

## **Bulletin 19 December 2019**

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 [here](#) and all the annual publication data [here](#). You can find further details on this below.

We are currently running a consultation 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. It will run until 31 January 2020 and further details, including how to respond, can be found [here](#).

This bulletin contains information on the following:

- Annual Publication, Annual Review of Assurance & Annual Report and Accounts
- Guidance on leasing a constituency office
- How to register your accommodation and/or constituency office with IPSA
- New IPSA Online Guidance
- Financial Year-End
- Christmas Opening Hours

From everyone at IPSA we would like to wish you a very merry Christmas and a happy new year.

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## **Annual Publication, Annual Review of Assurance & Annual Report and Accounts**

Today we have published figures for all business costs and expenses incurred by MPs in the 2018-19 financial year. In total, spending across all budgets over this period was £119.9 million. This is up 2 per cent on the £117.3 million spent in 2017-18. You can view the 2018-19 annual publication data for individual MPs [here](#).

In addition, this publication includes claims processed on the old expense system from March to September 2019.

We have also published our Annual Review of Assurance for 2018-19, available [here](#).

Lastly, we have published our Annual Report and Accounts for 2018-19. The report covers the key activities undertaken by IPSA during the the financial year 2018-19. Printed copies have been laid in the House, and the full report can also be viewed on our website [here](#).

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### **Guidance on leasing a constituency office**

IPSA has produced guidance on selecting and leasing a constituency office, which can be found on our website [here](#). From the guidance list, select 'Guidance on selecting and leasing constituency offices'.

This guidance provides recommendations and is not a mandatory checklist. We hope that you will find it helpful when selecting a constituency office.

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## **How to register your accommodation and/or constituency office with IPSA**

If you intend to rent accommodation and/or a constituency office, you must first decide what you intend to claim for and then register with us your intention by submitting a Property Registration Form on IPSA Online. Guidance on how to complete this form can be found [here](#).

If you are eligible and make the decision to rent a property you will also need to send us a signed copy of your rental agreement/lease which would need to show the following:

- details of all parties involved in the agreement;
- the address of the property to be let;
- the dates of the rental period;
- the amount payable;
- the break clause (recommended two months); and
- the name and address of the person or organisation to whom the rent is payable

IPSA is not legally responsible for the terms of the lease, and you should check the contract closely before you sign. Legal advice regarding your constituency office lease can be claimed from the Office Costs or Staffing budget.

Once you have provided the above information via a Property Registration Form and attached the lease signed by all parties, we can arrange to pay the rent directly to your landlord.

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### **New IPSA Online Guidance**

New IPSA Online guidance has been published on the IPSA Online Homepage. The guides have been separated into smaller topics to make them

easier to use. You can find this on the [How to use IPSA Online](#) tab.

More training sessions and webinars are being planned and we will circulate details of how to register for training in the new year.

## REIMBURSEMENT

ipsa  
Independent Parliamentary  
Standards Authority

### How do I make a reimbursement claim?

1. From the main menu click 'your employment'
2. Click **Expenses**
3. Click **Reimbursement claim (MP)**. If you work in a MP's office, you can now claim your own expenses by clicking on **Reimbursement Claim (Staff)**. All subsequent steps are the same.
4. In the **On behalf of** resource box, select who the claim should be paid to. This box only appears if you are the Proxy or MP.
5. In the **Reference** box, type a short description for this claim. This should be something to easily identify the claim at a later date.
6. Click **Add expense** from near the bottom of the screen.
7. Select an Expense Category, you can start typing the expense and a list of possible expenses is displayed. Alternatively, click the drop-down arrow to see the full list and click on the relevant category.
8. Use the calendar icon to select the date the expense was incurred.
9. Add a Description for the expense.
10. Add the Amount of the expense that you are claiming for.
11. Click the chevron icon at the end of the expense line. The chevrons open additional fields that are required for that particular expense.
12. Use the drop-down arrows to select the relevant budgets, addresses, stations, airports etc.
13. Repeat steps 6 – 12 until all expenses have been added. Please note an expense claim should not be more than 20 lines long.
14. You must now add receipts to each claim line and then submit the claim. For guidance on how to attach evidence see the **'How do I attach evidence?'** mini guide.

The screenshots illustrate the user interface for creating a reimbursement claim. The first screenshot shows the 'Expenses' menu with 'Reimbursement claim (MP)' selected. The second screenshot shows the 'Add expense' form with a dropdown menu for 'Expense Category' and a calendar icon for 'Date'. The third screenshot shows the 'Add expense' form with a dropdown menu for 'Expense Category' and a calendar icon for 'Date'.

## Financial Year-End

In January 2020, IPSA will send guidance to all new, departing and returning MPs about the end of the financial year. The forthcoming recess is a good time to check spending against your current budgets and to submit any outstanding claims.

The current financial year ends on 31 March 2020. This guidance will explain how, at the year end, you can ensure that you allocate costs to the correct financial year. Allocating claims to the correct financial year will help to avoid

overspending budgets or making repayments. Further details will be circulated in January 2020.

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### **Christmas Opening Hours**

Tuesday 24 December **10am - 12noon**

Wednesday 25 December **Closed**

Thursday 26 December **Closed**

Friday 27 December **Closed**

Monday 30 December **10am - 5pm**

Tuesday 31 December **10am - 5pm**

Wednesday 1 January **Closed**

Thursday 2 January **10am - 5pm**

Friday 3 January **10am - 5pm**

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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.