



Panel Member Professional Fees & Expenses Claim Form

Name: _____

Case / Activity: _____

Date of Claim: _____

Invoice Number (if applicable): _____

Professional Fees – Timesheet

Fee	Date (if additional time applies, one date per row)	Time Spent (eg. 3 hours)	Description (eg. sitting day, drafting decision, etc.)	Fee / Pro Rata Amount	VAT (if applicable)	Sub-Total
Fixed Fee				£	£	£
Additional Time				£	£	£
				£	£	£
				£	£	£
				£	£	£
				£	£	£
				£	£	£
				£	£	£
				£	£	£

Sub-Total (Fees)	£
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Expenses

Expense	Date	Amount	VAT (if applicable)	Sub-Total
Travel (Air, rail)		£	£	£
Accommodation		£	£	£
Transportation (local)		£	£	£
Parking/Tolls		£	£	£
Subsistence		£	£	£
Other (describe)		£	£	£

Sub-Total (Expenses)	£
Total (Fees + Expenses)	£

Bank account details for payment

Account Number		Sort Code	
Bank			

International Only

Bank Address			
IBAN		SWIFT / BIC	
Routing Number (US)		NCC	

Please send a completed professional fees and expenses claim form to the relevant Case Manager either in soft-copy via email, or in hard-copy to Sport Resolutions, 1 Salisbury Square, London, EC4Y 8AE. Queries to resolve@sportresolutions.co.uk

Note

All expense claims should be accompanied by copies of receipts.

Professional fees and expense claims will be paid upon conclusion of the case and once Sport Resolutions is in funds from the client, unless otherwise agreed.

Payment will be made in GBP unless otherwise agreed.

For payments to bank accounts outside of the United Kingdom please include international transfer details (IBAN / SWIFT / BIC)