



Professor Catherine E. Mason LL.B (Hons)
HM Senior Coroner for Leicester City & South Leicestershire

Juror Expenses Form

Name of deceased: _____

Use this form to claim back expenses you have incurred whilst serving as a juror.

This is essential information required by the court. As your details may now be different from those that you previously supplied, please provide your current details. **Please note that to process your claim it must be supported by receipts.**

Your Details

Full Name:	
Home Address:	
Home Phone Number:	Mobile Phone Number:
Email Address:	

Bank Details

Account Holder's Name:	
Sort Code:	Account Number:

Travelling

For Office Use

Did you travel by bicycle? Yes <input type="checkbox"/> No <input type="checkbox"/> Did you travel by car/motorcycle? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please briefly detail why public transport was not used.	Mileage per day:	
Car/Motorcycle: 45p Bicycle: 20p		
Bus/Train fare return per day. Taxi fares will not be reimbursed unless previously agreed by the court.	£	

Parking per day. Only reasonable costs will be paid which would not normally exceed £10.00.	£	
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Subsistence Allowance

Maximum £5.71 per day if under 10 hours.	£	
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Financial Loss Allowance

Maximum net amount per full day £64.95 under 11 days. Note: Certificate for loss of earnings must be submitted. If self-employed, please see at end of this form.	£	
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Total Amount Payable:

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I certify that the information supplied above is correct and I attach receipts and/or certificate for loss of earnings as necessary.	
Juror's Signature:	Date:

For jurors that are self employed

If you are self-employed and wish to claim for loss of earnings, you will need to submit your claim on letter headed paper. This letter should be countersigned by your accountant. If this is not possible, please make sure that you submit other evidence of loss of earnings. This evidence must clearly show the amount lost on the day(s) that you served as a witness and could include for example, copy diary pages showing jobs lost or cancelled or copy account pages showing usual earnings on those days. Without the appropriate evidence, we will be unable to process your application. Please also note that the maximum full daily amount that can be claimed is £64.95 for full days.