



**Expenses Policy
Council and Committee Members**

Version 1.0

**Approved by ELT – February 2025
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1. Purpose

This policy explains how and when members of the Council, Committees, Sub-Committees, and Task Forces ('committee members') of the Law Society of Ireland ('The Law Society') will be reimbursed for committee related expenses. It defines what constitutes a "committee related expense," and how to claim reimbursement for expenses incurred.

2. Scope

This policy applies to all Law Society committee members who incur committee related expenses. Revenue guidelines will supersede this policy in event of a conflict, and published rates are subject to change at any time.

3. Exclusions

This policy does not apply to expenses for the President, Senior Vice President, Junior Vice President, Director General, IBA Representatives, CCBE Representatives and staff of the Law Society, who have separate applicable policies, and 3rd party providers.

Council members who are undertaking IBA or CCBE business should refer to those policies.

4. Basic principles

The following principles apply to all committee business expenses -

1. Committee members must act with the Law Society's best interests in mind.
2. Committee members must be reasonable (lean) with expenses. Choose the best offer with the best value.
3. Expenses must be incurred in the performance of a committee member's duties [Section 5]
4. 1 expense equals 1 receipt. You must ensure that every expense has a corresponding receipt, and that the receipt contains all necessary information [Section 7]
5. Expenses are paid in accordance with Revenue guidelines and subject to applicable deductions including but not limited to VAT, PAYE and USC
6. Expenses must be submitted and reimbursed using the Law Society's expenses system, "Pleo". [Sections 6 and 19]
7. The Law Society accepts no responsibility for changes to rates provided by external 3rd party providers [Sections 9, 10, 11, 12 and Appendices 1 and 2]

5. Committee related expenses

Committee related expenses are expenses incurred when travelling to the Law Society and external sites for Council and committee business (inc. meetings, representation, outreach, training etc.). Each expense must be "*wholly and exclusively*" incurred for Committee-related business to be reimbursed.

6. Payment methods

This policy governs payments made for “Out-of-pocket” expenses using a committee member’s own funds and reclaimed via the expenses claim system (‘Pleo’)

All properly incurred committee-related expenses should be covered by the Law Society. When a committee member incurs out-of-pocket expenses, they should be reimbursed in full and in a timely manner.

To claim reimbursement, you will need:

1. A legitimate reason for payment
2. A clear valid receipt for each payment (no receipt, no payment)

See section 19 for the complete reimbursement process.

7. Receipts

All expense claims must have a valid receipt. If a receipt is not provided, an expense claim will not be reimbursed.

A valid receipt (proof of purchase) includes the following elements:

- Date/time
- Seller/place of purchase
- Items purchased
- Total amount paid
- Sales tax or VAT (if applicable)

A credit/debit card statement is not a valid receipt.

8. What is reimbursable?

The Law Society will reimburse the following expenses:

- Travel (sections 9, 10 and 11)
- Overnight accommodation including an allowance for dinner (section 12)

If a committee member wishes to extend trips or include personal activities, **only** the committee related aspects of that trip can be reimbursed.

9. Rail Travel

The Law Society will reimburse committee members for the value of a standard class rail ticket for travel within Ireland.

10. Parking

For committee activities at Blackhall Place and George's Court, parking is available in Blackhall Place.

The Law Society has four electric charging stations at Blackhall Place, please contact the Facilities department for access.

For "offsite" activities, overnight stays, and when parking is unavailable at Blackhall Place, the Law Society will reimburse parking charges incurred, with a valid parking ticket receipt.

11. Mileage

Committee members using their private car for committee business travel can claim payment of mileage expenses which will be payable at €0.55 per km, irrespective of engine size.

Claims for mileage must be supported with total kms travelled, journey starting point, destination and purpose for travel.

Mileage must be submitted with appropriate supporting information through the Pleo expense system and approved by an appropriate member of staff (e.g. Director).

12. Accommodation & Food

The maximum reimbursable allowance is €200 for an overnight stay. A maximum contribution of €55 to the cost of dinner will also be reimbursed.

The Law Society has arranged corporate rates with several local hotels, and committee members are encouraged use these. Committee members are not obliged to use these hotels. Please see appendix 2 for details of these hotels.

The Law Society Bed & Breakfast at Blackhall Place is also available to committee members with preferential rates. Please note that availability is limited. Please see appendix 1 for details.

13. Foreign Travel

On certain occasions, committee members may be required to travel abroad on behalf of the Law Society (e.g. conferences etc.). This travel must be approved in advance by the Coordination Committee as part of the annual approved events list (appendix 3) or as part of the annual approved departmental/committee budgets. Foreign travel outside of these criteria must be approved by the Coordination Committee.

Here are some examples of travel costs that will be reimbursed by the Law Society in these instances:

- Air, train, and other transportation fares
- Local travel (taxis and public transportation)
- Accommodation
- Meals
- Visas and other legal requirements

This list is not exhaustive and queries on what travel expenses will be reimbursed should be directed to the Finance department.

Hotels and flights must be booked in advance using the Law Society's travel partners where possible. Committee members should contact their Committee Secretary to arrange pre-approved travel.

14. Conferences

Unless there is good reason, e.g. location or an agreement to locate with colleagues from other Societies or Associations, committee members may use the conference hotel. Where there are options available you should be conscious of securing value for the Law Society, being mindful of networking opportunities etc.

Where no specific conference hotel is designated, you should follow the general accommodation guidelines.

15. Alcohol

Alcohol is not reimbursable. This applies to business travel and other Committee-related expenses.

16. Overseas travel insurance

The Law Society has a personal accident and business travel insurance policy in connection with overseas travel for Law Society business. Please contact your committee secretary to confirm these details before booking any travel.

17. Tips/Gratuity

Hospitality Expenses: Tips incurred during business-related meals, meetings, or events where hospitality is provided. For example, tips added to restaurant bills where Committee members are hosting clients or attending business meetings.

Service-Related Tips: Tips given for services directly related to business activities, such as tips for taxi drivers during official travel or business engagements.

Standard Allowance: where a standard allowance is provided, tips will be integrated into the total amount of the standard allowance claimed (see Section 12).

Inclusion in Approved Budgets: Where there is an approved spend for a meal that is receipted/vouched, tips should also be included in that approved budget. Tips should be considered as part of the overall hospitality or service expense and must be reasonable and directly related to the business purpose.

Exclusions: Tips for personal, non-business-related expenses, or discretionary tips not directly related to official business activities are not eligible for reimbursement under this policy.

18. What is not reimbursable?

As noted above in section 5, each expense must be “wholly and exclusively” Committee-related to be reimbursable.

Examples of non-reimbursable costs include:

- Personal travel when added to a business trip
- Fines incurred in a personal vehicle
- Unapproved and unnecessary cancellations, late fees, and other incidental charges
- Unauthorised conferences or trainings
- Unauthorised upgrades (in hotels or airlines, for example)
- Room service fees
- Alcohol/Mini bar costs
- Broadband/Wi-Fi reimbursements

These are just examples, and this list is not exhaustive. Please check with your committee secretary if you are unsure about a specific expenditure.

19. Claims Processes

Out of Pocket expenses ('OOP')

1. Contact a member of the Finance team at pleo@lawsociety.ie to request access to the Pleo application ('Pleo')
2. Upon approval, you will receive an invitation to join Pleo, providing documents on your account set up
3. After downloading the Pleo application, ensure that you capture and submit a clear image of the expense receipt. The receipt must display the date, amount, and, if applicable VAT.
4. Mileage claims can be added to Pleo
5. Once the OOP expense is uploaded, an appropriate member of staff (e.g. Director) will approve the expense within Pleo.

All correctly submitted and approved expenses approved within Pleo will be paid promptly.

20. Further principles

- Always ask for receipts whenever possible
- Expense claims should be submitted as soon as possible, and within three months of being incurred
- If you are ever unsure, ask for advice from your committee secretary or the Finance Department
- If you have any questions, contact pleo@lawsociety.ie.

21. Version Control

Version	Date	Author	Section	Rationale
0.0	Nov 2024	G Newman	n/a	1 st draft
0.1	Dec 2024	C Doyle G Newman G Cregan	n/a	2 nd draft
0.2	Jan 2025	C Doyle G Newman G Cregan	n/a	3 rd draft
1.0	Feb 2025	C Doyle G Newman G Cregan ELT	n/a	Published Policy

22. Appendices

1. Bed & Breakfast Policy
2. Hotel Rates 2025
3. Approved conference list 2025

Bed & Breakfast (B&B) Accommodation Policy for Council, Members, Employees, and Non-Members

1. Purpose

This policy outlines accommodation rates, booking priorities, and payment processes for B&B accommodation for Council members, Committee members, Employees, and external contributors (see appendix 1) affiliated with the Law Society of Ireland (the 'Law Society'). All rates are subject to room availability and may change at any time. The Law Society accepts no responsibility for any changes.

This policy adheres to the principles and guidelines set out in the Expenses Policy for Committee members, and in the event of a conflict, that policy will take priority.

2. Revenue Guidelines

This policy is subject to all Revenue guidelines in relation to expenses and VAT rates that are in place at the time of a booking. For further information, please visit www.revenue.ie.

3. Policy Review

This policy is subject to regular review and updates to ensure continued alignment with organisational and Revenue requirements. Any updates or changes to the policy will be communicated to all affected parties.

4. Council and Committee related expenses

Council and Committee related expenses are expenses incurred when travelling to the Law Society for Council and committee business (inc. meetings, representation, outreach, training etc.). Each expense must be "wholly and exclusively" incurred for Committee-related business to be reimbursed.

5. Personal use of B&B

All usage of the B&B for personal reasons, regardless of membership status, must be paid for by the guest, at the rates detailed in Section 6- Rates and Payment Process.

6. Rates and Payment Process

The B&B room rates set out below includes the following:

- Overnight accommodation
- Hot Breakfast in the Café (previously Vanilla Café)
- Parking (if available)
- Wifi access

The Law Society accepts no responsibility for the unavailability of any of these elements/services due to circumstances outside of its control.

For all bookings, a PC / solicitor number must be provided except for external contributors, who should provide a reference to the staff member who arranged for them to provide services on site.

a) Council Members

Booking Priority: 1 (Council members have first priority for room availability)

Rates:

Single occupancy: Room Charge Breakdown

- Net Amount: €57.27
- VAT (Value Added Tax): €7.73
- Total Charge: €65.00

Double occupancy: Room Charge Breakdown

- Net Amount: €74.89
- VAT (Value Added Tax): €10.11
- Total Charge: €85.00

Council meetings – when a Council member is using the B&B facilities to attend a meeting of Council at Blackhall Place, the cost of staying in the B&B will be met by the Law Society of Ireland.

Law Society business – if a Council member is required to stay in the B&B in order to conduct business on behalf of the Law Society of Ireland (e.g. Conferral ceremonies, stakeholder engagement, training etc.) the cost of the B&B will be met by the Law Society.

Payment Process: Accommodation charges for Council Members only will be handled internally by the Finance Department of the Law Society, Council Members are not required to make any direct payments.

b) Committee members (non-Council)

Booking Priority: 2

Rates:

Single occupancy: Room Charge Breakdown

- Net Amount: €57.27
- VAT (Value Added Tax): €7.73
- Total Charge: €65.00

Double occupancy: Room Charge Breakdown

- Net Amount: €74.89
- VAT (Value Added Tax): €10.11
- Total Charge: €85.00

Law Society business – if a committee member is required to stay in the B&B in order to conduct business on behalf of the Law Society (e.g. Conferral ceremonies, stakeholder engagement, training etc.) the cost of the B&B will be met by the Law Society.

Payment Process: Committee members are required to pay for their accommodation upon invoicing. They may then claim this expense as a reimbursable item through the Pleo app.

c) Employees (Law Society)

Booking Priority: 3

Rates:

Single occupancy: Room Charge Breakdown per night

- Net Amount: €57.27
- VAT (Value Added Tax): €7.73
- Total Charge: €65.00

Double occupancy: Room Charge Breakdown per night

- Net Amount: €74.89
- VAT (Value Added Tax): €10.11
- Total Charge: €85.00

Payment Process: Employees who utilise the B&B accommodation will submit their accommodation expenses through payroll. As this is considered a Benefit in Kind (BIK), it will be processed accordingly, and subject to the relevant Revenue deductions.

d) External Contributors (inc. solicitors)

Booking Priority: 4

Rates:

Single occupancy: Room Charge Breakdown per night

- Net Amount: €57.27
- VAT (Value Added Tax): €7.73
- Total Charge: €65.00

Double occupancy: Room Charge Breakdown per night

- Net Amount: €74.89
- VAT (Value Added Tax): €10.11
- Total Charge: €85.00

Payment Process: External contributors are required to pay for their accommodation upon invoicing. They may only claim this expense as a reimbursable item if pre-approved as part of their agreement. Pre-approved expenses are reimbursable via the invoice issued for their services.

e) Non-Members

The B&B is only available to Council and Committee members, solicitors with an up-to-date practicing certificate or have paid their membership fees, employees of the Law Society, and external contributors who have been engaged by the Law Society.

7. General Booking Terms

Room Availability: Council members have first priority for bookings, followed by solicitors and committee members, employees, and external contributors.

Policy Compliance: All individuals are expected to adhere to this policy for booking and payment processes.

Invoice Approval: All invoices being claimed as reimbursable expenses must be signed off by the respective section manager before submission.

Check in time: 3:00pm
Check out time: 10:00am

8. Cancellation Policy

Advance Notice: Cancellations must be made at least 24 hours before the booking date.

Late Cancellation Charge: A cancellation made within 24 hours of the booking will incur a 50% non-refundable charge, applicable to all solicitors.

The Law Society reserves the right to cancel bookings at any time, but will endeavour to advise affected guests as soon as possible, and no later than 24 hours before the booking date.

9. Incidental Expenses

Non-Covered Costs: Incidental expenses are not covered by this policy and must be paid directly by the guest.

Non-Reimbursable: These additional charges will not qualify for reimbursement or be processed through any claim forms.

10. Breakfast

The B&B includes a hot breakfast in the Café, situated on the ground floor of Blackhall Place. Breakfast is available between 8:00 am and 9:30am.

11. Parking

Parking is available at Blackhall Place for B&B guests. When booking rooms, you must advise in advance that parking will be required and provide details of your vehicle (make, model, registration). Parking at Blackhall Place is limited and not guaranteed.

12. Wi-Fi

Wi-Fi service is available to B&B guests through the shared Blackhall Place Wi-Fi facility. Log in details are available at check in and displayed throughout Blackhall Place.

13. Payment Timelines

Council members: Invoices will be paid on the next available internal payment run.

Committee members, Solicitors, and external contributors: Invoices must be settled within 5 business days of receiving the booking invoice.

Employees: see section 2(c)

14. Version control

Version	Date	Author	Section	Rationale
0.0	Nov 2024	C Doyle	n/a	1 st draft
0.1	Dec 2024	C Doyle G Newman G Cregan	n/a	2 nd draft
0.2	Jan 2025	C Doyle G Newman G Cregan	n/a	3 rd draft
1.0	Feb 2025	C Doyle G Newman G Cregan ELT	n/a	Published Policy

15. Appendices

Appendix 1 – Membership Types

Council members – members of the Council of the Law Society of Ireland

Committee members – non-Council solicitors and external contributors who serve on a Committee, Sub-Committee, Working Group or Task Force of the Law Society

Solicitors – Solicitors with a paid and up-to-date practicing certificate or Law Society membership (e.g. solicitor judges etc.)

External contributors – Solicitors and non solicitors who have been engaged by the Law Society to provide services

Employees – Full and part time employees of the Law Society of Ireland

Non-members – Members of the general public

LOCAL HOTEL RATES - 2024/2025 FOR COUNCIL & COMMITTEE MEMBERS



HENDRICK HOTEL

Address: 6-11 Hendrick Street, Dublin 7, D07 KX28

Tel: (01) 482 6500

Web: www.hendrickdublin.ie

Rooms: January – December 2025

(Sunday – Thursday) Standard Room rates:

2025*	Rate
Jan-Feb	€110.00
Mar-Apr	€120.00
May-Jun	€145.00
Jul-Aug	€120.00
Sep	€145.00
Oct-Dec	€110.00

Friday & Saturday - 15% discount on the best available rate

To avail of these specials rate please email (stating you are Law Society member) to jlazdans@hendrickdublin.ie (Janis Lazdans, Reservations Manager)

Car Park: No parking, you can avail of parking at Blackhall Place

Location: 3 minute walk from Blackhall Place

**As the market is currently very volatile in terms of rates, should the public selling rate fall below corporate rate, we will offer the selling rate instead*

ASHLING HOTEL

Address: Parkgate Street, Dublin 8, D08 P38N

Tel: (01) 677 2324

Web: www.ashlinghotel.ie

Rooms: 1 January 2024 – 31 March 2025

Sunday – Thursday: €164 BB per room per night Sunday to Thursday inclusive

Car Park: €18 for 24 hours or you can avail of parking at Blackhall Place

Location: 10-minute walk from Blackhall Place (3 minute walk from Heuston Station)

EASY HOTEL

Address: 28 – 31 Benburb Street, Stoneybatter, Dublin 7

Tel: (01) 539 2909

Web: www.easyhotel.com/hotels/republic-of-ireland/dublin/dublin-city-centre

Rooms: January – December 2025

(Monday – Thursday) 12% discount on the best available rate

(Saturday & Sunday) 10% discount on the best available rate

Car Park:

Location: 2 minute walk from Blackhall Place

LAW SOCIETY B&B

Booking: Book through Reception on (01) 672 4800

See B&B Policy for further information.

PARKING

For parking permits or queries and details on using/access to electric car chargers please contact Wilhelmina Ryan at W.Ryan@LawSociety.ie and (01) 672 4715.



Foreign Travel/Conferences - 2024/2025

Ref	Event Location	Month	Flight class	Hotel	Partner	Remarks
President						
CF001	Conference Paris	Nov/Dec	Economy	Conference Hotel	Y	Opening of Paris Bar
CF003	Conference Vienna	February	Economy	Conference Hotel	Y	European Presidents' Conf
CF004	Law Soc of Northern Ireland Conference	April	Economy	Conference Hotel	Y	TBC
CF014	Annual Dinner Scotland	March	Economy	Conference Hotel	N	Scotland
CF007	Conference ABA	August	Business	Conference Hotel	Y	Toronto
	Four Law Societies	January	Economy			London
	Four Law Societies	June	Economy			Edinburgh
CF011	Opening of Legal Yr London	October	Economy	Conference Hotel	Y	London
CF009	Conference IBA	November	Business	Conference Hotel	Y	Toronto
CF006	Conference IBA Bar Leaders	May	Economy	Conference Hotel	N	Milan
CF012	DSBA Annual Conference	September	Bus/Econ	Conference Hotel	Y	Rome
CF013	Annual Dinner England & Wales	July	Economy	Conference Hotel	N	London
Senior Vice President						
	IBA Bar Leaders Conference	May	Economy	Conference Hotel	N	Milan
	Four Law Societies	January	Economy		N	London
	Four Law Societies	June	Economy		N	Edinburgh
Director General						
CF003	Conference Vienna	February	Economy	Conference Hotel	Y	European Presidents' Conf
DG012	Law Soc of Northern Ireland Conference	March	Economy	Conference Hotel	Y	TBC
DG013	Annual Dinner Scotland	January	Economy	Conference Hotel	N	Scotland
DG014	Conference ABA	August	Business	Conference Hotel	N	Toronto
DG018	Conference IBA	November	Bus/Economy	Conference Hotel	N	Toronto
DG019	IBA Bar Leaders	May	Economy	Conference Hotel	N	Milan
DG020	Four Law Societies	January	Economy		N	London
DG021	Four Law Societies	June	Economy		N	Edinburgh
	CEEBA	September	Bus/Economy	Conference Hotel	Y	TBC
	IILACE	October	Bus/Economy	Conference Hotel	N	TBC
DG023	CCBE Competition Comm		Economy	Conference Hotel	N	TBC
DG024	Law Society England & Wales Annual Dinner	July	Economy	Conference Hotel	N	London
IBA Representatives						
	IBA Bar Leaders	May	Economy	Conference Hotel	N	Milan
	IBA Annual Conference	October	Bus/Economy	Conference Hotel	N	Toronto
CCBE - Head of Delegation & Representatives						
	Standing Committee	December	Economy	Conference Hotel	N	TBC
	Standing Committee	February	Economy	Conference Hotel	N	Vienna
	Standing Committee	April	Economy	Conference Hotel	N	Brussels
	Plenary Session	May	Economy	Conference Hotel	N	Bordeaux
	Standing Committee	June	Economy	Conference Hotel	N	Online (if required)
	Standing Committee	October	Economy	Conference Hotel	N	Brussels
	Plenary Session	November	Economy	Conference Hotel	N	Paris