EXPENSES SCHEME

SCOTTISH CIVIL JUSTICE COUNCIL

(Updated May 2026)

Applicability of this scheme

1. Judicial members are not eligible to be considered for reimbursement of travel and subsistence costs associated with Scottish Civil Justice Council ("the Council") business under this scheme. Judicial members should claim such Travel & Subsistence as they normally would in their capacity as judicial office holders.

2. All other (non-judicial) members are eligible to be considered for reimbursement of travel and subsistence costs associated with Council business under this scheme.

3. Members who are carrying out Council business in the context of their employment will not normally be considered for an award of financial loss. This includes judicial members, staff of the Scottish Legal Aid Board and staff of the Scottish Administration.

Introduction

4. This scheme sets out the expenses that the Scottish Courts and Tribunals Service will pay to members of the Council and its committees.[1]

5. Members will be able to claim for costs associated with Council or committee business, including attending meetings, training and preparation time.

6. The scheme is not intended to cover every eventuality that will arise, and will be subject to review on an annual basis. Where decisions need to be taken, they will be taken by the Chair of the Council with the assistance of the Council secretariat.

[1] In accordance with section 10 of The Scottish Civil Justice Council and Criminal Legal Assistance Act 2013.

Travel and Subsistence

Travel

7. Eligible members will be entitled to claim reasonable travel costs associated with Council or committee business.

Public Transport

8. Costs will be reimbursed at Standard Class rates. First Class travel will only be reimbursed up to standard class rates, except in exceptional circumstances and when prior approval has been granted. Travel fares require to be receipted.

Mileage Rates

9. When travelling by car, or other private transport, expenses will be reimbursed at the following rates.

MILEAGE RATE		
Expense/Allowance Type	**Rate**	**Unit**
Cars and vans	£0.55	per mile
Passenger Supplement	£0.05 £0.01	per mile per mile, for each additional passenger
Motorcycles	£0.24	per mile
Bicycle	£0.20	per mile

Taxi Hire

10. Taxi fares will only be reimbursed for journeys for which there is no suitable method of public transport or where heavy luggage has to be transported to or from the destination. Taxi fares may be paid where the use of taxis in conjunction with rail travel is more economical than travel by private car. The reason for the hire of taxis must be stated on claims for reimbursement. Fares require to be receipted.

Overnight Stays and Other Subsistence

11. Eligible members will be entitled to claim costs of accommodation for overnight stays and other subsistence at the following rates.

SUBSISTENCE RATES		
Expense/Allowance type	**Rate**	**Unit**
Lunch Subsistence Allowance	£5.00*	Daily
Overnight Stays (Accommodation)	Up to £90.00* (Elsewhere) Up to £100.00* (London**)	Per night
Overnight Subsistence Allowance (24 hour period)	Up to £30.00*	
Personal Incidental Expenses Allowance	£5.00	

*Evidence of incurred costs must be provided.

**During certain peak periods accommodation costs in London may be higher than the stated allowance. In this case, prior approval should be sought.

Lunch Subsistence Allowance

12. Lunch subsistence allowance is intended to cover the costs of a meal where a member is away from their normal place of work for over 5 hours due to Council business. It can be claimed up to a maximum of £5.00 and must be fully receipted. Lunch subsistence cannot be paid where overnight subsistence is claimed for in the same 24-hour period.

Overnight Stays

13. Where an overnight stay has been approved as a necessary part of Council or committee business, accommodation should be booked through the Scottish Courts and Tribunals Service discounted hotel scheme. Accommodation should only be booked outwith the discounted hotel scheme in exceptional circumstances and with prior approval. Overnight stays will not normally be reimbursed when an individual lives within 45 miles of the location they are required to travel to.

Overnight Subsistence Allowance

14. Overnight Subsistence can be claimed up to a maximum of £30.00. It covers the cost of an evening meal or any other meals where necessary in a period of 24 hours (from the time of leaving home to returning home) and must be fully receipted.

15. Overnight Subsistence is only normally available for overnight stays. However, it may be payable in exceptional circumstances, for example if a very early start and late return is required.

Personal Incidental Expenses Allowance

16. Personal Incidental Expenses allowance is a non-receipted flat rate allowance of £5.00 per night. It covers the cost of personal expenses necessarily incurred whilst away from home, such as hotel laundry, personal telephone calls, newspapers, etc. It can only be claimed in conjunction with overnight stays.

Financial Loss

17. Members who incur financial loss or extra expenditure associated with Council or committee business, will, in exceptional circumstances, be considered for reimbursement of reasonable costs.

18. Members engaged in Council or committee business in the context of their employment will not normally be considered for an award of financial loss.

19. There is a presumption that judicial members, advocates, solicitors, and any members who are staff of the Scottish Legal Aid Board, or staff of the Scottish Administration, or otherwise receive a salary from the public purse, are engaged in Council business in the context of their employment.

20. Other members who may be considered to be engaged in Council business in the context of their employment include: academics, members of staff of voluntary organisations, businesses or Trades Union. Where members are carrying out Council duties in the context of their current employment, it is expected that their employer will continue to pay their wages for the time involved.

21. If employed, members should discuss with their employer. If the employer is not prepared to allow attendance as part of normal working hours and deducts wages for the time not in work, members may claim financial loss allowance.

22. Claims for financial loss allowance will require evidence in support.

23. The Chair of the Council will determine claims for financial loss allowance with the assistance of the Council secretariat. In doing so, the Chair will have regard to the public interest.

Claims

24. All claims should be made by sending a completed claim form to the Council secretariat.

    By email: scjc@scotcourts.gov.uk

    Or by post: Scottish Civil Justice Council, Parliament House, Edinburgh, EH1 1RQ