

Bulletin, 14 March 2019

Today's bulletin includes important information regarding the new IPSA Online system and the end of the current financial year.

This week IPSA has moved office from Millbank to 85 Strand. We have also hosted an [international conference of parliamentary regulators](#) and IPSA's Board is meeting later to discuss a range of issues, including the MPs' staffing budget. Also, today is the 51st publication of MPs' business costs and expenses information on the IPSA website.

If you have any queries about the information in this bulletin, please contact us on 020 7811 6400. Please remember to press 1 for MP Support Services or 2 for Payroll.

Business Costs and Expenses Publication

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

New Scheme for 2019-20

The eleventh Edition of the Scheme of MPs' Business Costs and Expenses ('the Scheme') will come into effect from 1 April 2019 for the duration of the 2019-20 financial year. The new edition of the Scheme can be viewed on our [website](#).

IPSA Online

Our new online system is launching on 2 April. All claims for the current financial year can be made using the existing system. Any claims submitted by tomorrow, with evidence, should be reimbursed on the usual timescale. There may be slight delays over the next few weeks, but these can be minimised by using IPSA payment cards for business costs where possible.

There is guidance [here](#) to help you manage your finances across the end of the 2018-19 financial year. It is your responsibility to remain within your budgets. If you do not correctly allocate the claims during this period, you may overspend your budgets, requiring repayment. You must submit your year-end accrual form for 2018-19 claims by 15 April. Late submissions are not possible. There is also information [here](#) regarding HMRC changes to the treatment of taxable expenses that may affect you.

IPSA Online Training

This week we have held training sessions for the new IPSA Online system in Glasgow and Sheffield. Further training is available in London tomorrow and over the next week. There will be further training events in Cardiff, Coventry, Exeter and Oxford. Please use the links below if you would like to attend.

[Regional classroom & refresher training](#)

[London classroom training, March 2019](#)

[London refresher training, March 2019](#)

There will be 4 one hour-long seminars in Committee Room 8 of the House of

Commons. You do not need to book for these sessions. Please add these to your calendar if you wish to attend.

Monday 25 March at 4pm

Monday 1 April at 3pm

Thursday 25 April at 3pm

Thursday 2 May at 5pm

Payroll Information

The deadline for submission of timesheets, for payment at the end of March, is tomorrow, Friday 15 March. All claims must be approved in full by MPs by 5pm tomorrow for payment to be made this month. Any claims not approved by this time will need to be resubmitted at the start of April using the new system. The current timesheet system will be closed from tomorrow to prepare for IPSA Online.

IPSA Office Relocation

On Monday 11 March 2019, IPSA relocated from 30 Millbank to 85 The Strand.

Please ensure any correspondence, including supporting evidence for claims, is sent to the new address. Supporting evidence in hard copy is required for claims from your 2018-19 budgets. After the launch of IPSA Online on 2 April 2019, hard copies will not be required for the new financial year.

IPSA

85 The Strand

London

WC2R 0DW

IPSA's phone numbers will remain the same.

The main number is 020 7811 6400.

Phone Line Closure

Due to staff training, the MP Support telephone lines will be unavailable tomorrow morning, Friday 15 March, from 10am to 1pm.