



## Expenses for witnesses

If you are a witness, you may claim travelling expenses you have to pay and a **fixed amount** for loss of earnings. We will pay an amount that is equal to the amount the Lord Chancellor's Department pays for jury service.

We have the right to check any claims for loss of earnings with your employer.

The Tribunal clerk will give you a claim form at the hearing. If you do not receive one and want to claim for your expenses, please ask for a form after the hearing.

The amounts we pay are:

- £27.25 for up to four hours absence from work: and
- £54.50 for over four hour's absence from work.

You should use public transport wherever possible. We do not pay taxi fees unless there are exceptional circumstances. You must call us to agree any taxi expenses in advance.

You can claim:

- Standard rail fares
- Bus or tram fares: and food or drinks
- Mileage at 23.8p a mile if you travel by car

You cannot claim:

- Overseas travel
- Parking your car
- Toll costs: and food ort drinks

You must:

- Send your claim within 30 days after the hearing date
- Make sure you fill in all the necessary sections to guarantee we pay your expenses quickly
- **Send tickets and receipts with your claim form**