

## **Bulletin 16 January 2020**

The start of the new calendar year means we are now approaching the end of IPSA's financial year which runs until 31 March 2020. Next week we will publish guidance for all MPs and proxies, which will explain how you can allocate costs to the correct financial year, at the year end. It is important that you read this guidance as it will help you avoid overspending your budgets and having to make repayments. The main deadline to be aware of is midnight on Sunday 26 April 2020 which is the deadline for year-end forms, contingency applications for 2019-20 and payment card reconciliations for spending in March 2020. Further details will be sent out next week.

Last week, Parliament announced recess dates for the coming year. You can find these [here](#).

To those who left Parliament after 12 December 2019, you have been contacted regarding the closure of your parliamentary account. After today you can access IPSA Online only via a guest account.

This bulletin contains information on the following:

- Task Manager Housekeeping Tips
  - Access to Trainline
  - General Election - Unpaid Leave
  - New Contingency Funding Application Form
  - IPSA Online guidance
  - Annual Survey
  - Scheme Consultation
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## Task Manager Housekeeping Tips

Ahead of the end of the financial year, it is important that you address tasks in your Task Manager on IPSA Online. You may find you have a number of outstanding tasks waiting to be actioned from claims you have submitted in the past year. When the Task Manager is empty, this is how you know you are up to date with claims you have in progress.

Claims and payment card transactions that have been stopped in the system produce tasks. Any claims you have created and submitted to us will show against your budget, regardless of whether or not the claim has finished its process through the system. It is therefore important you deal with these tasks to ensure your budgets are accurate. If any tasks are credit notes, requiring repayment to IPSA, these will only be reflected on your budgets once the task has been completed and the money has been received.

Here are some tips to help you:

- Click the tick symbol in the top right hand corner of IPSA Online to access your Task Manager.
- Use this [guide](#) to deal with claims that have been hard stopped or soft stopped.
- If you want to delete a claim, firstly resolve the soft or hard stop (if applicable) to send the claim back to you, then enter zero in the 'amount' field and click submit to end the workflow. This will remove the claim with no impact to your budget. You may need to do this where you have claimed the cost on a different claim which has already been paid.

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## Access to the Trainline

One way to pay for your train tickets is to use Trainline. IPSA can make

payments directly to Trainline on your behalf, removing the need for you to pay, claim and provide evidence. The costs would be charged to your Travel & Subsistence budget.

All MPs have an account set up using the email address [xxx.xxx.mp@parliament.uk](mailto:xxx.xxx.mp@parliament.uk). It can be accessed online, via the web only, at any time of the day. You cannot access this account with the Trainline phone app.

Please note that this is an account already set up for you. Alternatively you may wish to set up your own personal Trainline account and pay with your IPSA payment card.

Follow these steps to log in to your account for the first time or if you have forgotten your password:

1. Go to the Trainline for Business website [here](#)
2. Below the login, click 'Forgot password?'
3. Enter your email address ([xxxx.xxxx.mp@parliament.uk](mailto:xxxx.xxxx.mp@parliament.uk)) and click 'Continue'
4. Find the password reset email in your inbox and follow the instructions

You can also purchase train tickets via the travel office, located at the House. They will book tickets for you and IPSA will pay these directly. They can be contacted at the House on 020 7219 4232.

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## **General Election - Unpaid Leave**

If staff members took part in campaigning activities during the dissolution period whilst on paid IPSA time, it is important that IPSA is notified of this. MPs must either:

- arrange for the time to be deducted from staff's annual leave entitlement;  
or
- complete and send IPSA the [unpaid leave form](#) so that we can make adjustments to their pay.

If you have any queries about this, please contact our payroll team via phone or email.

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### **New Contingency Funding Application Form**

A new Contingency Funding application form is now available on IPSA Online. This replaces the previous hard copy form which was available on our website.

To find the form, follow these steps:

1. Go to <https://www.ipsonline.org.uk> and log in with your parliamentary account
2. Click the tab for 'New IPSA Online'
3. On the menu of the expense system, click 'Forms'
4. Click 'Contingency Funding Application Form'

Guidance on applying for contingency funding can be found on our website [here](#). If you require any further assistance in completing the form, please contact MP Support via phone or email.

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### **IPSA Online Guidance**

At the start of the new Parliamentary term, we know that lots of you are logging onto IPSA Online, many for the first time. On the [IPSA Online homepage](#) you can find a range of mini guides for how to use the system. There are also a number of webinars including a webinar on how to complete the [property](#)

[registration and property amendment forms](#). From the homepage you can access the guidance using the circled tab below.

**Home** Full details of MPs' business costs in 2018-19 will be published on Thursday 19 December 2019

**Online Expenses System**  
Claims for 2018-19

**\*NEW\* IPSA Online**  
Claims and payroll costs for 2019-20

**How to use IPSA Online**

**Forms and Calculators**

**Guidance**

**Contact Us**

**Payslips Archive**  
Payslips Archive (until March 2019)

**Publication Data**  
Next publication 21/11/2019

**Events in January** [See All»](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	1 8	9	10	11
12	13	14	1 15 00:00 Deadline for r	16	17	18
19	20	21	22 00:00 January Payrc	23	24	25
26	27	28	29	30	31	1

**Bulletins** [See All](#)

**IPSA Bulletin 19 December 2019** 19/12/20  
Today we have published our figures for all business costs and expenses incurred by MPs in the 2018-19 financial year. You can find our press release  
[See More](#)

**IPSA Bulletin 28 November 2019** 28/11/20  
With the General Election two weeks away we continue to provide advice and guidance for the dissolution period and beyond polling day. Further information can be found below.  
In the week commencing 16 December 2019, we are due to publish MP...  
[See More](#)

## Scheme Consultation

We are currently consulting on a number of changes to the Scheme. The changes being consulted on relate to MPs who sublet their constituency offices, and clarification to the rules on security assistance.

If agreed, the proposed changes would come into effect on 1 April 2020. The consultation will run until 31 January 2020. Further details, including how to respond, can be found [here](#).

## **Annual Survey**

On Thursday 30 January 2020 we will launch our annual survey of MPs and staff. We have carried out a survey each year since 2011 to gain your feedback to help us understand your needs, improve our support and plan effectively for the coming year.

The survey will include questions on IPSA Online, our service during the General Election as well other aspects of our work.

We are keen to hear what we have done well and where we can improve the provide the best possible service. The anonymised results will be circulated to all MPs and staff and published on our website.

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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.