

**CONFIRMATION OF ATTENDANCE/REQUEST FOR TRAVEL WARRANT AND
EXTRA EXPENSES**

Please complete all details below and send to OSSC, 3rd Floor, Procession House, 55 Ludgate Hill, London, EC4M 7JW - at least **21 days** before the hearing.

Name: _____ **File No:** _____
Address: _____ **Date of Hearing:** _____
Time: _____
Venue: _____

Confirmation of Attendance

I will/ will not* be attending at above Oral Hearing

Request for a Travel Warrant

I will/will not* require a travel warrant. Nearest railway station to home: _____

Request for Extra Expenses

I will/will not* require prior authorisation (from the chief Clerk/Office Manager only) for the following:- (Please state reasons why, continuing on a separate sheet, if necessary, enclosing a **Doctor's Certificate where appropriate**).

Taxi: _____

Overnight Stay: _____

Companions Expenses: _____

*Delete as appropriate.

Note: If you or your representative do not attend the hearing, the Commissioner may decide the case in your absence.

Signature:

Date:

FOR OFFICIAL USE ONLY

Request approved/Refused.

[**Taxi; Overnight Stay; Companions Expenses; Travel Warrant & Loss of Earnings**]

_____ Chief Clerk/Office Manager

Dated: _____