



Guidance to Claiming Expenses: Parents

The following people may claim reasonable travel expenses;

- the parents of the child who is the subject of the reference
- the child or young person who is the subject of the reference;
- a relative or friend who will look after the child or young person at the Tribunal;
- your supporter;
- child care and/or adult care costs;
- your representative, if you have one (if your representative is not able to claim these from any other source); and
- your two main witnesses (additional witnesses will be reimbursed, if permitted by the Tribunal).

Expense claim forms exist for each of the parties mentioned above. It is your responsibility to make sure that these parties see the relevant guidance documents for claiming expenses. These forms and guidance documents are available on our website.

Please note that if you intend to request a witness who lives outside Scotland to attend the Tribunal, you should contact the tribunal administration on **0845 120 2906** to advise them of this before making any arrangements.

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 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 you can and cannot claim 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 observers or people who are not involved in the actual 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
The costs of arranging for <u>registered</u> child care or adult care (paid at £5.35 per hour) during the time you spend at the Tribunal.	Food or drinks / Subsistence
	Loss of earnings

Child care expenses

If you have arranged for child care whilst attending a Tribunal, then you 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 you are an adult carer and your attendance at a Tribunal means that you have to arrange for care for that adult (and this care is not normally required) you can be reimbursed at the child care hourly rate (£5.35). The carer must be registered with a Local Authority.



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 waiting for expenses to be paid will cause you financial difficulties, please contact us before the Tribunal takes place on **0845 120 2906**. Please also contact this helpline if you have any further questions in relation to claiming for expenses.

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