

Witness Expenses Form

This form is for witnesses who have been asked to provide oral evidence to the Inquiry at its public hearings who want to reclaim relevant expenses.

When filling out the form, please refer to the [Witness Expense Protocol](#) which outlines the categories of expenses that can be claimed.

The Inquiry's Witness and Engagement Manager, Tracy Millar, can be reached at Enquiries@eljamelinquiry.scot to answer any questions regarding expenses.

Information on how the Inquiry uses your personal data can be found here - [Privacy Notice of the Eljamel Inquiry | The Eljamel Inquiry](#).

The Scottish Government's payment team processes expense payments on the Inquiry's behalf. Please be aware you may receive notifications from that team directly with updates about your payment.

Section 1 - Your Contact Details	
Full Name	
Address	
Email address	
Telephone number	

Section 2 – Your Bank Account Details – for payment of any covered expenses only

Bank/Building Society name	
Bank/Building Society address	
Account name	
Account number	
Sort code	

Section 3 Expense Claims

Please include details of all types of expenses you are claiming for in the relevant box below.

Proof of costs incurred must be provided for all expenses claimed.

Section 3a) Travel

Date of Travel	Mode of transport. For example, taxi, train, car	Description of journey	Total in £

Section 3b) Subsistence

Date of purchase	Meal claimed for. For example, lunch, dinner.	Name of restaurant, café or shop	Total in £

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Section 3c) Overnight accommodation

The Inquiry will book appropriate accommodation on your behalf, permission should be sought from the Inquiry in advance before booking accommodation to ensure witnesses are not left out of pocket.

Date of stay	Number of nights	Accommodation details	Total in £

Section 3d) Childcare or caring costs

Please contact the Inquiry in advance to discuss these costs before submitting a claim to ensure witnesses are not left out of pocket.

Date cost incurred on	Description of costs incurred. Please provide information on who the care relates to and their relationship to you and the individual or organisation providing the care services.	Total in £

Section 3e) Other costs

Please contact the Inquiry in advance to discuss any other costs before submitting a claim to ensure witnesses are not left out of pocket.

Date cost incurred on	Description of costs incurred.	Total in £

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Section 4 - Declaration	
I confirm that the information I have given in this claim form is true and correct to the best of my belief and knowledge. I confirm I have provided receipts or proof of costs incurred for each claim made above.	
Signature	
Date	

Claims can be submitted along with copies of any receipts or proof of costs via email to expenses@eljamelinquiry.scot . If you are returning your expenses application form via email, please scan or photograph the receipts or proof of costs and attach them to your claim email.

Claim forms along with paper copies of receipts of proof of costs can be submitted by post to:

Eljamel Inquiry – Expenses Support
 LG2 Floor
 Waverley Gate
 2-4 Waterloo Place
 Edinburgh
 EH1 1AA

Claims for expenses can also be submitted in person to the Witness and Engagement Lead at the public hearing.