



Administrative Appeals Tribunal

To: Executive Deputy President

Through: District Registrar

From:

Date:

Subject: Request for additional preparation and/or writing time

Member to Complete	
File Reference: (eg: N2004/288)	
Task (eg: preparation, decision writing)	
Time allowed: in accordance with the guidelines	
Additional time required (eg: 3 hours)	
Reason for additional time	
<p>I certify that the additional preparation time and/or writing time was/is necessary for the effective performance of my role as a member of the Tribunal</p> <p>Members:</p>	
District Registrar to Complete	
<p>I certify that this claim has properly made in accordance with AAT administrative procedures.</p> <p>Comments:</p> <p>District Registrar:</p>	
Executive Deputy President to complete	
<p>I certify that payment is justifiable and for a reasonably necessary purpose.</p> <p>Comments:</p> <p>Name: Executive Deputy President Signature:</p>	