**Jury Expenses Form**

Name of deceased: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use this form to claim back expenses you have incurred whilst serving as a juror.

This is essential information required by the court. As your details may now be different from those that you previously supplied, please provide your current details. **Please note that to process your claim it must be supported by receipts.**

|  |  |
| --- | --- |
| Your Name: | |
| Home Address: | |
| Home Phone Number: | Mobile Phone Number: |
| Email Address: | |

**Bank Details**

|  |  |
| --- | --- |
| Account Holder’s Name: | |
| Sort Code: | Account Number: |

**Travel Expenses**  **For Office Use**

|  |  |  |
| --- | --- | --- |
| Did you travel by bicycle? Y / N  Did you travel by car/motorcycle? Y / N  If yes, please briefly details why public transport was not used.    Car/motorcycle: 45p Bicycle: 20p | Mileage per day: |  |
| Bus/train fare return per day.  **Taxi fares will not be reimbursed unless previously agreed by the court** | £ |  |
| Parking per day.  **Only reasonable costs will be paid which would not normally exceed £10.00.** | £ |  |

**Subsistence Allowance**

|  |  |  |
| --- | --- | --- |
| Maximum £5.71 per day if under 10 hours: | £ |  |

**Financial Loss Allowance**

|  |  |  |
| --- | --- | --- |
| Maximum **NET** amount per **FULL** day £64.95 under 11 days  (**NOTE: Loss of Earning form must be submitted)**  **If self-employed – see below** | £ |  |

**Total amount payable**

|  |
| --- |
| I certify that the information supplied above is correct and I attach receipts and / or Certificate of Loss of Earnings as necessary.  Juror’s Signature: Dated: |

**If you are self-employed and wish to claim for loss of earnings, you will need to submit your claim on letter headed paper. This letter should be countersigned by your accountant. If this is not possible, please make sure that you submit other evidence of loss of earnings. This evidence must clearly show the amount lost on the day(s) that you served on the jury and could include for example, copy diary pages showing jobs lost or cancelled or copy account pages showing usual earnings on those days. Without the appropriate evidence, we will be unable to process your application. Please also note that the maximum full daily amount that can be claimed is £64.95 for full day under 11 days served as a juror.**