**Tribunal Panel – Fees & Expenses Claim Form**

**Please return all forms to** [l.mcsweeney-smith@frc.org.uk](mailto:l.mcsweeney-smith@frc.org.uk) **or Lara McSweeney-Smith, 8th Floor, 125 London Wall, London, EC2Y 5AS**

**It is important for budgeting and costs monitoring purposes that claims are submitted during the first week of each month for the previous month.**

**Name…………………………………………………… For Period: From ………………………………….. To …………………………………..**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Item: preparation, hearing day or travel/expenses** | **Description: please provide details** | **Time:**  **hrs/mins** | **£** | **p** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Date** | **Item: preparation, hearing day or travel/expenses** | **Description: please provide details** | **Time:**  **hrs/mins** | **£** | **p** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Grand Total**

**Signed…………………………………… Date………………………..**

**All claims should be supported by receipts or equivalent proof of expenditure.**

|  |
| --- |
| For Office Use Only |
| Authorised………………………………………………………… Date…………………………………………………. |