



CourtWatch London volunteer expenses policy

CourtWatch London will cover reasonable expenses that you incur while courtwatching. This includes attending courtwatching training and any subsequent court visits where you are observing as part of the CourtWatch London project. Courtwatchers can observe from February to the end of July 2025. Please upload your courtwatching notes for the relevant day before you claim expenses.

Use the [expenses form](#) to document your expenses and your account details. Transform Justice will reimburse your expenses, provided valid receipts are provided, within one month. Please remember - no receipt, no payment!

We will reimburse TfL public transport costs to travel to court for courtwatching within the London TfL area up to a limit of £12. Please enter the exact amount of your journey in the expenses form, along with journey details (start and end point), and provide a screenshot or photo of the amount charged from your TfL account or your bank account. This screenshot will act as your receipt.

Here is some [useful guidance on how to register your oyster card or contactless payment card with TfL, access your journey history, and get a receipt.](#)

If you are driving to and from courtwatching, you do not need to provide a receipt. Instead, please provide us with the postcode your journey started from and you will be entitled to receive 45 pence per mile, but we can only reimburse up to the daily cap of £6. If you are also paying for parking on that day, your parking & driving expenses can both only be reimbursed up to the £6 daily cap.

If you courtwatch for a whole day, we will cover costs of your lunch up to the value of £8. Please keep receipts for all lunch costs and send a photograph of all receipts along with your expense claim.

Caring costs and childcare costs in relation to pre-school children can be reimbursed on request, up to a limit of £30 per day. This needs to be agreed in advance with the project team. A receipt or evidence of the costs paid for the childcare must be provided.