



CONTRIBUTORS - EXPENSES

Expenses

Contributors can claim reimbursement of expenses incurred on behalf of the Law Society on the submission of an invoice or a receipt.

Travel Expenses

Contributors from outside county Dublin can on a discretionary basis claim mileage at a rate of €0.29 per kilometre for their travel.

PAYE contributors that claim mileage for travel expenses to and from the Law Society are subject to tax via the PAYE tax system.

Where travel expenses to and from an event not held on the Law Society premises are incurred, the contributor may claim mileage for the shorter of the distance between the contributors home to the event or the Law Society premises to the event, these payments will not be subject to tax.

INTERNAL PROCEDURES

- All expenses shall be processed on EIS by Education staff.
- Vouched expenses receipts and invoices must be sent to Finance once processed on EIS by Education Staff.
- Contributor Travel Expense Claim forms are to be completed and signed by contributors and sent to Finance once processed on EIS by Education Staff.
- Failure to produce receipts or signed Contributor Travel Expense Claim form will result in non-payment of these expenses.
- Education staff must notify payroll if travel expenses are not to be taxed.
- Expenses incurred by individuals where their firm/practice or company is invoicing the Law Society; the firm/practice or company must invoice the Law Society for any expenses incurred and they must be within the Law School allowable rates, such invoices should be submitted to Finance for payment with the appropriate approval, nominal code, L2 code and L3 code. The amounts relating to these invoices should not be imputed on EIS.