

Memo

To: All staff

From: Management Accountant

c.c.

Date: 19 January 2018

Re: Reimbursement calendar 2018

Dear colleagues,

Reimbursement of expenses will be made on the following dates during 2018:

- 31 January
- 28 February
- 28 March
- 25 April
- 30 May
- 27 June
- 29 August
- 26 September
- 31 October
- 28 November

These dates are all Wednesdays – please ensure all claims reach the accountant at Clonskeagh no later than the Monday prior to each reimbursement date, in order that the claim can be processed.

All reimbursements will be made by bank transfer.

The final date for reception of expenses claims to be processed in 2018 is Monday 26 November 2018. In the event of expenses being incurred after this date, please continue to submit claims as they arise – they will be processed in January 2018.

NB: expenses incurred as a result of training/formation continue are not implicated in the above timetable. Please continue to forward such expenses as soon as they arise: they will be reimbursed no later than 7 days following reception.

Your on-going cooperation with these procedures is much appreciated – please don't hesitate to contact me on 01 278 4836 or at accounts@lfi.ie should you have any queries.

Tony Ross