

**PORTSMOUTH CORONER'S COURT – WITNESS EXPENSES CLAIM FORM**  
**INQUESTS SCHEDULED FOR 6 WEEKS FROM 18.03.2009**

WITNESS NAME: Mr Carl Jewell

TEL NO .....

ADDRESS: ..... **Code A** .....

A CLAIM MAY BE MADE FOLLOWING YOUR ATTENDANCE, BY EITHER HANDING THIS FORM TO THE CORONER'S OFFICER AT COURT OR BY SENDING THIS FORM TO:

Miss V A Maddison, Coroner's Office, The Guildhall, Guildhall Square, Portsmouth, PO1 2AJ  
 Tel: 023 9268 8326

**1. TRAVEL FROM ACCOMMODATION TO CORONER'S COURT**

Please show return fares, or total miles by car or motor cycle, to and from the Court.

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	TOTAL
Fares (Public Transport only)						
..... Miles @ 28p per mile						
Car Park						

**2. LOSS OF EARNINGS**

PAYMENT CAN ONLY BE MADE IF YOU PROVE THAT YOUR EMPLOYER WILL NOT PAY YOU

Please attach completed form or letter.

A MAXIMUM payment is authorised by the Home Office of **£32.95** per half day and **£65.60** per full day.

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	TOTAL
Loss of Earnings						

**3. SUBSISTENCE**

A MAXIMUM allowance for refreshments can be paid at the rate of **£2.40** per half day and **£4.75** per full day.

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	TOTAL
Subsistence						

**THE CORONER'S PERMISSION MUST BE SOUGHT FOR REIMBURSEMENT OF THE FOLLOWING EXPENSE**

If you live a considerable distance from the Court and your attendance at Coroner's Court necessitates an overnight stay, a MAXIMUM subsistence allowance of £69.20 per day is payable for accommodation and meals. Claims MUST be supported by bills/receipts.

**The above are a true record of expenses I have incurred while serving as a witness:**

Signed ..... Date .....

**LEAVE BLANK - FOR COMPLETION BY THE CORONER'S OFFICE**

Fares	Mileage	Car Park	Loss of Earnings	Subsistence	Other	Total

Cheque No ..... Amount ..... Paid by ..... Date .....