

## AGFS Travel

This document provides supporting guidance to the “Crown Courts – Local Bars” spreadsheet.

### 1. Crown Courts

All Crown Courts are listed in Column B. Courts listed which are NOT in bold font are those that are served by a local Bar. The presumption is that travel expenses will not be paid to these courts unless prior approval has been obtained. Courts that are listed in BOLD font are those that do not have a local Bar. Travel expenses will be paid to these courts, without the need for prior approval.

### 2. Nearest Bar

Travel to a Crown Court that does not have a local Bar will be paid up to a maximum of the full journey between the nearest Bar and the Crown Court (see Column E in the allowances spreadsheet). If the journey starts from a location further than the nearest Bar to the court, then the amount paid is for travel between the nearest Bar and the court. If the journey starts from a location which is nearer to the court (while still being more than 40km from the court) than the nearer Bar is, then the travel allowance to be paid is between the starting point of the journey and the court.

For example, Aylesbury (located north-west of London) does not have a local Bar. The closest Bar to Aylesbury is London. Therefore, the maximum that would be paid is for travel from London to Aylesbury. If an advocate travels from his or her office in Hertford (located north of London) which is nearer to the court than London is (or, in this example, any other advocates' office), then he or she would be paid for travel between Hertford and Aylesbury.

### 3. Train Fare / Mileage

Where travel expenses are payable because the advocate has travelled to a court that is not served by a local Bar, the LAA will assess the amount claimed.

Where the advocate has travelled by train, the LAA will pay the amount claimed if the journey is from the nearest Bar. For example, if the advocate has travelled on the train from London to Aylesbury we will pay the value of the train ticket.

Where the advocate has travelled by train from a more distant Bar (or from their home if closer) the LAA will assess the amount payable using the appropriate rail fare from the nearest Bar. For example, if the advocate has travelled from Manchester to Aylesbury we will pay the actual value of the train ticket up to the maximum that would be paid for an advocate travelling from London (£14.90 for a single journey), per allowable journey (Column H).

If the advocate travels by car, the same approach will apply. I.e. the mileage allowable will be assessed using the distance from the nearest Bar to calculate the maximum allowable payment. Where an advocate has been granted prior approval, the LAA will allow all reasonable travel costs incurred.

The 45p per mile rate (Column F) can only be used where the advocate can show that it was not possible or reasonable to travel by public transport or where the advocate can show that travelling by car was cheaper than using public transport. The 25p public transport rate will be used where no, or insufficient, justification is provided for not using public transport.

#### 4. Multiple Offices

Advocates travelling from a firm or set of chambers with multiple office locations will generally have any travel claim assessed on the basis that they have travelled from the location nearest to the court.

Advocates supporting a claim for travel from a more distance location may be allowed their travel from that location if the claim is supported by evidence that they are based at the more distant location and justification as to why an advocate based at the nearer location was not engaged to deal with the case.