



## Witness Expenses Application Form

Claims for the reimbursement of travel costs should be supported by receipts, unless these are not available (please indicate if this is the case).

If you are returning your form via email, please scan or photograph the receipts and attach them to your claim submission email. Please forward the completed form to [hearingsandwitnesses@scotland.gov.uk](mailto:hearingsandwitnesses@scotland.gov.uk).

If you have any queries regarding the nature of your expenses, please contact the Witness Support Team at [hearingsandwitnesses@scotland.gov.uk](mailto:hearingsandwitnesses@scotland.gov.uk).

Your Contact Details			
Preferred contact method	Phone	Email	Letter
Full Name			
Address			
Email address			
Telephone number			

Bank Details	
Bank/Building Society name	
Bank/Building Society address	
Account name	
Account number	
Sort code	

Expenses Claim	
Dates covered in claim	
Date of attendance at hearing	

Expense Details				
Expense Type (travel, subsistence, accommodation, other)	Date of Spend	Description	Total Amount	Receipt Attached?

