



## Expenses guidance for applicants

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

Our 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 fares unless there are **exceptional** circumstances. You may want to phone us on 0300 025 9800 to find out if we will pay your taxi fare.

You <b>can</b> claim travel expenses for you, your child, and anyone you bring to look after him or her:	<ul style="list-style-type: none"><li>• Standard-class rail fares;</li><li>• Bus or tram fares; and</li><li>• Mileage (paid at 31.4 pence a mile) if you travel by car.</li></ul>
You <b>cannot claim</b> for:	<ul style="list-style-type: none"><li>• Any expenses on behalf of your representative;</li><li>• Any expenses for observers or people who are not involved in the hearing;</li><li>• Parking your car;</li><li>• Toll costs;</li><li>• Food or drinks; and</li><li>• Loss of earnings.</li></ul>
You must:	<ul style="list-style-type: none"><li>• send your claim within <b>30 days</b> after the date of the hearing;</li><li>• make sure you fill in all the necessary sections to guarantee we pay your expenses quickly; and</li><li>• <b>send tickets and receipts with your claim form. The tribunal will not pay expenses without these.</b></li></ul>

We will do what we can to pay your expenses as soon as possible. However, if waiting for money will cause you financial difficulties, please let us know at least a week before the hearing. We will then arrange to pay your expenses on the day.

**There is separate guidance for witnesses and it is your responsibility to make sure that your witnesses see a copy of our booklet *Expenses guidance for witnesses (ETW19)* so they know what expenses they can claim.**