

The Mark Duggan Inquest

WITNESS EXPENSE POLICY

General

All claims MUST be submitted on an official Inquest expense claim form within seven (7) days from the date of giving evidence. Claims submitted outside this period CANNOT be accepted.

Please note that the Inquest does NOT have the facility to reimburse expenses on the day you give your evidence.

Claims MUST be fully supported by detailed receipts and certified proof of loss of earnings.

Any claims unsubstantiated by supporting receipts, certification or detail CANNOT be accepted.

The amounts that can be claimed are detailed below.

Method of Payment

Payment will be made to you directly by the Ministry of Justice by BACS transfer to your nominated account or other payment method at their discretion.

You should expect to receive your payment within 30 days of your claim being approved.

Subsistence

We will pay you a fixed amount towards the cost of refreshments. This will be calculated for you based on the attendance section of the expense form, so it is important that you complete it fully and accurately.

Your attendance includes time spent travelling to and from the hearing venue as well as the time you spend giving evidence. You can only claim for time when you had to attend. If you stay on after finishing giving evidence we cannot pay you for this time.

You do NOT need to submit receipts for subsistence.

Period of Attendance	Amount
Under five hours	£2.25
Between five and ten hours	£4.50
Over ten hours	£9.75

Accommodation

If you live outside commuting distance of the hearing venue you may claim up to £100.70 per night for hotel accommodation.

If you live outside commuting distance of the hearing venue and stay with family and friends you may claim a lodging allowance of £25.00.

As a rule of thumb, journeys of three hours or less are held to be within commuting distance. If in doubt, please discuss this with the Inquest in advance.

Any claim for a hotel must be supported by receipts. If you claim a lodging allowance you must put the name and address of the person with whom you stayed but no receipt is required.

Travel Costs

The Inquest discourages its witnesses from driving into Central London on economic and environmental grounds. It will only entertain such claims if you are not able to use public transport (eg strike action).

Standard class rail fares will be reimbursed at cost - you must include your tickets and/or an official receipt to substantiate your claim. Other fares (e.g. ferries) will be paid only at the economy fare rate and must be supported by a ticket and/or receipt.

Bus fares will be reimbursed at the standard TfL rate of £1.40 per single journey. No receipt is required but please include full details on the expense form.

Tube fares will be reimbursed at the standard 'Pay as Go' Oyster card rate. No receipt is required but please include full details on the expense claim form, including the zone travelled to/from and whether your claim is for peak or off-peak travel.

Tube Zone	Peak	Off-Peak
1	£2.10	£2.10
2	£2.80	£2.10
3	£3.20	£2.70
4	£3.80	£2.70
5	£4.60	£3.00
6	£5.00	£3.00
7	£5.50	£3.90
8	£6.70	£3.90
9	£6.70	£3.90

Mileage - if you drive e.g. to a railway station - you will be paid at the rate of 25 pence per mile if you use a car. The same rate applies if you use a motorcycle. You do not have to include receipts but please remember to ensure that full details of the vehicle type, journey and mileage are included on the form. If you wish to claim for a parking fee, you must include the ticket and/or a receipt to substantiate your claim. Claims for the congestion charge should be included in 'Other'.

If you travel by bicycle you can claim 20 pence per mile.

Taxi fares will not normally be entertained by the Inquest. Exceptions may be made if you are ill, disabled or in the event of a major disruption to the public transport network, but these must be agreed in advance. No waiting time will be payable. Receipts must be provided.

Loss of earnings if you are employed

You must ask your employer to complete the appropriate section of the expense form if you wish to claim for loss of net earnings (basic pay only).

Your employer must sign and stamp the form/include an official letterhead to certify that they have/will made a deduction from your pay.

The maximum that you can claim is:

Duration	Maximum
For an absence from work of up to four hours	£32.47
For an absence from work of over four hours	£64.95

Loss of earnings if you are self-employed

Any payments made to you under this head are to compensate you for loss of profits and should be treated as business receipts for tax purposes.

You will need to send us proof of your self-employment showing a direct relationship between you and your business. Such proof might include:

- a business card showing both your full name and business name;
- a letter showing both your full name and business name;
- a letter from your accountant, HMRC or a similar agency confirming that you are self-employed;
- a copy of your subcontractor's certificate issued by HMRC;
- a copy of any licence you require to carry on your business;
- a letter from the company to which you are currently subcontracting; or confirming that you are self-employed.

Without this documentary support, the claim cannot be entertained and you may be asked to provide evidence of your loss.

The maximum that you can claim is:

Duration	Maximum
For an absence from work of up to four hours	£42.95
For an absence from work of over four hours	£85.90

Loss of earnings if you are giving evidence in a professional capacity e.g. a doctor, lawyer or accountant

The allowances that you are permitted to claim are:

Absence from Practice/Residence	Compensatory Allowance	Employing a Locum to Work in Your Absence
For an absence of up to two hours	£83.50	£89.00
Between two and four hours	£117.00	£125.00
Between four and six hours	£174.00	£250.00
Over six hours	£234.00	£250.00

If you employ a locum to work in your absence they will need to complete the appropriate section.

Childcare costs

Please note that you CANNOT claim under this head if you are claiming for loss of earnings.

Please complete this section if you paid someone to look after your children while you gave evidence to the Inquest.

The person who looks after your children will need to fill out and sign the appropriate section of the

You should claim only for the actual amount paid but please note that the maximum amount you can claim is:

Duration	Maximum
For an absence from work of up to four hours	£32.47
For an absence from work of over four hours	£64.95

Other costs

If you incurred any other expenses not explicitly covered by the claim form, unavoidably, necessarily and wholly because of your attendance to give evidence, you should give full details and provide receipts to support the claim. The maximum allowance payable for such costs is £64.95 per day without the express advance agreement of the Inquest. An example would be if you had to pay the Congestion Charge.