



# Explanation for missing travel tickets/receipts

This form is to be used when making a claim for expenses on either form SEND15A or SEND16A and you cannot provide tickets or receipts as proof of travel. This form **must be** submitted with your claim form.

**Declaration:**

Your name

I have not been able to provide the following tickets or receipts for

Bus

Train

Other *(Please specify)* \_\_\_\_\_

The reasons for this are:

Signature

Name

Date

/ /

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

To receive a paper copy of this privacy notice, please call 0300 123 1024 Textphone 18001 0300 123 1024. If calling from Scotland, please call 0300 790 6234 Textphone 18001 0300 790 6234.