Payroll Use Only – Employee Number:

This form is to be used to request a reward and recognition payment from the Staffing Expenditure budget to a staff member. The payment will be made through the payroll.

**The amounts of reward and recognition payments claimed for MPs’ staff are published annually in accordance with our publication policy.**

In accordance with paragraph 7.3f and 7.11 of The Scheme of MPs’ Business Costs and Expenses no more than 2% of the staffing costs budget may be used for reward and recognition during the year, and no individual member of staff may receive more than £1,000 per year. If any MPs exceed these amounts they will have to fund the excess from their own resources. This will not be processed by IPSA.

***To be completed by MP***

[MP’s Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request a reward and recognition payment of £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for

[Name of staff member] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in recognition of excellent performance

MPs Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note: Amendments must be received before the 15th of each month. If the 15th falls on a weekend then the payroll cut-off is the previous working day***

**Please email this signed form to payroll@theipsa.org.uk**

**Alternatively, please send it to IPSA, 2nd Floor, 85 Strand, London, WC2R 0DW or place in the drop box in the Members’ Centre in Portcullis House.**

**If you have any questions about completing this form, please call 020 7811 6400 / Option 2**

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| **Data Protection**  IPSA collects and processes personal information about you to exercise its statutory functions, to provide you with the services you have requested and where it is in our legitimate interests to do so. We will only use the information you provide on this form for the purposes set in the form and in any relevant related guidance to provide you with the services you have requested, to exercise our statutory functions or where we are otherwise required by law.  We may disclose information to third parties where it is fair and lawful to do so, while respecting your privacy rights. Information about how we use and protect your personal information, and your data protection rights is set out in the IPSA Privacy Notice available on our [website](https://www.theipsa.org.uk/about-us/privacy/). You can contact us by email to [privacyrights@theipsa.org.uk](mailto:privacyrights@theipsa.org.uk) or by post to IPSA, 2nd Floor, 85 Strand, London, WC2R 0DW.  **Freedom of Information**  Information held by IPSA may be disclosable under the Freedom of Information Act 2000. Information about the Act for MPs and their staff is available on the IPSA [website](https://www.theipsa.org.uk/ipsa-for-mps/guidance/ipsa-and-the-freedom-of-information-act/). |