

## EXPENSES INFORMATION LEAFLET

When attending an oral hearing you, the claimant, are entitled to claim for any expenses incurred. These expenses fall within three main categories:

- 1) Travel: The cost of the return journey incurred by either public or private transport between your home and the hearing;
- 2) Subsistence: The actual time spent travelling and attending the hearing;
- 3) Loss of earnings: Any loss of earnings incurred because of attending the hearing.

All claims for reimbursement should be made on a [Travel & Expenses Claim Form](#) and **must** be accompanied by all the appropriate supporting documents.

### 1. Travel

#### Travel Warrants

The Office of Social Security and Child Support Commissioners (OSSCSC) can issue a travel warrant for journeys that are made on British Rail and the Underground. A request for a travel warrant **must** be made at least **21 days** in advance of a hearing on a [form OH6 \(Confirmation of Attendance/Request for Travel Warrant and Extra Expenses: Claimant\)](#). The warrant will be issued in your name (as the claimant) and will cover the cost of the standard return fare for your journey from home to the hearing. The travel warrant will be issued **14 days prior** to the hearing.

#### Travel with a companion

A letter of explanation will be required if you wish a companion to travel with you, and a doctors letter of verification will be required if your reason is that you are medically unfit to travel alone.

#### Travel by Public Transport

If you do not obtain a travel warrant in advance, you will need to outline in full what expenses you incurred by attending the hearing. All dated receipts and/or tickets for travel on public transport (**standard class only**) in or outside London **must** be presented to

the clerk at the hearing who will give you advice on how to submit a claim.

### **Travel by Private Transport**

If you travel by private car or motorcycle you may claim mileage expenses at the rate of **25.5 pence** per mile. **Your claim will be limited to that of the cost of the journey by public transport.**

If you park your vehicle and incur parking fees, these can only be paid if they are considered reasonable and on the production of a receipt.

### **Taxi**

If you wish to use a taxi for any part of your journey, you must obtain **prior authorisation** by completing form OH6. A taxi fare will only be authorised on production of a doctor's letter stating that you are unable or too ill to travel by public transport. You **must** also supply receipts for any taxi claimed, as reimbursement will only be made upon proof of expenditure.

### **Persons Abroad**

For any person travelling from abroad expenses become payable from the most convenient place of arrival in the UK to the venue of the hearing. **Prior authorisation** for this must be obtained in advance of attending the hearing by completing a form OH6.

### **N.B.**

If for any reason a claim is to be made for the entire journey, full details giving reasons why, will also need to be supplied and again you must obtain **prior authorisation**.

## **2. Subsistence**

### **Daily**

A daily subsistence allowance may be claimed for the time spent travelling to and from a hearing. This is measured from the beginning of the journey (home) to the end (home) and must be a direct journey only.

<b>Time</b>	<b>Rate of Allowance</b>
Over 5 hours but less than 10 hours	£4.25
Over 10 hours	£9.30

Over 12 hours but not overnight	£13.55
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### **Overnight**

Where for reasons of health you do not think you will be able to reach the hearing on the same day of travel it may be possible to claim an overnight allowance towards the cost of staying in a hotel. You must give full details of why you are making this claim and obtain **prior authorisation** by completing the form OH6.0. This is in respect of any hotel accommodation and incidental expenses you may incur.

### **N.B.**

Any claim for overnight expenses must be accompanied by the hotel receipt and is claimed **instead of** daily subsistence.

<b>Location</b>	<b>Rate of Allowance up to a maximum of</b>
London	£62.20
Elsewhere	£51.65

### **3. Loss of Earnings**

In addition to claiming Travel and Subsistence you may also claim for earnings lost by attending an oral hearing. This is calculated by either a full day's wage or by the hourly rate.

A maximum of £44.80 can be paid per day, but a full day's compensation will not be paid if you could reasonably work before or after the hearing.

### **Employed**

Any claim for loss of earnings must be accompanied by a '[Certificate of Loss of Earnings](#)' (OH8). **This form must be completed in full, signed and stamped by your Employer.**

### **Self Employed**

Any claim for loss of earnings must be accompanied by either:

1. A Solicitor's or Accountant's letter giving details of trading name, trading address and a recent balance sheet,

OR

2. Copies of recent tax returns.

#### **4. General**

##### **Representatives**

Travel and Subsistence can only be paid to a representative if that person is not a Barrister, Advocate, Solicitor, full-time Official of a Trade Union Organisation, Association or if they are not being paid for their representational duties. They will be entitled to claim if they work for a Voluntary Organisation, which does not pay wages. This office cannot reimburse a representative his or her lost wages for the day of the hearing if they are merely a friend, who has agreed to act for the claimant on a voluntary basis.

Any claim for payment must be accompanied by a signed letter on official headed paper from the organisation verifying that no wages are to be paid.

Any such claim can only be approved if **prior authorisation** has been given.

If you are in any doubts about the above please contact:

**Mr P. Farren**  
**The Customer Service Officer**  
**0207 454 4205**

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