



Additional Support Needs
Tribunals for Scotland

INFORMATION NOTE No 02/2015

**CLAIMING EXPENSES:
THE APPELLANT OR CLAIMANT'S REPRESENTATIVE**

Purpose of this Information Note

12. If you attend an Additional Support Needs Tribunal as a representative for a parent, child or young person, you may be able to claim reasonable travel and overnight expenses, provided you meet the criteria for claiming expenses.
13. The following terms are used in this Note:
 - “The Tribunal” means the Additional Support Needs Tribunals for Scotland.
 - “The Secretary to the Tribunal” includes the Secretary or any staff member of the Tribunal’s Administration on whom relevant administrative functions of the Secretary has been conferred.

Criteria for claiming reasonable travel expenses

14. No expense reimbursement can be made from any other source. This includes from an organisation where the representative is employed or working on a voluntary basis.
15. The representative claiming expenses must provide written confirmation to the President of the Tribunal that no expense reimbursement can be made from any other source.
16. In exceptional circumstances and where this cannot be met from any other source, a claim can be made for the reasonable cost of overnight accommodation. However, the representative must seek agreement from the Secretary to the Tribunal **before incurring any cost**.
17. Public transport must be used wherever possible. The Tribunal will not reimburse taxi fares unless there are exceptional circumstances.
18. The Secretary to the Tribunal can provide further information in relation to the types of expenses which the Tribunal may reimburse. The Secretary can be contacted by email at asnts.admin@scotland.gsi.gov.uk or by telephone at **0845 120 2906**.

19. The following table highlights the types of expenses that can and cannot be claimed:

You can claim for the following	You cannot claim for the following
Standard class public transport	Overseas travel
Motor mileage (paid at 45p per mile) if you travel by car or motorcycle (Paid at 24p per mile)	Parking your car
Bicycle mileage (paid at 20p per mile)	Toll costs
Overnight accommodation costs (commercial only and a limit applies)	Food or Drinks / Subsistence

Air travel

10. If a representative believes it is necessary to travel by air to attend a hearing, then the representative must contact the Secretary to the Tribunal on **0845 120 2906**, prior to making an air ticket booking.

Overnight accommodation

11. In exceptional circumstances, the Tribunal may reimburse the cost of an overnight stay incurred by a representative as a result of necessary attendance at a tribunal hearing, however prior agreement must be sought from the Secretary to the Tribunal before any overnight accommodation booking is made.

Making an expenses claim

12. A representative who wishes to make an expenses claim, must:

- complete the expenses claim form and return this to the case officer at the hearing or to the Secretary to Tribunal **within 30 days** of the hearing;
- complete all the necessary sections of the claim form, to guarantee efficient reimbursement; and
- **attach all relevant tickets and receipts** to the claim form to allow the Tribunal to validate the claim.

Request for early reimbursement

13. If waiting for the payment of expenses will cause a representative financial difficulties, the Secretary to the Tribunal should be contacted before the hearing on **0845 120 2906**.

Fraudulent expense claims

14. It is a criminal offence to make a fraudulent claim. The Tribunal reserves the right to contact any individuals named on an expenses claim to verify the validity of that claim.

Mrs May Dunsmuir
President
March 2015