

Scottish Child Abuse Inquiry

PO Box 24085; Edinburgh EH7 9EA

e-mail: information@childabuseinquiry.scot

Factsheet – 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.

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 of 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 she can consider your position and decide whether to grant your claim.

What can I claim for?

Here are some examples of the expenses you might be able to claim:

- travelling costs to and from a private session, 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 it is a long one;
- the cost of accommodation, if you need to stay overnight to enable you to give evidence at a public hearing.

How can I claim expenses?

You need to apply in writing. The [claim form](#) can be downloaded from the Inquiry's website www.childabuseinquiry.scot. Our 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 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. We may, for example, be able to arrange your travel and

accommodation for you. 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.

What will the Inquiry pay for?

If you are claiming for money you have already spent, the Chair will look at your claim form and decide whether your claim is reasonable *in principle*. She may decide that you can claim for all or some of the expenses you want.

If you are claiming for money that you have not yet spent, the Chair will decide whether, *in principle*, it is reasonable for us to pay all or some of your expenses.

We will write to you to tell you the Chair's decision.

If the Chair has decided you can make a claim in principle, our letter will set out the sort of expenses you can claim, and the receipts and other information you will need to provide.

The Solicitor to the Inquiry then decides the *amount* of expenses we can pay you. If you have already spent the money, she will look at the receipts you have provided.

Can I complain?

The Chair has the final say on whether we should pay your expenses *in principle*.

You can ask for a review if you are not happy with a decision of the Solicitor about the *amount* of your expenses that we will pay. You must ask for a review in writing.

For more information you can:

- phone the witness support team on: 0800 0929 300
- write to us at: SCAI, PO Box 24085, Edinburgh, EH7 9EA
- email the witness support team at: talktous@childabuseinquiry.scot
- look at our website at: www.childabuseinquiry.scot

For general enquiries

- email us at: information@childabuseinquiry.scot

To ask for a review of a decision by the Solicitor

- write to: The Solicitor, SCAI, PO Box 24085, Edinburgh, EH7 9EA
- email: solicitors@childabuseinquiry.scot