



A guide for young people claiming expenses

As well as me, can anyone else claim expenses?

Yes, the following people can also claim for expenses:

- your parents/guardian (if they attend the hearing);
- your supporter (if you have one);
- your representative, if you have one (if your representative is not able to claim these from any other source); and
- Your two main witnesses.

What can I claim for?

The table below, shows exactly what expenses can be claimed for and what expenses cannot be claimed for.

It is important that you use public transport wherever possible. We do not pay taxi fares unless there are very special circumstances. You may want to phone us on **0845 120 2906** to find out further information in relation to this.

Air travel: if you believe you are required to travel by air to attend a hearing, then you must contact the tribunal administration on 0845 120 2906, in advance of any air ticket booking.

You can claim for the following types of expenses:	You cannot claim for the following types of expenses:
Standard class travel	Any expenses for observers or people who are not involved in the Tribunal
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
	Loss of earnings
	Food or Drink / Subsistence

So how will the money be paid to me?

If you already have your own bank account setup, you should put all your bank details on the expense form. This way, we can then pay the expenses directly into your bank account.



Additional Support Needs Tribunals for Scotland

If you do not have a bank account setup you can either choose to get the money sent to your home address in the form of a Purchase Order (you can then take this to the post office to cash) or paid into a parent or guardians bank account – if you choose to do this you will need to get them to complete and sign the expense form also. Unfortunately, the tribunal administration cannot accept responsibility for ensuring that your parent/guardian then transfers the money to you. If you are at all unsure about this, please call us on **0845 120 2906**.

You must:

- if you choose not to complete and return your expenses claim form to your case officer on the day of the Tribunal then you must return your expenses claim form to the tribunal administration within **30 days** of the Tribunal taking place;
- make sure you fill in all the necessary sections to guarantee we pay your expenses efficiently; and
- **attach all relevant tickets and receipts to your claim form to allow us to validate your claim.**

What if I can't afford to travel to my hearing?

If you find that you have no money to pay for transport to your hearing, please contact us on **0845 120 2906** to explain the problems you have and we will try our best to sort something out for you.

How do other people coming along to the hearing get expense forms?

When we write to you to ask about dates for arranging your hearing, we will also include help documents for people coming along to your hearing to claim expenses. It is your responsibility to make sure that these people get to see these help documents. When they come along to the hearing, they can get an actual expense claim form from your case officer.

Remember if you have problems understanding any of this information, just call us on 0845 120 2906 and we will help you.