Factsheet – Section 2 hearing, December 2026 - Travel Expenses

The Chair of the Inquiry has stated that this will be a trauma-informed Inquiry and that it will be patient centred. He recognises how important it will be to some of the people affected by matters the Inquiry is looking at to attend the Section 2 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 hearing which will take place between 1st December and 18th December 2026.

Interested parties can also watch the Inquiry's hearings online. Proceedings are livestreamed via the Inquiry's website. After proceedings have finished for the day, the recording and a transcript of the evidence heard will also be made available on the Inquiry's website.

Can I claim expenses?

If you have applied to attend the hearing, have been allocated a seat, have a particular interest in the proceedings or outcome of the Inquiry, and you need financial help to attend the hearing, you will be able to claim your travel expenses. If you have been allocated a seat for a supporter, 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 when 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?

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.

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 you cannot use public transport and would like to use your own car, a taxi, or a private hire car then you must let us know in advance.

If your expenses are likely to be more than £100 in total, then please apply to us for prior approval before you spend any money so we can advise you directly on what costs you can claim for. This will ensure that you are not left out of pocket.

If you have any special needs, please contact our team to discuss your needs.

How can I claim expenses?

Please fill in the claim form and send it to the Inquiry along with the relevant receipts by 18th January 2027, 30 days from the end of the hearing

The claim form is available on the Inquiry website at this link, or we are happy to send it to you by post if you prefer.

- Once you have completed the claim form, you can send it to the Inquiry along with your receipts –
- By email to expenses@eljamelinquiry.scot; or
- By Post to

Eljamel Inquiry - Expenses Support

LG2 Floor

Waverley Gate

2-4 Waterloo Place

Edinburgh

EH1 1AA

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

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.

The Scottish Government's payment team processes expense payments on the Inquiry's behalf, you may receive notifications from that team directly about the status of your payment.

Section 3 – Why are you involved in the Inquiry

You are required to state why you are attending the inquiry's section 2 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.

Information on how we hold and use your information is contained in the Inquiry's Privacy Notice which is available on the Inquiry website.

Further information

If you require,

- a paper copy of the 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 Inquiry Team at expenses@eljamelinquiry.scot

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