

Invoice Advances

If you would like to claim an invoice advance for an item of £200 or more, you will need to complete a two step process:

Step 1: Making the claim

Please log into the online expenses system and select 'New Claim/Form'. Complete all the information fields as usual. Under the final information field, 'Advance?', select 'Yes, not yet Paid' from the drop-down list. After you submit the form, you will see a confirmation message. Then print the claim form with the bar code as usual, and send it to IPSA with a hard copy of the invoice.

Step 2: Reconciliation

It is important that, within one month of IPSA paying you the invoice advance, you send us the receipt or other supporting evidence to confirm payment for the item claimed. To do this, please select 'New Claim/Form', and then 'RECEIPTS: Supporting Invoice'. Complete the information fields. Under 'Select an item', you will be able to choose any expense type except mileage. Under 'Original Form/Line – Reference', you should also enter the claim form number of your claim in Step 1 above, so that we can match the receipt to your original claim. Once you have submitted the electronic form, please print the form with the bar code as usual and send it to IPSA with a hard copy of your receipt.

For some types of expense, however, the supplier may not always provide a receipt for you to send to us. These are:

1. Utility bills;
2. Telephone bills;
3. Rental claims; and
4. Council tax or business rates.

For these four expense types, when you claim an advance (including sending us any invoice, bill or payment schedule as usual), please say in the notes that no receipt will be available after payment. We will then not expect you to submit any further supporting evidence after we have paid you the advance. However, where you are issued with a receipt for these types of expense, you must submit it to us.

