



Expenses for parents

You and your two main witnesses may claim travelling expenses you have to pay

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.

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 travel expenses for you/your child and anyone you bring to look after your child:

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

You cannot claim:

- Any expenses on behalf of your representative
- Any expenses for observers or people who are not involved in the hearing
- Parking your car
- Toll costs
- Loss of earnings

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
- Normally expect to receive your expenses within 10 working days of us receiving your claim
- Send tickets and receipts with your claim form

If waiting for money will cause you financial difficulty, please write to us and we will attempt to pay your expenses on the day of the hearing.

It is your responsibility to make sure that your witnesses see a copy of our guidance on expenses for witnesses (SEN10) so they are aware what they can claim.