

Bulletin 5 September 2019

Welcome back from summer recess.

This week our phone lines have reverted to the usual opening hours of 10am to 5pm. Thank you for your patience as we answer the queries we receive.

Throughout the summer we have continued to train MPs' offices on our new expenses and payroll system, IPSA Online. We will be offering more training over the coming months and further information can be found below.

This bulletin contains information on the following:

- Publication of Business Costs and Expenses
- General Election
- IPSA Online Classroom Training
- Volunteer Claims

Publication of Business Costs and Expenses

On Thursday 12 September 2019 we are scheduled to 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 tomorrow, **Friday 6**

September 2019 at the latest to let us know.

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

Please note that if Parliament is not sitting on Thursday 12 September, this publication will be postponed.

General Election

If a General Election is called, IPSA will issue guidance to MPs and their staff.

The guidance is updated at each General Election. For reference, the 2017 information for staff can be viewed [here](#).

The 2017 guidance for MPs is available [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
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Volunteer Claims

When making a claim on behalf of a volunteer, please remember that costs for their commute and subsistence, stated on the Volunteer Arrangement, should be claimed as 'Volunteer - agreed arrangement costs'. These costs will come from your Staffing budget.

Additional travel and subsistence costs, that fall outside of the Volunteer Arrangement, should be claimed with the relevant expense category. These costs will come from your Travel & Subsistence budget.

For further guidance on engaging volunteers, please see page 36 of [The Scheme of MPs' Business Costs and Expenses](#).
