

**May 2010**

## **Claiming of expenses and payment of salaries for MPs**

On behalf of IPSA, may I offer you my congratulations on your election as an MP.

As you may know, the Independent Parliamentary Standards Authority (IPSA) is now responsible for the administration of MPs' salaries and expenses, and the salaries of MPs' staff.

This letter outlines the immediate arrangements we have put in place for you and your staff.

### Paying your salary and your staff's salaries

IPSA will pay MPs' and MPs' staff salaries following the election. There is just one exception; the House will administer the salaries of re-elected MPs' existing staff up to and including the May salary payment.

**Please ensure that you bring the completed Member Details form (enclosed in this pack), to the New Members' Reception Area in Portcullis House from Monday 10 May, so that IPSA can pay your salary. If you are a newly-elected MP, please also bring your P45 or P46 form.**

We will give you further information about the new arrangements for paying MPs' staff salaries at the New Members' Reception Area.

### Claiming and payment of MPs' expenses

IPSA will administer all MPs' expenses incurred after the election. These will be subject to the new scheme's rules. The scheme is on the IPSA website at [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk).

IPSA will train you, and those of your staff who support you in your Parliamentary business, in how to use the new online expenses system. Twenty minute induction sessions for MPs will be held in the New Members' Reception Area from Monday 10 May until Friday 21 May (excluding Saturday and Sunday).

**Please note that you will not be able to claim expenses until you have attended an induction session.**

At your induction session IPSA will tell you what information we will need from you in advance of making particular claims, what supporting documentation will need to accompany these, and how this should all be submitted to IPSA.

MPS' staff training sessions (on both the expenses system and scheme) will run from June. More information will be available at the New Members' Reception Area.

IPSA will also hold a series of talks, in Westminster, on the new expenses scheme in the two weeks following the election. Provisional dates are:

11 May	9.30am	Liberal Democrats	New members
12 May	9.30am	Liberal Democrats	Returning members
12 May	2.30pm	Conservatives	New members
12 May	4.30pm	Labour	New members
13 May	9.30am	Labour	New members
13 May	11.00am	Labour	Returning members
18 May	11.30am	Conservatives	Returning members
18 May	6.00pm	Labour	Returning members
19 May	9.30am	Other parties	New members
19 May	11.00am	Other parties	Returning members

Further information will be sent to you shortly, either by your party or directly by IPSA.

#### What you need to do now

- Book an expenses scheme induction session by telephoning the IPSA Information Line on 020 7811 6400 (or you can do this in person at the IPSA Reception desk in the New Members' Reception Area);
- Complete the Member Details form and bring it, along with your P45 or P46 if you are newly elected, to the New Members' Reception Area.

If you have any questions, the IPSA Information Line will be open seven days a week from 08.00 to 20.00 from 7 May until 21 May 2010. From 24 May onwards, it will be open from 08.00 to 18.00 Monday to Friday. Or email us at [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk)



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