Ordinary witness/juror expense claim form



To receive payment for expenses accumulated whilst attending an inquest into a death, please print, complete and return the form and table below. You will be paid directly into your bank account, please supply details below.

You must send us proof of each expense (e.g. a receipt or original ticket). Claims will not be paid without the relevant supporting documentation.

Please post the completed form and table to us, along with all proof of expenses claimed, in a sealed envelope to:

Suffolk Coroners Service Referral Unit Beacon House White House Road Ipswich Suffolk IP1 5PB

About the inquest attended			
Inquest of:			
Held at:			
Dates of attendance:			
Reason for attendance	Juror/Witness	*Please delete as applicable	
	_		
About you			
Full Name:			
Home Address:			
Postcode:			
Telephone number:			
Email address:			
Bank Details (for payment) Account Name:			
Sort Code:			
Bank Account number:			

Occupation:	
Employer:	
Employers Address:	
Postcode:	
Employers contact name:	
Employers Telephone Number:	
Employers Email address:	

Expenses claim table

Please complete the table below and return to us by post with the form above and any supporting evidence:

Date of Inquest attendance	Method of Travel Public/Private Transport	Daily Train/Bus fare (standard class only)	Daily Mileage return	Car Park fees (if applicable)	Subsistence		Financial Loss	
		,,			Up to 5 hours	5 to 10 hours	Up to 4 hours	Over 4 hours