

Not-for-Profit only

Application for prior authority for a disbursement exceeding £250

a Applying for authority

Complete a separate form for each prior authority sought and complete all sections. The Regional Office will consider your application and return the endorsed form to you for your retention on the individual file.

Remember you may not apply for a disbursement for a client who is not eligible for controlled work, or for work outside your contract. Files for matters where disbursements are claimed must be made available for inspection at audit where requested.

a Send this form to the regional office managing your contract.

Our case reference number: _____

1. Disbursements - work to be done

Please provide full reasons for the application and state clearly the purpose of the disbursement sought. It is unlikely that travel expenses will be justified as they are covered in your running costs. Refer to rule 2.12 of the Specification for further guidance on disbursements which may be justified. Attach a separate sheet if necessary.

a If you wish to instruct an expert or other person please tell us:

the hourly rate (on which the total sought is based) £ _____

the type or status of the expert _____

their name and address _____

2. Amount sought

Total disbursement (excl VAT)	VAT	Total (incl VAT)
£	£	£

3. Claim for Disbursement - Declaration

a I certify that all the information I have given on this form is correct.

a I have not claimed and will not otherwise claim for the same item from the legal aid / CLS fund.

Signed _____ Dated _____

Name of Agency _____ Contract No. _____