

# LSA Circular 14/26

9 October 2026

Dear Practitioner,

## Practitioner File Review: Fees Adjustment and Recoupment

This Circular provides an important update to the Agency's approach to the review of Travel and Mileage (T&M) claims as part of the Practitioner File Review process.

Following consideration by the Agency, the [LSANI Policy on Fees Adjustment and Recoupment of Overpayment V4.0 October 2026](#) has been published. The revised Policy updates the Agency's approach to recoupment in respect of Travel and Mileage claims.

### Background

1. The Practitioner File Review initiative was introduced to identify, measure and reduce practitioner fraud and error within legal aid expenditure. As part of this process, the Agency introduced evidence requirements for Travel and Mileage claims and advised practitioners that claims submitted from 1 January 2026 may be subject to recoupment where sufficient supporting evidence was not available to substantiate the claim. This included the start and finish times of journeys.
2. The Agency has continued to monitor compliance with these requirements through Practitioner File Reviews.

### Update to the Agency's Approach

3. The Agency has considered the treatment of Travel and Mileage claims where an error has been identified by the independent assessors, Standards

Assurance Unit, as a result of failure of the practitioner to document start and finish times for journeys.

4. Having considered the statutory requirement to allow such work as appears to it to have been reasonably undertaken and properly done, the Agency concluded that recoupment should not be pursued where attendance at court has been independently verified by the Agency and the mileage and travel time claimed have already been assessed as reasonable by the Agency.
5. The Agency's revised approach relates solely to recoupment. Where deficiencies in Travel and Mileage record keeping are identified, including a failure to document journey start and finish times, these cases will continue to be recorded as practitioner errors for the purposes of Practitioner File Review error measurement and reporting.
6. The revised Policy therefore confirms that Travel and Mileage claims will not be subject to recoupment solely on evidential grounds in these circumstances.

## **Practitioner Record Keeping**

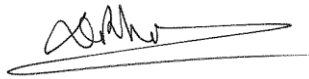
7. The Agency continues to recommend that practitioners maintain appropriate contemporaneous records to support Travel and Mileage claims, including details of journey dates, locations, travel times and mileage travelled. It is advised that practitioners maintain their own personal records or use the [Travel and Mileage form](#) suggested by the Agency. Such records remain an important element of good file management and may assist practitioners in evidencing claims and support the Agency's wider work to address the fraud and error qualification applied to its Annual Report and Accounts.
8. Where deficiencies in Travel and Mileage record keeping are identified, the Agency may provide feedback as a matter of good practice.

## **Commencement**

9. The revised policy incorporates the Agency's updated approach to Travel and Mileage evidential requirements and recoupment.

10. Practitioners should familiarise themselves with the revised LSANI Policy on Fees Adjustment and Recoupment of Overpayment v4.0 October 2026. The revised policy becomes effective immediately from the date of this Circular.

Yours faithfully,



**Paul Andrews**  
**Chief Executive**