



Guidance to claiming expenses: The parent's witnesses

If you are a Witness at an Additional Support Needs Tribunal, you may be entitled to claim expenses for;

- loss of earnings;
- travel costs (for the cost of transport from home or work to a Tribunal); and
- child care and/or adult carer costs.

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 travel expenses that can and cannot be claimed for:

You can claim for the following types of expenses:	You cannot claim for the following types of expenses:
Standard class public transport	Any expenses for people who are not involved in the Tribunal
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)	Food or drinks / Subsistence

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.



Additional Support Needs
Tribunals for Scotland

Overnight stays

If you require an overnight stay, in order to attend a Tribunal, you **must** contact the tribunal administration on **0845 120 2906** prior to making any booking.

Loss of earnings

You are entitled to claim for loss of earnings if:

- your employer does not pay you for the time you spent travelling to and attending an Additional Support Needs Tribunals for Scotland; or
- you suffer financial loss – for example, you are self-employed and have to pay for someone to substitute for you while you attend a Tribunal.

You can claim the actual amount you have lost, up to the following limits:

Amount of lost earnings	Allowance
Up to 4 hours	£30.64
More than 4 hours	£61.28

In order to verify your claim for loss of earnings, you must provide written documentation from your employer (i.e. in the form of letter-headed paper or a stamped document) confirming that you did suffer loss of earnings as a result of attending a Tribunal.

If you are self-employed, you must provide evidence of the financial loss you suffered as a result of attending a Tribunal. This may be in form of a letter from your Accountant etc.

Child care expenses

If a witness has to arrange for child care whilst attending a Tribunal, then they will be reimbursed only if these services are not normally required. The child care supplier must be registered with a Local Authority.

The hourly rate in relation to child care is £5.35.

Adult Carers' expenses

If a witness, who acts as an adult carer, is required to ensure appropriate care cover in his/her absence then this can be reimbursed at the child care hourly rate (£5.35). The carer must be registered with a Local Authority.



Additional Support Needs
Tribunals for Scotland

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.**

If you require further assistance in relation to any aspect of claiming for witness expenses, please contact the tribunal administration on **0845 120 2906**.

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.