

Bulletin 28 November 2019

With the General Election two weeks away we continue to provide advice and guidance for the dissolution period and beyond polling day. Further information can be found below.

In the week commencing 16 December 2019, we are due to publish MPs' annual data for 2018-19. In addition, we will publish claims processed on the old expenses system from March to September 2019, which are currently available on the IPSA Online Homepage. If you have any queries about this data, please contact us by **2 December**.

We are currently running a consultation on a number of changes to the Scheme. The changes being consulted on relate to MPs who sublet their constituency offices, and clarification to the rules on security assistance. If agreed, the proposed changes would come into effect on 1 April 2020. It will run until 31 January 2020 and further details, including how to respond, can be found [here](#).

Our phone lines will be closed on Friday 6 December, for staff training.

This bulletin contains information on the following:

- General Election Guidance
- IPSA Online Personal Details
- Evidence Requirements
- Websites
- Campaigning Repayments to IPSA
- IPSA Housekeeping Tips

- IPSA Online Webinars and Training
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General Election Guidance

Our dissolution guidance can be found on the [General Election page](#) on our website as well as on Parliament's intranet. This will help you to understand the rules that apply during the dissolution period. It will also explain what rules and entitlements will apply in the event that an MP loses office, is newly elected, or is returned to Parliament. Our [campaigning guidance](#) is available to view on our website. It is vital that all MPs and staff who plan on campaigning read this.

Today we have published dedicated tabs on our General Election page, with further information for Departing MPs, New MPs, Returning MPs and MPs' staff.

We advise that you continue to check our General Election page regularly for updates, FAQs, and other useful information. You can also call our information line on 020 7811 6400. A direct dial has been set up between the House of Commons and IPSA. If you are in the House of Commons you can dial 3600 to be connected to our phone lines.

IPSA Online Personal Details

Ahead of the general election, please ensure your IPSA Online account is updated with your personal email address. This applies to both MPs and MPs' staff.

To do this, follow these steps:

1. Go to <https://www.ipsaonline.org.uk> and log in with your parliamentary account
2. Click the tab for 'New IPSA Online'
3. On the menu of the expense system, click 'Your Employment'
4. Click 'Personnel information'
5. Click 'Contact information'
6. Select your 'Home' address
7. Enter your personal email address into the 'E-mail' field

Evidence Guidance

If you are making claims during the dissolution period, please ensure you have checked what evidence is required for the specific expense types you are claiming. During the dissolution period, certain expense types require additional evidence.

A list of all expense types and the evidence required when making a claim can be found [here](#). It is also located on the [General Election page](#) on our website and on the [IPSA Online Homepage](#).

This document supersedes previous evidence guidance, sent out in July this year, during the dissolution period.

Websites

During the dissolution period you should not use your website if it suggests you are currently an MP. Any website containing a URL which refers to you as an MP should be frozen.

Websites may remain online but no new content should be added except the

disclaimer, contact details and a link to an alternative website if you wish.

If you have claimed for costs relating to your website from IPSA, such as website development or hosting fees, you must not use the website for campaigning purposes.

Campaigning Repayments to IPSA

If you claim for the rent and utilities of your constituency office from IPSA, you can continue to do so throughout the dissolution period. However, if any office space is used for campaigning, only a proportion of the rent and utilities should be claimed.

If IPSA pays your rent directly, and office space is used for campaigning, you will need to repay a proportion for that use.

If you wish to use your IPSA-funded equipment for campaigning, you must pay a fee of £135 to IPSA by polling day.

To make a repayment, complete our [Repayment Form](#) and make a BACS payment. Detail clearly on the form what the payment is for.

IPSA Housekeeping Tips

1. **Payment Card reconciliation** – the deadline to reconcile your October payment card expenditure is 8 December. Any late reconciliations will result in a suspension of your payment card. To view your outstanding lines, use the 'MPD Unreconciled Payment Card Lines' report on your dashboard and click the link under 'Links to reports'.

2. **Task Manager** – it is important to keep on top of the tasks you receive in IPSA Online so your claims reach IPSA on time, you can be reimbursed promptly and your budgets can be updated accurately. Claims requiring further action should be actioned at the earliest opportunity. Your task manager is located in the top-right hand corner of IPSA Online, with the tick icon.
 3. **Repayments due** to IPSA will appear on your dashboard. If you are an MP or Expenses B proxy (a user who can complete and approve all expenses tasks for their MP, apart from their own), credit notes will appear in your task manager to be actioned. Please action any credit notes you receive at the earliest opportunity and make any necessary repayments to IPSA.
 4. **Check your budgets**, commitments and current spends regularly. We have pro-rated budgets for MPs who are standing down.
 5. **Old or Draft claims** - If you have any claims you no longer wish to process, open the claim, enter zero in the 'amount' field and click submit to end the workflow.
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IPSA Online Webinars and Training

We have one webinar remaining in our series, which will provide guidance on what the various types of proxies can and can't do, as well as how to nominate a new proxy. Click the link below to register for this webinar.

Wednesday 4 December at 10am: Proxies- [register here](#)

We will send out recordings of all webinars in due course.

We continue to run classroom training sessions for IPSA Online in our office on the Strand. These sessions are 1 hr 15 minutes long and are a good opportunity to learn more about IPSA Online.

Further training sessions are being planned for after the general election and we will communicate these in due course.

[Click here to register for training](#)

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.