

# Mental Health Tribunal for Scotland

## Guidance on Travel/Other Expenses for Named Persons

The Mental Health Tribunal for Scotland (MHTS) will reimburse reasonable travel/other expenses for a named person attending a Tribunal hearing. The most economical mode of travel (normally public transport) must be used. The cost of a taxi may be allowed for aged or infirm attendees but requires advance authorisation by MHTS. Air travel is only allowed where prior permission of MHTS has been obtained.

At the hearing, the hearings clerk will provide an expenses claim form which if possible should be completed on the day and handed back with all receipts. It will subsequently be processed by the MHTS finance team who will authorise payment to the claimant. Where it is not possible to complete the form on the day, the hearings clerk will provide an expenses form, advice on how to complete it and a pre-paid addressed envelope.

The options for reimbursement are either to have a cheque issued to home address or payment directly into your bank account.

Where a named person travels by public transport the actual fare(s), as shown on travel tickets, will be paid provided the most economical mode of travel has been used.

### **Expenses rates for named persons:**

Attendance exceeding 5 hours	£4.90
Attendance overnight*	£75.00
Attendance overnight (staying with family/friends)	£25.00
Motor mileage allowance**	25p per mile
1 <sup>st</sup> passenger	2p per mile
Additional passengers	1p per mile

*\* Overnight accommodation should only be required in exceptional circumstances and should normally be agreed in advance. Attendees must endeavour to find accommodation within the limits. If suitable accommodation is not available, MHTS administration will not usually consider a claim for actual expenses unless agreed in advance.*

*\*\* Car parking charges are not refundable if a mileage allowance is paid.*