



**INFORMATION NOTE  
No 02/2018**

**CLAIMING EXPENSES:  
THE APPELLANT OR CLAIMANT'S REPRESENTATIVE**

*Purpose of this Information Note*

1. If you attend the First-tier Tribunal for Scotland Health and Education Chamber tribunal as a representative for a parent, child or young person, you may be able to claim reasonable travel and overnight expenses, provided you meet the criteria for claiming expenses.
2. The following terms are used in this Note:
  - “The Tribunal” means the Additional Support Needs jurisdiction of the Health and Education Chamber of the First-tier Tribunal for Scotland.
  - “a tribunal” means the three people who will consider a claim or reference and make a decision – one will be a legal member who is an experienced lawyer and the other two are specialist members, with expertise in education, social work or health. Occasionally a tribunal will be made up of one legal member, sitting alone.

*Criteria for claiming reasonable travel expenses*

3. No expense reimbursement can be made from any other source. This includes from an organisation where the representative is employed or working on a voluntary basis.
4. The representative claiming expenses must provide written confirmation to the Chamber President that no expense reimbursement can be made from any other source.
5. In exceptional circumstances and where this cannot be met from any other source, a claim can be made for the reasonable cost of overnight accommodation. However, the representative must seek agreement from the Operations Team Leader **before incurring any cost**.
6. Public transport must be used wherever possible. The Tribunal will not reimburse taxi fares unless there are exceptional circumstances.

7. The Operations Team Leader can provide further information in relation to the types of expenses which the Tribunal may reimburse. The Operations Team Leader can be contacted by email at [ASNTribunal@scotcourtribunals.gov.uk](mailto:ASNTribunal@scotcourtribunals.gov.uk) or by telephone at 0141 302 5860.

8. The following table highlights the types of expenses that can and cannot be claimed:

You <b>can</b> claim for the following	You <b>cannot</b> claim for the following
Standard class public transport	Overseas travel
Motor mileage (paid at 45p per mile) if you travel by car or motorcycle (Paid at 24p per mile)	Parking your car
Bicycle mileage (paid at 20p per mile)	Toll costs
Overnight accommodation costs (commercial only and a limit applies)	Food or Drinks / Subsistence

*Air travel*

10. If a representative believes it is necessary to travel by air to attend a hearing, then the representative must contact the Operations Team Leader, **prior to making an air ticket booking**.

*Overnight accommodation*

11. In exceptional circumstances, the Tribunal may reimburse the cost of an overnight stay incurred by a representative as a result of necessary attendance at a tribunal hearing, however prior agreement must be sought from the Operations Team Leader before any **overnight accommodation booking is made**.

*Making an expenses claim*

12. A representative who wishes to make an expenses claim, must:

- complete the expenses claim form and return this to the Operations Team Leader **within 30 days** of the hearing;
- complete all the necessary sections of the claim form, to guarantee efficient reimbursement; and

- **attach all relevant tickets and receipts** to the claim form to allow the Tribunal to validate the claim.

*Request for early reimbursement*

13. If waiting for the payment of expenses will cause a representative financial difficulties, the Operations Team Leader should be contacted before the hearing on **0141 302 5860**.

*Fraudulent expense claims*

14. It is a criminal offence to make a fraudulent claim. The Tribunal reserves the right to contact any individuals named on an expenses claim to verify the validity of that claim.

**May Dunsmuir  
President  
January 2018**