

Independent Parliamentary Standards Authority

Bulletin 9 May 2019

IPSA Online has been live for over a month now and we are pleased to report that 97% of offices have now logged onto the new system.

Last month IPSA featured in The Term Ahead discussing the Trust and Transparency panel discussion of the International Parliamentary Regulators Conference. To read the article, [click here](#).

This bulletin contains information on the following:

- Business Costs and Expenses Publication
- IPSA Information Video
- Payment Card Reconciliations
- Staff Budget Report
- Deadline for 2018-19 Claims
- European Elections

Business Costs and Expenses Publication

The latest publication of MPs' business costs and expenses, for claims processed in December 2018 and January 2019, can now be viewed on the [IPSA website](#).

IPSA Information Video

IPSA launched a new information video at the International Parliamentary Regulators Conference earlier this year. This video has now been published online [here](#). You are welcome to share this video.



Payment Card Reconciliations

Payment card transactions made in April 2019 are ready to reconcile in IPSA Online. These can be found in the 'Expenses' screen and can be completed by MPs, Proxies or both. Please remember you do not need to reconcile all the lines in one go, you can reconcile and submit as many lines at a time as you wish. Reconciliation Guidance on how to reconcile the payment card lines can be found on page 15 of the [Expenses Guide for MPs, Proxies and Office Staff](#).

Staff Budget Report

The new staff budget report is available to use in IPSA Online. This enables MPs and payroll proxies to view up-to-date information about how much of the staffing budget has been spent. In the new system it is called the 'MP Payroll Modelling Report'. These are the steps to generate the report.

1. Click 'Menu', then 'Common'
 2. Click 'Report Ordering', then 'MP Payroll Modelling Report'
 3. Type 201901 – this is the start of the current financial year
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4. Click on 'Save' – you should receive an order number (you may have to click 'Save' more than once to obtain this)
5. Click on 'Your Ordered Reports'
6. If the Status shows 'Finished' – click on the 'report' icon, to see the report
7. If the Status shows anything other than 'Finished', click on the refresh button
8. Once clicked on 'Show Report', click on 'Save' then click on 'Open'

The report will open in Excel. For further guidance [click here](#).



Deadline for 2018-19 Claims

Don't forget the deadline for submitting 2018-19 claims is 30 June 2019. Please check your queue in Expense@Work (the old system) for returned claims or claims that accrued as the documentation must be received by the end of June.

European Parliament Elections

As you know, the UK will be participating in European Parliament elections on 23 May. Please be reminded that IPSA-funded resources must not be used for campaigning purposes. This includes IPSA-funded travel and office costs. If staff members wish to participate in campaigning, this must be outside of their normal working hours (for example, evenings and weekends) or during paid or unpaid leave.

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.

