



## Witness expenses information sheet – Tribunal proceedings

If you are summonsed or otherwise asked by a National Board to appear as a witness in Tribunal proceedings, you can apply to claim certain expenses for attending the hearing.

### What expenses can I claim?

You can claim reasonable expenses for:

- travelling to and from the Tribunal, including parking;
- flights and/or overnight accommodation if travelling a long distance and AHPRA agrees they are necessary;
- meals if staying overnight and/or travelling a long distance, attending multiple days, or AHPRA otherwise agrees;
- incidental expenses;
- witness attendance allowance (depending on the State or Territory you are in); and
- accompanying a witness who requires support.

### What are reasonable expenses?

Expense	Entitlement
Local transport (buses, trains, trams, private vehicles, taxis)	AHPRA will cover taxi or public transport costs for the trip from your place of employment or residence or hotel if you have travelled for the hearing to the Tribunal and back, with a minimum payment to you of \$10.  If you use your private vehicle AHPRA will reimburse you a motor vehicle allowance (including road tolls) based on the kilometres travelled from your place of employment or residence to the Tribunal and back, or part of the journey to reach public transport. Please let us know the location you are travelling from and the engine size of your vehicle.
Parking expenses	If you use your private vehicle, AHPRA will reimburse you for reasonable parking expenses incurred on the day of the hearing for the time you are required to be present.
Flights	If you are travelling a long distance and AHPRA agrees before you travel that it is appropriate, AHPRA will provide one economy class return ticket from your nearest airport. AHPRA will book and pay for your flights in advance. You will be

	notified of travel details.
Accommodation	If you are travelling a long distance and AHPRA agrees before you travel that it is appropriate, AHPRA will arrange accommodation for you close to the Tribunal. AHPRA will pay the hotel directly.
Meals (no alcohol)	Witnesses who have to stay overnight or travel over 50kms in total are entitled to be reimbursed for the cost of meals up to a maximum amount per person as follows:  Breakfast (if not supplied with room rate): \$21.20  Lunch: \$33.20  Dinner: \$52.20
Incidental expenses	AHPRA will meet reasonable out of pocket expenses directly related to your giving evidence up to \$21.70 per day. For example, buying newspaper or coffee while waiting to give evidence.
Witness attendance allowance and loss of wages	Please contact AHPRA to determine what (if any) witness attendance allowance and loss of wages you may be entitled to.  Expert witnesses are to liaise with AHPRA.

### What if I need special assistance to attend the hearing?

Please contact AHPRA to discuss what special assistance arrangements we can assist you with. If AHPRA agrees that you should have a person attend with you to provide support, additional expense will be paid.

### What expenses cannot be claimed?

AHPRA will not reimburse you for the purchase of alcohol or any additional expenses incurred by you while you are staying in accommodation (e.g. ordering food from room service unless it is part of your reasonable expenses for a meal as above, consuming items from the mini-bar, telephone calls, pay per view movies, valet parking etc).

Child care expenses cannot be claimed.

Penalty infringements incurred due to parking or traffic offences cannot be claimed.

### How do I claim?

You must claim your expenses within 60 days after the date of the hearing by writing to AHPRA, enclosing relevant receipts or other evidence of expenses incurred to AHPRA at:

**AHPRA Legal Services, 111 Bourke St, Melbourne, VIC 3000**

A statutory declaration that an expense was incurred may be accepted if a receipt is lost or misplaced.

Upon request, AHPRA may provide an advance for anticipated witness expenses. Please contact AHPRA as soon as possible after receiving the summons if you require financial assistance prior to incurring witness expenses.

### When will witness expenses not be paid?

A witness who attends a Tribunal hearing but refuses to give evidence is not entitled to be paid.

### **Information and assistance**

For further information, please contact the lawyer acting for the Board or AHPRA who arranged your attendance. Alternatively, contact AHPRA legal Practice Manager on 08 7071 5656.