Office Costs	Invoice or receipt.	Cost of recruitment consultant to help you hire new staff. Advertising to recruit new staff.	
Removals	-	Contingency Not Applied For (CONNAP)	Invoice or receipt. Must include the property and location details. Properties must be registered with IPSA, and active. HMRC typically only allows one personal removals cost per financial year. If you move IPSA funded accommodation more than once the move may incur tax.	Removal van/service to help you move out of an IPSA funded property.	Storage must be claimed as an office cost under “bought in services”.
Rent	-	Accommodation / Office Costs	Property must be registered with IPSA, and active, and lease attached to registered property in IPSA Online.	Rent for an IPSA funded office or accommodation.	Personal rental costs.
Security – routine costs	-	Accommodation / Office Costs	Invoice or receipt. Property must be registered with IPSA and active.	Should be small security measures such as replacement keys, locks etc..	Costs that have been authorised by MSSS should be claimed from MSSS.
Service charge and ground rent	-	Accommodation / Office Costs	Invoice. Property must be registered with IPSA and be active.	Service charge or ground rent for IPSA funded accommodation or office.	Personal costs.
Software and applications	-	Office Costs	Invoice or receipt. Subscriptions and ongoing service provision should include dates of service provision.	Purchases or subscriptions to software. E.g. Caseworker, Microsoft, mass emailing, apps for mobile or tablet, Adobe	Entertainment packages or personal items.
Stationery and printing	-	Office Costs	Invoice or receipt. For Printing costs you must attach a copy of what has been printed.	Stationery for the office – paper, pens etc. Professional printing services.	House-provided stationery. Personal, party political or campaigning printing costs.

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
Subsistence (for MP and MP Staff)	-	Travel	Invoice or receipt. Must be itemised.	Food and drinks for MP or staff when travelling for Parliamentary purposes up to £25 per overnight stay. Food and drinks for registered carer staying overnight to accompany the MP's dependants. Volunteer subsistence is covered separately, below.	Alcohol Food and drinks for London travel for an MP. Food and drinks for personal use.
Taxi	Alternatives impractical	Travel	Invoice or receipt. Must include reason for taxi.	Taxi for Parliamentary business where alternative transport methods are available but not practical including pregnancy, illness, or injury. Taxi for travel to airport or station with or without luggage, where it is better value for money to take a taxi.	Personal use
	Beyond 10pm	Travel	Invoice or receipt.	Westminster to London residence or hotel when working past 10pm.	Personal use
	No other reasonable transport available	Travel	Invoice or receipt.	When no other form of transport was available, and you couldn't drive yourself.	Personal use
Taxable Travel	All	Travel	Invoice or receipt	Travel must be taxed when it contains an element of personal gain – this could be your own, or someone else's. If you are driving your MP to and from an event and not attending the event with them, this is taxable. If you collect the MP from the station and drive them to the office and back home after work, this is taxable. Please seek advice if you are unsure.	Commutes (your own or someone else's). Personal travel.

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
Training – MP	-	Office Costs	Invoice or receipt	Training courses for MPs, related only to their Parliamentary role.	
Training – Staff	-	Office Costs / Staffing	Invoice or receipt	Training courses for Staff, related only to their Parliamentary role and personal development.	
Translation Services – other languages	-	Office Costs	Invoice or receipt	Translating information from English to any other language other than Welsh (or vice versa).	
Translation Services – Welsh	-	Contingency not applied for (CONNAP)	Invoice or receipt	Translating information from English to Welsh (or vice versa).	
Travel Associated costs	All	Travel	Invoice or receipt Reason if connected to extended UK travel or diverted journey.	COVID test required for MP Parliamentary travel Visa needed for MP Parliamentary travel to Europe	Personal travel costs
TV License	-	Office Costs	Invoice or receipt. Must include constituency office address that the license relates to. Property must be registered with IPSA, and active.	Cost of a TV license for constituency office.	Personal or IPSA funded accommodation license costs. Late payment charges.
Utilities	All	Accommodation / Office Costs	Invoice or Receipt Must include address bill relates to. Must include breakdown of charges. Property must be registered with IPSA, and active.	Electricity, gas, other fuel, combined, water costs for an IPSA funded office or accommodation.	MP Costs for properties not registered with IPSA. Personal costs. Late payment charges.
Vehicle Hire cost	All	Travel	Invoice or receipt.	Cost of hiring bike, car, or other vehicle and appropriate insurance for Parliamentary travel.	Personal costs and incidental damage that is not covered by insurance.

Type	Category	Budget	Evidence required	Claimable examples	Not claimable examples
Venue hire, meetings, and surgeries	-	Office Costs	Invoice or receipt.	Hiring venue for Parliamentary purpose such as surgery or meeting.	Personal or party political and campaigning costs.
Volunteer agreed arrangement costs	All	Staffing	Invoice or receipt. Mileage must include start, end and all drop off points.	Bus, train, mileage, other travel to and from workplace. Cost of food and drinks while volunteering.	Alcohol. Personal travel. Food or drink consumed at home.
Waste disposal, confidential waste, and rubbish collection	-	Office Costs	Invoice or receipt. Must include address bill relates to. Property must be registered with IPSA, and active.	Cost of waste disposal not covered by business rates for the office.	
Website hosting and design	-	Office Costs	Invoice. Must state the hosting period (to and from) and the website address (or URL).	Hosting and design of Parliamentary website.	Personal, party political or campaigning websites.

Annex 2 – How we regulate your claims

Our regulatory model allows you to make decisions with the right support and information before you spend. Our claim validation model supports you to spend on the right things in the right way.

1. **We tell you what can be claimed.** The [Scheme of MP's Staffing and Business Costs](#) sets out the fundamental principles and details of the funding IPSA provides and the costs that are permitted.
2. **We give you training.** IPSA provides an informative induction to each MP, or their Proxy (a staff member the MP delegates authority to).
3. **We provide guidance.** Our [website contains extensive information and guidance](#) on what and how to claim. You can also call or email us at any time for additional guidance before making a claim.
4. **You are responsible for the quality of claims.** You are responsible for ensuring that your claim or payment card transaction is a suitable, claimable cost using the information and guidance we have provided.
5. **You must approve all claims.** The MP or proxy must approve all costs, ensuring all claims are checked before they are submitted.
6. **We make basic checks.** The IPSA Online system performs basic checks to ensure any claim meets certain rules, such as who can travel on a specific journey. If your claim does not comply with one of these system checks, it will be returned to you so that you can correct it.
7. **We make more detailed checks.** We do not manually check ALL claims. We select claims across business cost types, values, and budgets to manually check to ensure that the claim meets our criteria. We return claims to ask for more information or improved evidence.
8. **We analyse trends.** We regularly review all spend across business cost types to identify outliers and issues. We may review all spend for a particular office to check for duplicates. We may contact you about these issues from time to time to ask for your help addressing them.
9. **We publish information about your claims.** We publish all claims (with some exceptions) on a bi-monthly basis, and all spend against budget on an annual basis to assure the public.
10. **We undertake thematic assurance reviews.** We have a rolling programme of themed reviews that enable us to look across business cost types and customer groups to identify best practice and areas of improvement.
11. **We are audited.** The NAO conducts an annual audit of our accounts and checks some claims. We also commission our own internal audits. Both these processes identify useful learning that we will share with offices.