

## Worker Travel and Subsistence Claims

**This factsheet is for workers who have had a case referred to a Fitness to Practise Panel. It gives information about travel and subsistence claims when attending a hearing.**

We are committed to promoting equality and valuing diversity and want our processes to be fair, transparent and objective. So please tell us if you:

- need this Factsheet in a different format or to discuss how we can help you access it
- are affected by illness, disability or any other factor which may fall into the category of protected characteristics and that may impact on our investigatory and/or hearing processes in any way.

Protected characteristics can mean age, disability, gender reassignment, marriage and civil partner, pregnancy, race, religion and sexual orientation.

### Where and when we hold our hearings

We hold most of our in-person hearings at our offices in Dundee but we sometimes use hotels or other conference facilities in the city. A map showing our office location is at the end of this factsheet.

Hearings usually take place between 10.00am and 5.00pm. The Notice of Referral and covering letter sent to you detail why we have referred your case and confirm the exact date, time and place you need to attend.

### Travelling to a hearing

To help workers attend hearings we can arrange travel or reimburse mileage costs for you and any representative, supporter or witnesses attending with you.

Please contact the Hearings Officer who wrote to you if you need help with the cost of travel to a hearing.

### Claiming expenses

We will book your train tickets for you and send you a code (the ticket collection reference). Take this code with you when you collect your tickets. To collect your tickets insert any credit or debit card into a ticket machine (you will not be charged) at the train station and enter your ticket collection reference.

If you need to use public transport to get to and from the train station we can reimburse your expenses.

If driving to a hearing, you may claim for parking charges and mileage as follows.

<b>Travel type</b>	<b>£ per mile</b>
Car	0.55
Motorcycle	0.24
Bicycle	0.20
Car passenger supplement	0.05

## **Claiming subsistence**

If you are away from home to attend a hearing during the following times you can claim meal allowances.

<b>Subsistence type and criteria</b>	<b>£</b>
<b>Breakfast</b> Minimum 4 hours absence: must include the period 7.00am – 9.00am	5.28
<b>Dinner</b> Minimum 4 hours absence: must include the period 6.00pm – 8.00pm	20.00

You should return the expenses claim form you are given by the Hearing Clerk and any receipts as soon as possible after attending a hearing.

We will provide you with lunch during the course of the hearing. Please let the Hearing Clerk know of any dietary requirements.

Please note we cannot reimburse you or your other attendees for any loss of earnings.

## **Overnight accommodation**

If you live a considerable distance from the location of your hearing and would like overnight accommodation, you should discuss this with the Hearing Clerk as soon as possible for us to consider arrangements.

We will consider granting accommodation requests only under the following circumstances.

- If travel time in one day would exceed five hours.
- If a hearing is due to be held for two or more consecutive days.
- Other exceptional circumstances, for example severe weather conditions, health reasons etc.

## Our offices

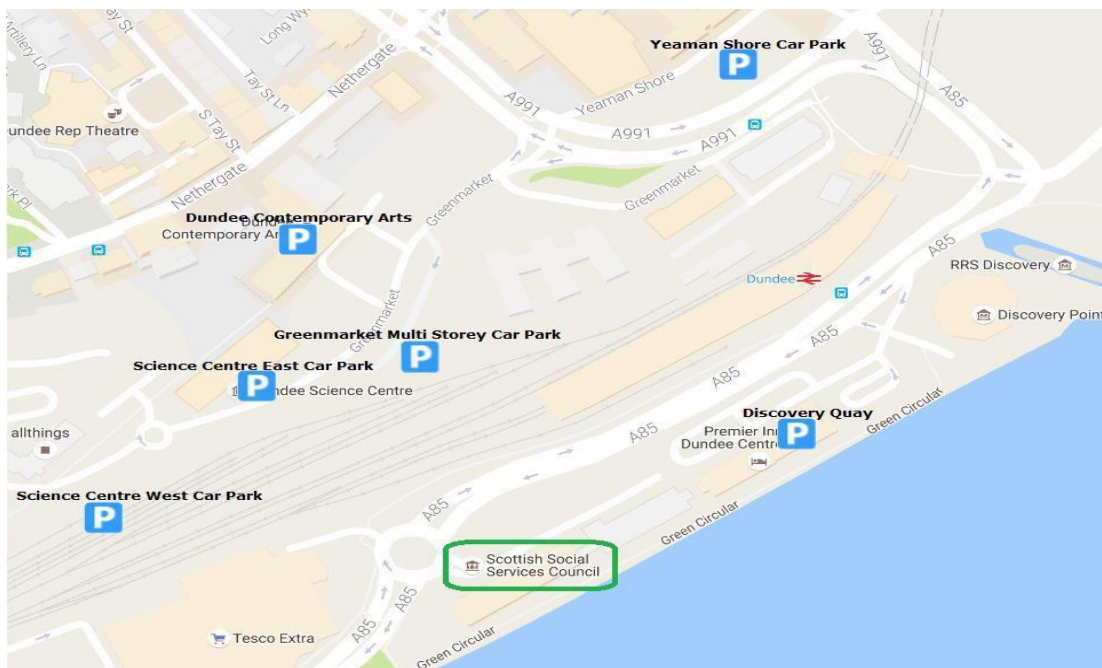
There's limited parking at our offices. There's a small car park at Discovery Quay with larger car parks at Yeaman's Shore and Greenmarket. These are on the map. For information, visit: [www.dundee.gov.uk/visitorparking](http://www.dundee.gov.uk/visitorparking)

## Directions

By car - please use this website: [www.theaa.com/route-planner/index.jsp](http://www.theaa.com/route-planner/index.jsp) or contact the clerk.

By train - Our offices are five minutes walking distance from Dundee railway station.

By bus - Our offices are a short taxi journey from Dundee bus station. Walking from the bus station will take approximately 15-20 minutes.



## More information

Find more information about our fitness to practise processes on our website: [sssc.uk.com](http://sssc.uk.com)

If you would like a printed copy of any document, please contact the SSSC caseholder.