

## **Bulletin, 20 March 2019**

Today's bulletin contains important information on:

- The end of the current financial year and the new IPSA Online system
- IPSA Online training
- The new Scheme for 2019-20
- IPSA's office relocation
- Phone Line Closures

This week, IPSA's Board will be meeting with representatives of MPs' staff to discuss the MPs' staffing budget.

Last week, in partnership with the University of Bath's Institute for Policy Research, we hosted the first ever [International Parliamentary Regulators Conference](#), welcoming delegates from 13 countries around the world. The purpose of the two day conference was to share experience and knowledge with fellow regulators.

Please remember that, last week, IPSA moved office from Millbank to 85 Strand. Our full address can be found in this bulletin.

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.

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### **IPSA Online**

Our new online system is launching on 2 April. All claims for the current

financial year must be made using the existing system, expense@work. The new system will only accept claims in the 2019-20 financial year and onwards. Any claims submitted this week may have slight delays before they are reimbursed.

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.

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## **IPSA Online Training**

This week we held the last training sessions in our London office for the new IPSA Online system. Further regional training is still available in Exeter, Cardiff, Coventry and Oxford, the dates are listed below.

**Tuesday 26 March - Exeter**

**Wednesday 27 March - Cardiff**

**Thursday 4 April - Coventry**

**Friday 5 April - Oxford**

[Click here to register for regional classroom & refresher training](#)

If you are attending any of the training sessions above, you can claim the cost of travel to and from the locations from the Travel and Subsistence budget.

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, 4-5pm**

**Monday 1 April, 3-4pm**

**Thursday 25 April, 3-4pm**

**Thursday 2 May, 5-6pm**

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### **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](#).

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### **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.

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### **Phone Lines**

Due to staff training, IPSA's phone lines will be closed all day on Friday 22 March. They will reopen at 10am on Monday 25 March.

Some callers may have experienced longer than usual wait times recently, and poorer quality phone connections. We are working to resolve these issues and apologise for any inconvenience.