

AGFS Travel Guidance

The purpose of this document is to provide supporting guidance to the “Crown Courts Local Bar Allowances” spreadsheet.

1. Crown Courts

All Crown Courts are listed in column A. Courts coloured **red** are those that are served by a local Bar. The presumption is that travel expenses will not be paid to these courts unless prior approval has been obtained. Courts coloured **green** are those that do not have a local Bar. Travel expenses will be paid to these courts, without the need for prior approval.

2. Nearest Bar

Travel expenses to Crown Courts that do not have a local Bar will be paid on the basis that the advocate has travelled from the nearest Bar. These are listed in Column D for each Crown Court that does not have a local Bar.

For example: Aylesbury does not have a local Bar. The nearest Bar is London. Travel expenses to Aylesbury Crown Court will be paid on the basis that the advocate has travelled from London.

3. Train Fare / Mileage

Where travel expenses are payable because the advocate has travelled to a court that is not served by a local Bar, the LSC will assess the amount claimed.

Where the advocate has travelled by train, the LSC will pay the amount claimed if the journey is from the nearest Bar e.g. if the advocate has travelled on the train from London to Aylesbury we will pay the value of the train ticket.

If the advocate has travelled by train from a more distant Bar (or from their home if closer) the LSC will assess the amount payable using the appropriate rail fare from the nearest Bar e.g. if the advocate has travelled from Manchester to Aylesbury we will pay the actual value of the train ticket up to the maximum that would be paid for an advocate travelling from London (£13.30 for a single journey), per allowable journey (column H).

If the advocate travels by car, the same approach will apply i.e. the mileage allowable will be assessed using the distance from the nearest bar to calculate the maximum allowable payment.

Where an advocate has been granted prior approval, the LSC will allow all reasonable travel costs incurred.

The 45p per mile rate (Column F) can only be used where the advocate can show that it was not possible or reasonable to travel by public transport or where the advocate can show that travelling by car was cheaper than using public transport. The 25p public transport rate will be used where no / insufficient justification is provided for not using public transport.