

Bulletin 12 September 2019

During the prorogation of Parliament, you may continue to claim parliamentary business costs and expenses incurred throughout this period. For further guidance on claimable costs, please see our [Scheme](#) or contact our MP Support team.

This bulletin contains information on the following:

- Publication of Business Costs and Expenses
- MPs' Staff Contracts Consultation - Confidentiality clause
- General Election Guidance
- Payment Card Reconciliation Guidance
- Payment Card PSD2 Card Readers
- IPSA Online Classroom Training

Publication of Business Costs and Expenses

Whilst Parliament is prorogued, the scheduled publication of MPs' business costs and expenses, for claims made on the old expenses system, has been postponed.

The next scheduled date for publication is 21 November 2019.

MPs' Staff Contracts Consultation - Confidentiality clause

Gemma White QC's [Bullying and Harassment of MPs' Parliamentary Staff](#)

[Independent Inquiry Report](#) makes a number of recommendations to address the findings that some MPs' staff are subject to an unacceptable risk of bullying and harassment. We take good employment practice and wellbeing in the workplace very seriously and we condemn bullying and harassment.

One of the recommendations in the report is that IPSA should consider amending the wording of the confidentiality clause in staff employment contracts to make it clear that the clause does not prevent employees from raising a complaint or bringing a claim of bullying and harassment against the MP or others. We have taken legal advice that confirms that the current clause in the contract used to employ MPs' staff does not prevent employees from bringing a claim of bullying and harassment. However, we consider that the wording of the relevant clause could be made clearer.

We have launched a consultation to consider whether the wording should be changed. We want to ensure that we take account of views from MPs and staff before reaching a decision. The consultation will run until 15 October 2019. Further details on how to respond can be found [here](#).

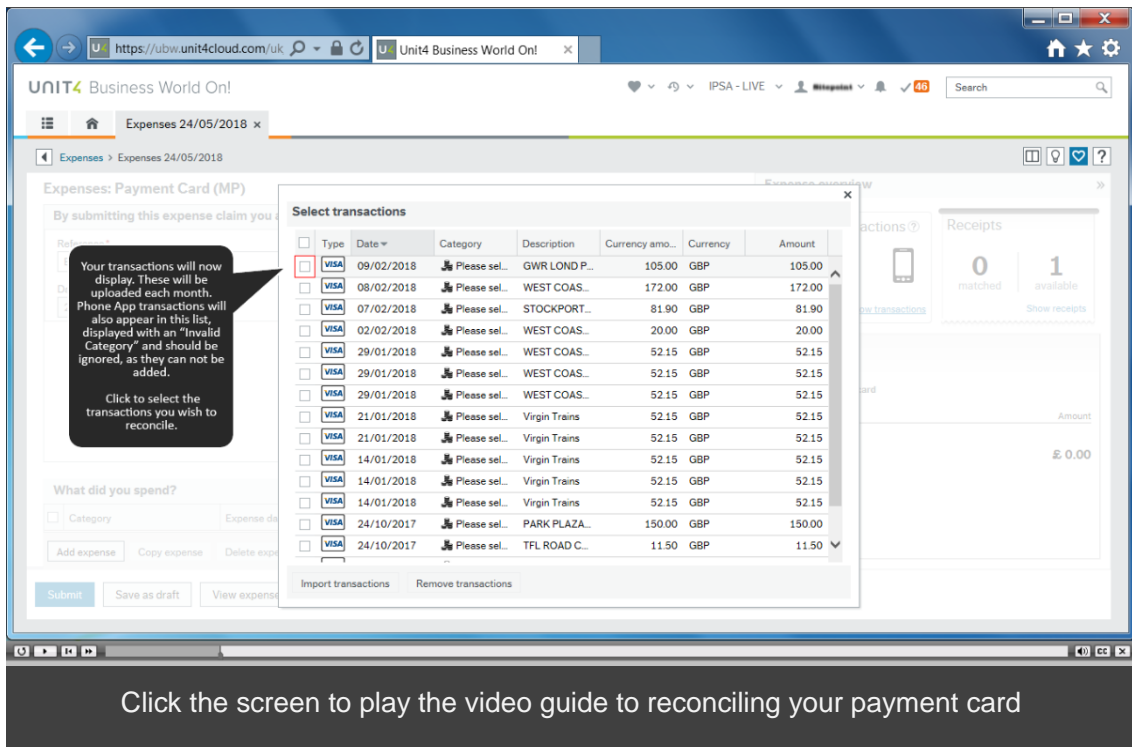
General Election Guidance

We are currently updating our General Election guidance and will issue this in the event that a General Election is called. Some of the rules have changed since 2017 and this will be reflected in the new guidance.

For reference, our 2017 guidance for MPs can be found [here](#). The 2017 guidance for staff can be found [here](#).

How to reconcile your payment card

This week we are providing guidance on how to reconcile your payment card. Below is a step-by-step video guide, a quick guide and some important points to note.



Your transactions will now display. These will be uploaded each month. Phone App transactions will also appear in this list, displayed with an "Invalid Category" and should be ignored, as they can not be added.

Click to select the transactions you wish to reconcile.

Type	Date	Category	Description	Currency amo...	Currency	Amount
VISA	09/02/2018	Please sel...	GWR LOND P...	105.00	GBP	105.00
VISA	08/02/2018	Please sel...	WEST COAS...	172.00	GBP	172.00
VISA	07/02/2018	Please sel...	STOCKPORT...	81.90	GBP	81.90
VISA	02/02/2018	Please sel...	WEST COAS...	20.00	GBP	20.00
VISA	29/01/2018	Please sel...	WEST COAS...	52.15	GBP	52.15
VISA	29/01/2018	Please sel...	WEST COAS...	52.15	GBP	52.15
VISA	29/01/2018	Please sel...	WEST COAS...	52.15	GBP	52.15
VISA	21/01/2018	Please sel...	Virgin Trains	52.15	GBP	52.15
VISA	21/01/2018	Please sel...	Virgin Trains	52.15	GBP	52.15
VISA	14/01/2018	Please sel...	Virgin Trains	52.15	GBP	52.15
VISA	14/01/2018	Please sel...	Virgin Trains	52.15	GBP	52.15
VISA	14/01/2018	Please sel...	Virgin Trains	52.15	GBP	52.15
VISA	14/01/2018	Please sel...	Virgin Trains	52.15	GBP	52.15
VISA	24/10/2017	Please sel...	PARK PLAZA...	150.00	GBP	150.00
VISA	24/10/2017	Please sel...	TFL ROAD C...	11.50	GBP	11.50

Receipts: 0 matched, 1 available

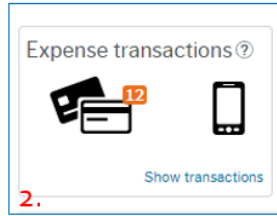
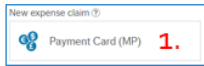
Amount: £ 0.00

Submit Save as draft View expense

Import transactions Remove transactions

Click the screen to play the video guide to reconciling your payment card

First, click on "Payment Card (MP)" and open a new claim form. You will need to ensure that you have selected the MP's name in the "On behalf of" section for the transactions to appear



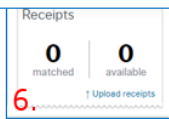
Select transactions

Type	Date	Category	Description	Currency am...	Currency
<input type="checkbox"/>	25/01/2018	Please sel...	ARCH COMM...	239.73	GBP
<input type="checkbox"/>	25/01/2018	Please sel...	ARCH COMM...	208.80	GBP
<input type="checkbox"/>	25/01/2018	Please sel...	SOLOPROTE...	196.39	GBP
<input type="checkbox"/>	15/01/2018	Please sel...	CITYFLEET/...	165.80	GBP
<input type="checkbox"/>	15/01/2018	Please sel...	HEATHROW ...	172.00	GBP
<input type="checkbox"/>	11/01/2018	Please sel...	EDF ENERG...	211.06	GBP
<input type="checkbox"/>	11/01/2018	Please sel...	WWWHHEATH...	172.00	GBP
<input type="checkbox"/>	11/01/2018	Please sel...	WWWHSTAN...	317.53	GBP
<input type="checkbox"/>	10/01/2018	Please sel...	CMT UK LTD...	170.00	GBP
<input type="checkbox"/>	09/01/2018	Please sel...	SANDWELL...	190.25	GBP
<input type="checkbox"/>	08/01/2018	Please sel...	CITYFLEET/...	164.00	GBP
<input type="checkbox"/>	03/01/2018	Please sel...	SANDWELL...	190.25	GBP

Import transactions Remove transactions

You will see a list like this...

Import/upload your receipts as usual and add them to the lines you have completed



Make sure you have all the receipts for the lines you intend to complete. Remember, you don't have to do them all in one go!

Select transactions

Type	Date	Category	Description	Currency am...	Currency	Amount
<input checked="" type="checkbox"/>	25/01/2018	Please sel...	ARCH COMM...	239.73	GBP	239.73
<input checked="" type="checkbox"/>	25/01/2018	Please sel...	ARCH COMM...	208.80	GBP	208.80
<input checked="" type="checkbox"/>	25/01/2018	Please sel...	SOLOPROTE...	196.39	GBP	196.39
<input checked="" type="checkbox"/>	15/01/2018	Please sel...	CITYFLEET/...	165.80	GBP	165.80
<input checked="" type="checkbox"/>	15/01/2018	Please sel...	HEATHROW ...	172.00	GBP	172.00
<input checked="" type="checkbox"/>	11/01/2018	Please sel...	EDF ENERG...	211.06	GBP	211.06
<input checked="" type="checkbox"/>	11/01/2018	Please sel...	WWWHHEATH...	172.00	GBP	172.00
<input type="checkbox"/>	10/01/2018	Please sel...	CMT UK LTD...	170.00	GBP	
<input type="checkbox"/>	09/01/2018	Please sel...	SANDWELL...	190.25	GBP	
<input type="checkbox"/>	08/01/2018	Please sel...	CITYFLEET/...	164.00	GBP	
<input type="checkbox"/>	03/01/2018	Please sel...	SANDWELL...	190.25	GBP	

Import transactions Remove transactions

Put a tick beside the lines you wish to reconcile then click "Import transactions"

What did you spend?

Category	Expense date	Description	Amount
Stationery & printing	25/01/2018	ARCHCOMMERCIAL ENTERP	239.73
Stationery & printing	25/01/2018	ARCHCOMMERCIAL ENTERP	208.80
Security - routine costs	25/01/2018	SOLOPROTECT LTD	196.39
Advertising & contact cards	15/01/2018	CITYFLEET/COMCAG	165.80
Air travel	15/01/2018	HEATHROW RAIL LINK	172.00

Once imported, complete the rest of the transaction details, including the details under the chevrons

- You will receive a monthly email to inform you that your payment card is ready for reconciliation. This must be completed by the 8th of each month
- Business World does not allow for payment cards to be saved as drafts. This is because you are now able to reconcile it either all at once or a few lines at a time, so there should be no need to save – only reconcile the lines you have the documents for at the time

- If you have payment card lines which are showing as negative amounts, or are due to be refunded at a later date, you should process these lines as "Not claimed – to repay"
- The payment card lines will remain in the system until they are reconciled. If there are any claims on the card you no longer wish to claim for, please use the "Not claimed – to repay" item type. You will then need to repay this cost

How to split a payment card line...

1.

2.

3.

Payment Card PSD2 Card Readers

From 14 September the Payments Services Directive (PSD2) will come into effect. When you make purchases online you will be required to enter a pin number from a card reader. The directive seeks to enhance security through strong customer authentication. You can find out more about this [here](#). By now you should have received your card reader, sent by Communis PLC. If you have not yet received it, please email info@theipsa.org.uk.

If this affects the way your office works, such as booking train tickets, you may wish to use our direct suppliers, the Travel Office at the House or your [Trainline](#) account which can be accessed via your parliamentary account.

If you have any queries regarding PSD2, or difficulties using the card reader, please contact Barclays on 0800 008 008.

IPSA Online Training

Our new expenses and payroll system, IPSA Online, has been live since April. Many users are getting to grips with the system and its many features.

For those who would like to learn more, our current, short classroom training sessions are a good opportunity to find out about IPSA Online.

Each session is 1 hr 15 minutes hours long and by the end 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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