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

**Please return all forms to** 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 …………………………………..**

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

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

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

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