

LFI Expenses Reimbursement Policy

The purposes of this policy are:

- to ensure personnel who engage expenses on behalf of LFI have prior authorisation to do so
- to ensure resulting expenses claims are processed in a timely manner
- to ensure payments for expenses claims are fully traceable
- to eliminate risk of fraudulent expenses claims being made.

The following procedures must be followed by all members of staff, board members, sub-contractors or other entities when making a claim for reimbursement of expenses:

Expenses reimbursement claims:

- An expenses reimbursement claim form must be completed in respect of every claim other than those pertaining to formation continue. These forms are available from both administration offices and from the Accountant (accounts@lfi.ie).
- The claimant must complete the first section of the form, noting: name; amount of claim; items/services purchased; purchase order number; supplier; date of purchase; and budget used.
- The Principal, Primary School Director or Board of Management Treasurer (as appropriate) must complete the second section, authorising the claim.
- All reimbursement claims must be authorised as follows:
 - claims from Primary School personnel (other than the Director) must be authorised by the Primary School Director
 - claims from the Primary School Director must be authorised by the Principal
 - claims from Secondary School staff (other than the Principal) must be authorised by the Principal
 - claims from the Principal must be authorised by the Treasurer of the Board of Management
- All expenses engaged must follow the LFI Purchase Order Policy.
- All reimbursement claims must be accompanied by justifying documentation. This would normally be a receipt; an invoice marked "paid," a supplier's order confirmation; credit card statement; or similar. The document must note the amount paid and the date of payment.
- All reimbursement claims must be made within 30 days of the date of purchase as shown on the receipt/other document.
- Any claim received by the Accountant more than 30 days after the date of purchase will be returned unpaid and will **not** be reimbursed
- All reimbursement claims of €50 and higher must note the relevant purchase order number.

- Any claim for €50 and higher received with no purchase order number will be returned unpaid and will *not* be reimbursed.
- Any claim for €50 and higher received where it is clear that a purchase order was only requested *after* the items were purchased will be returned unpaid and will *not* be reimbursed.

Payment of reimbursement claims:

- All reimbursements, without exception, will be made by bank transfer to an account nominated by the claimant.
- Forms to complete with the nominated bank account references are available from the Accountant (accounts@lfi.ie).
- Reimbursement payments will be normally be made on fixed dates once a month in accordance with a calendar that the Accountant will supply to all personnel at the start of every year.

Formation Continue/Training expenses:

The following procedures apply to claims made in respect of expenses incurred whilst attending formation continue/training courses:

- There is no need to obtain a purchase order for formation continue expenses if an ordre de mission PRF is raised: the ordre de mission replaces the PO and the expenses reimbursement form.
- Expenses for flights and the per diem will be reimbursed at the rate noted on the ordre de mission. If miscellaneous expenses (i.e. for items other than flights, accommodation and meals), for example local buses/metro/taxis etc, total more than the amount allowed for as “frais divers” on the ordre de mission, then the excess amount will also be reimbursed.
- All formation continue expense claims should be accompanied by the following documentation:
 - An ordre de mission
 - copy of airline booking confirmation, noting amount paid
 - either boarding passes from flights or an attestation of attendance at the training course
 - copy of accommodation receipts, noting amount paid
 - if an excess of frais divers is being claimed, all the relevant receipts.
- Reimbursement of formation continue expenses will normally be made within 7 days of the above documentation reaching the Accountant.
- However, if the attendee wishes to reclaim flight expenses before attending their training, they should forward the airline’s booking confirmation (noting the amount paid) together with a copy of their ordre de mission to the Accountant. This may be done as soon as the claimant wishes after the flight is booked. Reimbursement will normally be made within 7 days of this documentation reaching the Accountant.