Guide to Applying for Expenses for Jury Service – Digital Expenses Claim

This guide explains what allowances we can pay for your attendance as a juror. It also gives guidance on the supporting evidence which must be produced to claim for expenses and guidance on how to claim for expenses using the Digital Expenses Payment System. The allowances are meant to compensate you for your out-of-pocket expenses and loss of earnings or benefits. They are not meant to compensate your partner or spouse. **You should only claim your expenses via the Digital Expenses Payment System if you have been advised to by a member of SCTS staff. Receipts or tickets must be uploaded, otherwise we will be unable to pay your claim. Access to the Digital Expenses Payment System is available via the link on the separate leaflet handed to you at court. If you no longer have access to this or for any queries please contact** **expenses@scotcourts.gov.uk** **or telephone 0808 196 9138.**

**What can I claim?**

You **may** be entitled to six kinds of allowance:

* **Travel** – for the cost of transport to court.
* **Subsistence** – for the extra cost of meals etc. that you buy while attending court.
* **Loss of earnings or benefits.**
* **Childminding** – for the extra cost of childminding and babysitting.
* **Adult carer allowance** – for the extra cost of caring for a dependant adult.
* **Other expenses** – you may be entitled to claim for any other unusual expenses. More details about all allowances are given in the sections below.

**Please note:** There are maximum amounts which can be claimed for different allowances which are fixed by Scottish Ministers. The maximum amounts payable are given in this guide. There is no scope for any juror to be paid more than these maximum amounts.

**Travel**

This allowance is for the cost of travelling from your home to court. (**Please note:** you may not claim travelling expenses from any address other than your own unless you have permission from the court in advance). The amount depends on whether you used public or private transport (please see the table below).

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| **Public transport:** You must upload a copy or photograph of your tickets/receipt of purchase when completing your claim as evidence of your journey. Please note that if you are travelling by rail, you will only be able to claim a standard class fare. |
| **Own transport:** If you have travelled by motor car or motorcycle, you will normally only be able to claim the **public transport rate of payment,** unless the clerk of court accepts that you used your own transport because there was no alternative public transport. In this case the standard rate may be payable. The rates are given in the table below. If you are authorised to claim for the standard rate please select Essential Travel: Motorbike or Essential Travel: Car. **Please note:** Parking costs will normally only be paid where public transport is unavailable or unsuitable for your personal needs. |
| **Taxi:** If you consider that you need to use a taxi, you must agree this with the clerk of court **before you attend for jury service.** The clerk of court will need to agree that no other kind of transport is available to you or that a journey using public transport would take an unreasonable time. If travel by taxi is approved, you must upload a copy or photograph of a receipt showing the fare which you paid. Claims for use of a Taxi should be made under “Other expense items” and not under the “Travel” section.  |
| **Type of transport** |  | **Allowance** |
| **Public** |  | The cost of the ticket |
| **Private – Public transport rate** | Motor car or motorcycle Bicycle | 31.4p per mile 9.6p per mile |
| **Private – Standard rate** | Motorcycle Motor car | 33p per mile 47.1p per mile |
| **Taxi** |  | Fare paid |

**Subsistence**

This allowance is for the extra expense of meals and other out-of-pocket expenses you pay while attending court (see the table below). **You cannot claim this allowance if the court has provided, or offered to provide, your meals or refreshments.**

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| **Hours away from home/business** | **Allowance** |
| 10 hours or less | £5.71 |
| Over 10 hours | £12.17 |

**Loss of Earnings**

For the period you serve as a juror, you are entitled to claim if:

* Your employer **does not** pay you; or
* You suffer financial loss – for example, you are self-employed and suffer loss of earnings or have to pay someone to substitute for you while you are away, however we will not be able to pay you for both loss of earnings and for someone to substitute for you.

You can claim the actual amount you have lost on the basis of net earnings (after tax and National Insurance have been deducted). If you are **self-employed,** Inland Revenue rules mean that this will be based on your gross earnings and you will be responsible for declaring the money you get along with your business’s other income. In both cases the amounts you can claim are **subject to the following limits:**

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| **Amount of lost earnings/benefits** | **Allowance** |
| 4 hours or lessMore than 4 hours (for the period from day 1 up to day 5) | £32.47£64.95 |
| Whole day rate (for the period from day 6 up to day 100) | £129.91 |
| Whole day rate (for each day following 100 days) | £230 |

To claim loss of earnings, you should first ask your employer to fill in and stamp the “Certificate of loss of earnings”. If your employer does not have an official stamp, another additional piece of evidence will be required before payment can be made (for example headed notepaper or an invoice). This must be uploaded to the system as proof of loss of earnings if you are employed.

If you are **self-employed**, you will need to provide evidence of your earnings, such as an Inland Revenue self-assessment tax return or certified accounts for the previous year to support your claim. This must be upload to the system as proof of loss of earnings.

**If a certificate of loss of earnings and/or the required evidence is not produced, payment cannot be made.**

You may be able to claim for financial loss as a result of your jury service through your home or personal insurance. If you are self-employed, it may be that your policy will cover the cost of hiring someone to run your business for you while you are attending for jury service. You should read your policy carefully to see if you are entitled to claim. It may be that this information can be found in a Legal Costs or Legal Protection section of your policy. Please read your policy carefully as different policies can have different terms.

**Loss of Benefit**

You may be able to apply for loss of benefit if your benefit is withdrawn during your period of jury service. You should contact your local benefits office to advise them of the requirement for you to attend for jury service. If they tell you that they are going to withdraw your benefit during your period of jury service, you should ask the benefits office to complete a ‘Certificate of Loss of Benefit’ which should be uploaded as proof of loss of benefits alongside your claim. Loss of benefit is claimed under the “Other expenses item” section. **Without this certificate being completed and produced, payment cannot be made.**

**Child Minding/Dependant Adult Carer Expenses**

This allowance is for the extra expense of employing a childminder or a carer for a dependant adult. If you normally employ a childminder or carer, we will only pay the allowance if court attendance means you have to employ him or her for longer than usual. Please make sure you and your childminder/carer fill in the “Childminding/Adult Carer Certificate” and uploaded it with your claim. The childminding/carer allowance is set by the Scottish Courts and Tribunals Service. If you are claiming for a registered carer for a dependant adult, or for a registered childminder, a maximum of £6 per hour can be claimed. If your childminder/carer is not registered we will only be able to pay £1 an hour per child/ adult. **Without this certificate being completed and produced, payment cannot be made.**

**Other Expenses**

You may be entitled to claim for any other unusual expenses. Please make sure that you upload evidence to verify them.

**Method of Payment**

When you have filled in the claim form, you will receive confirmation that your claim has been submitted along with a reference number. You should make a note of this reference number as it is not emailed to you. Your claim will be checked within 14 days of receipt. Payment will be made either to your bank account or a nominated bank account of your choice or by a cash payment sent to the post office. If you have any difficulty with these arrangements, then you should speak to the clerk of court on a confidential basis at the earliest opportunity or contact the DEPS central team by email at expenses@scotcourts.gov.uk or telephone 0808 196 1938.

**Do you need help to complete the claim form?** If so, contact the DEPS central team by email at expenses @scotcourts.gov.uk or telephone 0808 196 1938 who will be happy to help and answer your queries. If you require this form in larger print, please contact the court.

**Types of files that can be uploaded as evidence:** The following file types can be uploaded to support your claim:- PNGs, PDFs and JPEGs. Large files may not be able to be uploaded. If you are having difficulties please contact the DEPS central team at expenses@scotcourts.gov.uk or by telephone on 0808 196 1938.

**Fraudulent claims:** Please be honest in your claims for allowances. It is a criminal offence to make a fraudulent claim.

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| **DATA PROTECTION ACT 1998**We must protect the public funds we handle so we may use the information provided on to prevent and detect fraud. We may share this information with other organisations which handle public funds for the same purpose. We may keep information about you on computer. If we do, the rules laid down by the Data Protection Act 1998 will apply. |