

## **Factsheet – Preliminary Hearing Travel Expenses**

The Chair of the Inquiry has stated that this will be a trauma-informed Inquiry and that it will be patient centered. He recognizes how important it will be to some of the people affected by matters the Inquiry is looking at to attend the preliminary hearing in person and that some of those people may not have the financial resources to do so.

While there are legal limits on the powers of the Chair to pay expenses, the Chair wishes to do what the Inquiry can to cover travel costs for such people.

This factsheet sets out information about how you can claim expenses for attending the preliminary hearing on 10<sup>th</sup> September 2025. We will publish guidance on our approach to claiming expenses for future hearings and other Inquiry events or work at a later date.

### **Can I claim expenses?**

If you have a particular interest in the proceedings or outcome of the Inquiry and you need financial help to attend a hearing, the Chair can help with your travel expenses.

At the preliminary hearing, seats in the public gallery will be allocated to people who have applied for a seat and have a particular interest in the work of the Inquiry. Many of those who want to attend will be core participants. Some have asked to have a supporter with them. If you have applied to attend the preliminary hearing and have been allocated a seat, you will be able to claim your travel expenses. If you have been allocated a seat for a supporter as well, you will be able to claim travel expenses for them as well.

### **How applications are decided**

The Chair of the Inquiry must decide whether it is reasonable for the Inquiry to meet your claim for travel expenses. The rules which control the Inquiry mean he needs certain information from you to do this. This can be provided by you completing the expenses claim form. If the Chair needs any more information from you, he will ask.

When the claim is decided, the Inquiry team will write to you to tell you the outcome of your application.

If you are unhappy with the Chair's decision, you can ask him to review it, if you ask him to do so in writing within 21 days of receiving the decision.

### **What can I claim expenses for?**

For the preliminary hearing, the Inquiry will cover reasonable travel costs within the UK to and from the hearing for those who need it. This will include standard travel costs by public transport or other means when it is agreed in advance. If you cannot use public transport and would like to use your own car, a taxi, or a private hire car then please let us know in advance.

You can claim your expenses back or, if you want to travel by train, the Inquiry can arrange rail travel for you and pay for it in advance – if you would like us to arrange that, then please get in touch.

If your expenses are likely to be more than £100, then please apply to us before you spend any money, if you have not already done so. If you have any special needs, please contact our support team to discuss your needs.

### **How can I claim expenses?**

Please fill in the claim form. It is available on the Inquiry website, or we are happy to send it to you by post if you prefer.

If you are claiming money back, please keep your receipts because you will need to send them in with your claim form.

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

- By email to [expenses@eljamelinquiry.scot](mailto:expenses@eljamelinquiry.scot); or
- By Post to

Eljamel Inquiry - Expenses Support  
2J North  
Victoria Quay

Edinburgh

EH6 6QQ

### **Guidance for completion of application form**

If you need help filling in the form or for any other reason, please contact us on [expenses@eljamelinquiry.scot](mailto:expenses@eljamelinquiry.scot)

The form contains the following sections:

#### **Section 1 – your contact details**

We will use your contact details if we need to discuss your claim with you. If you have a preferred way for us to contact you (for example, by post), let us know.

#### **Section 2 – your bank account details**

We pay expenses by bank transfer. This is why this section asks for your bank account details. We will not use this information for any other reason.

#### **Section 3 – Why are you involved in the Inquiry**

You are required to state why you are attending the inquiry. This has been prepopulated with your attendance at the Preliminary Hearing.

#### **Section 4 – details of expenses you are claiming**

For travel expenses we need to know where you started and ended your journey, and how you travelled (for example, by bus/train/car) as well as how much you spent.

If we have agreed to you travelling by car, we need to know how many miles you travelled in the car. We use this information to calculate the amount of expenses we can pay you.

#### **Section 5 – Declaration**

The form should be signed and dated by the person claiming the travel expenses.

### **Further information**

If you require,

- a paper copy of the preliminary hearing travel claim form,
- prior approval to use a taxi or car and have your expenses paid,
- prior approval because you think your expense will be over £100, or
- any other support

Please contact the Support Team using the details above.