

# Arbitrators Expenses Guidelines

## General

### 1. Guidance

Historically, Gafta has met the expenses incurred by Gafta arbitrators when involved in Gafta appeals, whereas the parties have met the expenses incurred by Gafta arbitrators when involved in First Tier hearings. With immediate effect, the reimbursement of all expenses, both at First Tier and on Appeal, will be met by the parties.

These Guidelines are not intended to be prescriptive and the general presumption is that expenses which have been reasonably and properly incurred in connection with a hearing will be recoverable. Further guidance on any matter covered by these Guidelines can be obtained from the Arbitration Manager.

### 2. Receipts

Proper receipts must be produced for all expenditure other than for minor items (under £5).

### 3. Submitting Claims

All claims must be submitted promptly (along with the relevant time sheet) and, in any event, within 14 days of being incurred, on the current version of the Gafta Expenses Form.

## Travel and Subsistence

### 4. Time spent travelling

With the exception of time spent undertaking work, any travelling time spent by an arbitrator shall not be chargeable.

### 5. Air Travel

Economy class should be used for flights of less than four hours duration. Business class may be used for flights of more than four hours duration

### 6. Rail Travel

Second Class should be used for all journeys other than those journeys in excess of three hours for which First Class may be used, or where there is a clear business justification for First Class travel.



## **7. Taxi or Private Hire Car**

The cost of using a taxi should not exceed £50 per day.

## **8. Private Car**

Mileage can be claimed in accordance with the current HMRC 'business' rate. Reasonable car parking charges and, where relevant, congestion charges, may also be claimed.

## **9. Hotel Accommodation**

Where a choice of hotels is available, a guideline figure of £200-£250 per room per night (including breakfast), relative to the location, market rate and time of year, should be followed.

## **10. Meals**

The following guidelines for expenditure on meals should be followed:

Breakfast: £15.00

Lunch: £20.00

Dinner: £35.00

## **11. Incidental Expenditures**

It is recognised that, when staying away from home, arbitrators may incur some expenses over and above the basic costs of accommodation and meals. Reasonable costs for drinks, newspapers and/or telephone calls, supported by receipts, may therefore be claimed.

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