

Bulletin 22 August 2019

This bulletin contains information on the following:

- Publication of Business Costs and Expenses
- Payment card: changes to online transactions
- Lease alerts

Publication of Business Costs and Expenses

On Thursday 12 September 2019 we will publish your business costs and expenses that IPSA has processed using the old expenses system from March to July 2019. Any claims processed within IPSA Online from April to July 2019 will be published in the next cycle.

We have redacted your personal information in line with our Publication Scheme. We recommend that you check your data before we publish and if you think we have missed anything, please contact us by **Friday 6 September 2019** at the latest to let us know.

You can access your data directly on the IPSA Online Homepage from today. Go to www.ipsaonline.org.uk and click on Publication Data. You will be able to view your claims online or download them. A guide to accessing publication data through the IPSA Online homepage is available [here](#).

Please note that data from an earlier period may also be included. If your data contains claims for a previous financial year, the aggregate figure published for that year will periodically be updated to reflect these additional claims. You

should also be aware that we make amendments to the data already published on the website when necessary.

Payment card: changes to online transactions

We wrote to you last month to explain that from 14 September, the way you make purchases online using your payment card will change. To make purchases online you will be required to enter a pin number from a card reader. This is called PSD2 (Payments Services Directive) and seeks to enhance security through strong customer authentication.

You can find out more [here](#). You will also receive an email from Barclays regarding PSD2.

Barclays will be sending new cards and pin readers for every card holder. If you have received a new card since 5 June, you do not need to replace it as it is already compatible. The new cards and pin readers have now been posted and these should arrive with you this week.

If you have any queries about PSD2, or difficulties using the card reader when you receive it, please contact Barclays on 0800 008 008

Lease alerts

This week we switched on lease alerts within IPSA Online. This means that the system will send email reminders when it is time to renew your office and accommodation leases. Following consultation with the MP Staff User Group, we have set the alerts to be sent to MPs and expenses Proxies 60 days before, 30 days before, 15 days before and 5 days after the lease expires. The alerts

will include instructions on the steps you need to take and will stop once action has been taken.

If your office or accommodation lease is a rolling tenancy, please email your account manager **one month** before the lease start date to confirm that you will be remaining in the property another year. **If you do not, any direct payments of rent may be cancelled and your claims may not be processed.** Please continue this action every year for as long as you stay in the office or accommodation. Should you wish to leave the property, please complete a property amendment form on IPSA Online **one month before vacating the premises so an over payment of rent does not occur.**

If your accommodation lease is an assured short-hold tenancy agreement, we will need correspondence from your landlord each year **one month prior to** the lease start date to confirm you are remaining in the same accommodation under the same terms of the original agreement. If the original terms have changed, please complete a property amendment form on IPSA Online.

IPSA Online training materials can be accessed [here](#).

IPSA Online Training

IPSA continues to provide training in London on the new expenses and payroll system. The aim of the sessions is to give you experience and confidence in using IPSA Online.

Each training session is 1 hr 15 minutes hours long and will allow you to ask bespoke questions relevant to your office.

By the end of the session you will:

- Understand how to navigate the system and find help when you need it
- Carry out the most common expenses processes
- Carry out day to day Payroll and staffing processes
- Run reports and use the Dashboard to find out your financial situation