



Expenses guidance 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 Department for Constitutional Affairs pays for jury service.

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

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.

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| The amount we pay for loss of earnings is: | <ul style="list-style-type: none">• £32.47 for up to four hours absence from work; and• £64.95 for over four hours absence from work. |
| You can claim: | <ul style="list-style-type: none">• Standard-class rail fares;• Bus or tram fares; and• Mileage (paid at 31.4 pence a mile) if you travel by car. |
| You cannot claim for: | <ul style="list-style-type: none">• Overseas travel;• Parking your car;• Toll costs; or• Food or drinks. |
| You must: | <ul style="list-style-type: none">• send your claim within 30 days after the date of the hearing;• make sure you fill in all the necessary sections to guarantee we pay your expenses quickly; and• send tickets and receipts with your claim form. The tribunal will not pay expenses without these. |

We will do what we can to pay your expenses as soon as possible.