

Factsheet – Witness Expenses

You may be able to ask the Inquiry to pay your expenses. This factsheet sets out how to apply to have your expenses paid, and the process for deciding applications.

Can I claim expenses?

You can claim expenses if we have asked you to:

- give a statement, at a private session or interview;
- give evidence at a public hearing; or
- hand over documents to the Inquiry.

If you need someone to help you attend an Inquiry hearing (like a family member, friend or support worker), this person will also be able to claim expenses.

Even if you haven't been asked to do one of these things, you may still be able to claim expenses if you have a particular interest in a public hearing or the Inquiry's outcome.

You can't decide this for yourself. The Chair to the Inquiry decides whether it is reasonable for us to pay all or part of your claim. You need to provide information when you apply so that he can consider your position and decide whether to grant your claim.

The Inquiry will consider reasonable costs, travelling distance and individual circumstances when deciding claims for travel and other expenses.

What can I claim for?

Here are some examples of the expenses you might be able to claim while you are engaging with the Inquiry:

- travelling costs to and from a hearing, such as bus fares;
- the cost of lunch on a day you have to attend an interview;
- the money you spend on food and refreshments during your journey to and from the Inquiry, if the journey is a long one
- the cost of accommodation, if you need to stay overnight to enable you to give evidence at a public hearing.

Expenses can be claimed up to set limits. Details of these limits can be found in the witness expenses protocol on our website.

In most cases our Hearings and Witness Support Team will arrange travel and accommodation for you and a companion (where required) and pay for it in advance. Our Hearings and Witness Support Team will contact you to discuss your needs.

How can I claim expenses?

You need to apply in writing. The claim form can be downloaded from the Inquiry's website. Our Hearing and Witness Support Team can also send it to you by post or email.

There are notes with the claim form about how to fill it in. If you need help filling it in, please contact our Hearings and Witness Support Team.

You can claim expenses before or after you spend money on them. Most people find it easiest to claim expenses after they have spent money on them. Keep all your receipts because you will need to send them in with your claim form.

If your expenses are likely to be more than **£100** you must apply to us **before** you spend the money. Please contact our witness support team to discuss what you think you are going to need.

Once you have filled in the claim form, please send it to us as soon as possible. You can send this to us:

- By phone on 0808 164 0222 (from 10 October)
- By email to hearingsandwitnesses@scottishinquiry.scot.
- By Post: Freepost SCOTTISH COVID-19 INQUIRY.

We will consider reasonable costs, travelling distance and individual circumstances when making a decision about your claim. We will decide if you can claim for all or some of the expenses you want and how much we can pay you. We will write to you to tell you our decision.

If you are unhappy with the decision we make about the amount of your expenses that we will pay, you can ask us to review that decision by writing to us. You must do this within 21 days of receiving our decision about your claim.

Further information

If you require any further support completing your expenses claim, please contact the Witness Support Team. They can be contacted:

- By email: hearingsandwitnesses@scottishinquiry.scot.
- By post: Freepost SCOTTISH COVID-19 INQUIRY

For more information, please read our published [Witness Expenses Protocol](#) or look at our website at: <https://www.scottishinquiry.scot>