



## Guidance to claiming Expert Witness appointed by the Tribunal (rule 24) expenses

If you are an expert witness appointed by an Additional Support Needs Tribunal, you may be entitled to claim expenses for;

- travel costs (for the cost of transport from your outward and return journeys to a Tribunal); and

### Travelling expenses

You should use public transport wherever possible. We do not pay taxi fares unless there are exceptional circumstances. You may want to phone 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:

<b>You <b>can</b> claim for the following types of expenses:</b>	<b>You <b>cannot</b> claim for the following types of expenses:</b>
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.

**Taxi travel:** if you consider that you need to use a taxi, you must agree this with the tribunal administration on **0845 120 2906** before you attend a hearing.

### 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.

### Fees

Should you have any questions in relation to the fee agreed, please send them to The Secretary, ASNT Scotland, Europa Building, 450 Argyle Street, Glasgow, G2 8LG



Additional Support Needs  
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**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.**