



# Expenses claim form for a young person

Please complete this form in CAPITAL LETTERS and attach all receipts and tickets.

## Section 1: Personal details

Surname

First name(s)

Home telephone number

Home address

Postcode

## Section 2: Method of payment

Please pay me: ☐ By cheque to my home address, **please go to Section 3**

☐ Direct to my bank, **please complete the details below**

Name of bank

Address

Postcode

Account name

Account number

Sort code

## Section 3: Hearing details

Date of hearing

Appeal/Claim number

**Your full name**

Surname

First name(s)

## Section 4: Travel expenses

Date of hearing

/ / 

Method of transport

☐ Bus ☐ Train ☐ Car

☐ Other (Please specify) \_\_\_\_\_

Where did your journey start?

If you travelled by your own motor vehicle how many miles did you travel? (Home to hearing and back)

Where did your journey end?

Mileage is currently paid at 23.8p per mile

**Amount claimed** £

If you are making a claim with missing tickets/receipts please explain why?

## Section 5: Declaration

- This claim has been made in accordance with the guidance issued to me.
- No other claim for these expenses has been or will be made against the tribunal or any other government department.

Name

Signature

Date

/ / 

**Please send your completed form and all your receipts and tickets to:** Special Educational Needs and Disability Tribunal, 1st Floor, Darlington Magistrates Court, Parkgate, Darlington DL1 1RU **Telephone:** 01325 289350 **Fax:** 0870 739 4017

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.