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## Overview

This standard is about checking and processing claims for expenses from parties attending courts and tribunals, for example, witnesses and jurors.

Cases can be either criminal or civil in courts, tribunals and prosecutions.

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## Performance criteria

### *You must be able to:*

1. check claims for reimbursement of expenses are complete in line with organisational requirements
2. confirm claimants attended cases for which reimbursements are claimed in line with organisational requirements
3. confirm claimants qualify for reimbursements in line with organisational requirements
4. confirm amounts claimed are correct and in line with amounts payable
5. identify incomplete documentation or anomalies in line with organisational requirements
6. address incomplete documentation or anomalies in line with organisational requirements
7. refer queries regarding claims outside your authority to your line manager in line with organisational requirements
8. notify claimants of invalid claims setting out the reasons why in line with organisational requirements
9. address queries from parties attending cases in relation to eligibility for reimbursement of expenses in line with organisational requirements
10. process valid claims for payment in line with organisational requirements
11. maintain records of claims made in line with organisational requirements

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## Knowledge and understanding

### *You need to know and understand:*

- 1.current organisational requirements and procedures for checking and processing claims for expenses by those attending court
- 2.criteria which claimants must fulfil to qualify for claiming expenses
- 3.types of expenses which can be claimed and allowances for each
- 4.how to notify claimants of incomplete documentation or invalid claims and the importance of doing this in a professional manner
- 5.timescales for processing and payment of expenses
- 6.organisational requirements for recording expense claims
- 7.the limits of your authority and how to deal with claims and queries outside this

SFJDC6

Process claims for expenses relating to attendance at courts and tribunals



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<b>Developed by</b>	Skills for Justice
<b>Version Number</b>	3
<b>Date Approved</b>	28 Feb 2018
<b>Indicative Review Date</b>	28 Feb 2023
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	Skills for Justice
<b>Original URN</b>	SFJ DC6
<b>Relevant Occupations</b>	Court Officer, Prosecution Officer, Tribunal Officer
<b>Suite</b>	Courts, Tribunals and Prosecution
<b>Keywords</b>	Court; Tribunal; case; expenses; expense; claims; witnesses; jurors

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