**Penelope A Schofield** Her Majesty's Coroner County of West Sussex


# 03302 227100

01243 522827 (fax)

hm.coroner@westsussex.gov.uk www.westsussex.gov.uk

Coroner's Office County Record Office Orchard Street Chichester

West Sussex

P019 lDD

**INQUEST EXPENSES FOR WITNESSES**

CERTAIN EXPENSES INCURRED IN ATTENDING AN INQUEST AS A WITNESS MAY BE REPAID IN ACCORDANCE WITH A SCHEDULE OF FEES AND ALLOWANCES. PLEASE COMPLETE THIS FORM AND HAND IT TO THE CORONER'S OFFICER AFTER THE INQUEST OR POST TO THE ABOVE ADDRESS. RECEIPTS MUST BE PROVIDED.

## Claimant's Name : Address :

Occupation: 1. **TRAVELLING** : From \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ £

1. Public Transport : State Return Fare
2. Private Transport : State Return Mileage \_\_\_ \_

1. Hired Transport : State Actual Cost

*Payable only if no public or private transport is available*

## Car Parking

1. **FINANCIAL LOSS/LOSS OF EARNINGS :**

 Nature of Expense and cost

State period absent from work half a day/day(s)

1. **SUBSISTENCE :**

State period absent from home/work \_

1. **OVERNIGHT ALLOWANCE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Travelling***

If you travel by car a set mileage allowance will be paid from your home address to the court venue. Please provide proof of any parking expenses. Bus and 2nd class rail fares will be paid.

***Loss of earnings***

If your wages are not paid by your employer during your court attendance, a claim may be made ***towards*** any loss of earnings. Your claim must be supported by a separate letter from your employer on headed paper setting out your standard working days and rate of pay. If you are self-employed, please provide evidence of your loss of earnings on headed notepaper. Please note a witness may be paid a daily sum ***not exceeding***£32.47 for up to 4 hours absence from their place of work or £64.95 for more than 4 hours absence from their place of work.

***Subsistence***

Absence from home or work: up to 5 hours £2.25, 5-10 hours £4.50, over 1 0 hours £9.75

***Overnight allowance***

Where an expert witness is necessarily absent from his place of residence overnight for the purpose of attending to give evidence, an overnight allowance may be paid in respect of each such night not exceeding £69.20