



Guidance to claiming Supporter/Carer expenses:

If you attend an Additional Support Needs Tribunal as either a supporter or carer (for the child who is the subject of a reference), you are able to claim reasonable travel expenses.

Travelling expenses

You should use public transport wherever possible. We do not pay taxi fares unless there are exceptional circumstances. You must contact us on **0845 120 2906** to find out further information in relation to this.

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

You can claim for the following types of travel expenses:	You cannot claim for the following types of travel expenses:
Standard class public transport fares	Overseas travel
Motor mileage (paid at 45p per mile)	Parking your car
Motorcycle mileage (paid at 24p per mile)	Toll costs
Bicycle mileage (paid at 20p per mile)	Loss of earnings
	Subsistence / Food or Drink

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 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.**



Additional Support Needs
Tribunals for Scotland

If waiting for expenses to be paid to you will cause you financial difficulties, please let us know as soon as possible on **0845 120 2906** (this must be before the Tribunal takes place).

Please note: It is a criminal offence to make a fraudulent claim. The Additional Support Needs Tribunals for Scotland reserve the right to contact any individuals or organisations named on a claim that you make, so as to verify the validity of that claim.