



HEARINGS: GUIDANCE ON CLAIMING EXPENSES IN REPAIRS  
CASES (TENANT AND THIRD PARTY APPLICATIONS)  
Housing (Scotland) Act 2006 Schedule 2 Para 5

**1. Who can claim?**

- a) Tenants, landlords or the third party applicant and their representatives attending the Hearing
- b) Witnesses invited by the tenant or landlord or third party applicant (or their representatives) provided the tribunal has agreed they need to come and they are asked to give evidence. If the witness does not give evidence we are unable to pay travel expenses
- c) Witnesses invited by the tribunal.
- d) Any person who is needed by a party for assistance in travelling to the Hearing, or assistance during the Hearing.

For part d) above, we would require **written** confirmation of the need for assistance before ANY payment could be made. This may include a GP note or other appropriate medical documentation

For all representatives or witnesses attending the Hearing, the Tribunal must have written confirmation of their name and address **prior to** the hearing date so that we can process the claims quickly.

**2. Who we cannot pay**

- a) An individual who has accompanied an Applicant/respondent as moral support
- b) Family and friends who have not been invited by the tribunal
- c) Parties/Witnesses from abroad

**3. Reasonable travel expenses, what can be claimed**

- a) We will pay your travel expenses for the journey **between** your home and the appropriate Hearing Centre by means of PUBLIC TRANSPORT i.e. train, tube or bus. We do not pay air fares.
- b) You will need to provide receipts for the whole of your journey, detailing where you have travelled from and the means of transport, so that we are able to approve your payment. Without them, we may be unable to pay your expenses.
- c) If you are unable to travel to the Hearing by public transport i.e. you need to travel by car, we would need written confirmation **before** the Hearing so that we can approve this. We would also need you to provide the correct mileage so that we are able to pay the right amount in accordance with our Tribunal mileage rate.
- d) If you anticipate that you will be making an expenses claim, please contact the Tribunal administration prior to the Hearing to request further information and a copy of the claim form, so that your payment may be processed more quickly after the Hearing has taken place.

**4. What we cannot pay**

- a) We do not pay for taxis (unless prior arrangements have been made with the Panel)
- b) We cannot pay for parking (unless claimant provides a disabled badge)