



## Guidance for parents claiming expenses

You and your main witnesses (up to three in special educational needs cases and up to five in disability discrimination cases) may claim for any travelling expenses you have to pay.

A claim form will usually be sent to you with your notice of hearing letters. If you do not receive one and want to claim for your expenses, please ask for a form after the hearing or download it from our website at [hmctsformfinder.justice.gov.uk](http://hmctsformfinder.justice.gov.uk)

You should use public transport wherever possible. We do not pay taxi fares unless there are **exceptional** circumstances. You must call us on 01325 289350 in advance to find out if we will pay your taxi fare.

### You can claim for:

- travel expenses for you, your child and anyone you bring to look after your child;
- standard-class rail fares;
- bus or tram fares; and
- mileage (currently paid at 23.8 pence a mile) if you travel by car.

### You cannot claim for:

- any expenses on behalf of your representative;
- any expenses for observers or people who are not involved in the hearing;
- parking your car;
- toll costs;
- food or drinks; or
- loss of earnings.

### You must:

- send your claim **within 30 days** after the hearing date;
- 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. If you have lost your tickets or receipts you will also need to complete the SEND17 Explanation for missing travel tickets/ receipts and send it with your claim.

You will normally receive your expenses within 10 working days of us receiving your claim. It is your responsibility to make sure that your witnesses see a copy of our guidance on expenses for witnesses (SEND16) so they know what expenses they can claim.