



# LSRA guidance note on expenses for Disciplinary Tribunal witnesses

January 2025

The Legal Services Regulatory Authority ('the Authority') may decide to reimburse reasonable out-of-pocket expenses of witnesses who appear for the Authority at inquiries held at the Legal Practitioners Disciplinary Tribunal, **up to a maximum amount of €200**.

Such expenses may include:

- Travel expenses such as public transport costs (economy class fares)
- Accommodation expenses
- Refreshments and meals

Please contact the solicitors acting for the Authority in advance, to confirm whether or not any such expenses may be approved.

Once you have attended the inquiry and given your evidence, you should submit your claim to the solicitors acting for the Authority. Proof of costs, and/or receipts and/or relevant documentation and bank details must be submitted.

You will receive a written acknowledgement of your expenses claim and receipts from the solicitors acting for the Authority. If successful, any payments will be made directly into your bank account.

## Costs not reimbursed by Legal Services Regulatory Authority

Only those witnesses called to appear for the Authority will be reimbursed or have their expenses paid. The Authority will not pay locum fees, loss of earnings or your solicitor's fees. It will also not cover expenses incurred by anyone accompanying you to the inquiry.

## Travel options and expenses

Public transport is the preferred mode of travel. You are responsible for booking your own tickets and you must present receipts stating the starting and finishing point of the journey, date(s), times and fare.

The Authority will pay economy class train fares. You can find up-to-date timetables and details of train fares on the [Iarnród Éireann / Irish Rail website](#). You can find up-to-date timetables and details of bus routes and fares on the [Bus Éireann](#) and [Dublin Bus](#) websites.



If travelling by coach, you are responsible for booking your own tickets. You must present receipts stating the starting and finishing points of the journey, date(s), times and fare.

If travelling by taxi, you must ask the driver for a printed receipt from the taximeter, stating the starting and finishing points of the journey, date(s), times and fare.

If public transport routes and times are not convenient for your journeys to and from the inquiry venue, you may use private transport. This must be approved, in advance, by the solicitors acting for the Authority.

The Authority will pay mileage at current public sector rates. This must be approved, in advance, by the solicitors acting for the Authority. Parking costs and road tolls will be reimbursed on presentation of receipts stating date(s), times and costs.

If you travel by private car, you should note that there is no parking for witnesses at the Legal Practitioners Disciplinary Tribunal premises in Smithfield, Dublin 7. There are several parking facilities in and around Smithfield, including on-street pay-and-display parking.

## Meals and accommodation

You must provide itemised receipts for any meals – credit card receipts are not itemised receipts.

The Authority will reimburse you for reasonable overnight accommodation costs where necessary. You are responsible for booking your own accommodation and must present itemised receipts from the accommodation provider – credit card receipts are not itemised receipts.

ENDS