




U.S. DEPARTMENT OF JUSTICE
INSTRUCTIONS FOR WITNESSES APPEARING ON
BEHALF OF THE UNITED STATES GOVERNMENT

Read the information contained on this form before your court appearance. Please **call** the Contact Person listed below for information regarding travel arrangements and specific entitlements. On the last business day before you travel to court, call the Contact Person to **verify** that your attendance is required – this may prevent a wasted trip in the event the trial schedule has changed. If you have a medical condition or family situation that requires special consideration, please advise the Contact Person as soon as possible. If you are required to **travel from another city** to appear in court, immediately call the Contact Person to request instructions. Any amount advanced to you will be deducted from your fees and allowances. (Note: these instructions are not applicable to federal employees or to witnesses who have been retained as experts. If you have any question about this, please call the Contact Person listed below.)

 **Contact Person(s):**

 **Telephone Number:**

General Information: Reimbursement of Expenses And Attendance Fees

A. **ATTENDANCE FEE:** You will be paid a fee of **\$40** per day, including travel days.

B. **TRANSPORTATION:** Call the Contact Person to obtain information on transportation. Reimbursement will be made for travel by the least expensive method reasonably available to you. The following rules apply to transportation expenses:

1. **Local Travel:** The recommended method of travel in the New York City area is bus/subway.

2. **Privately Owned Vehicles (POV):** You will be reimbursed the following amounts:

Motorcycle **26¢** per mile Automobile **31¢** per mile

In addition to the above mileage allowance, necessary tolls, parking and other fees may be reimbursed. You must keep a record of your odometer readings if you travel by motorcycle or automobile. If two or more witnesses travel in the same vehicle, only one reimbursement for mileage can be made.

IF POV EXPENSES, INCLUDING MILEAGE, TOLLS, PARKING AND OTHER ASSOCIATED COSTS, ARE GREATER THAN THE GOVERNMENT AIRFARE, YOU WILL BE RESPONSIBLE FOR THE DIFFERENCE.

3. **Common Carrier:** If you are located outside the local court area, **CALL THE CONTACT PERSON FOR INSTRUCTIONS.** Train, bus or airfare will be reimbursed at the Government rate, which is lower than coach fare. In no case will reimbursement be made for First Class accommodations, "Frequent Flyer" tickets, or charter service. **DO NOT** purchase non-refundable tickets – if your appearance date changes or is canceled, you will not be reimbursed for non-refundable tickets. If you have any questions concerning transportation arrangements, please call the Contact Person.

C. **MEALS:** If it is necessary for you to remain away from home overnight, you will receive the following daily meal allowances:

\$23 for each travel day PLUS **\$46** for each full day at court

D. **LODGING:** If it is necessary for you to remain away from home over night, please call the Contact Person so that lodgings can be arranged for you at the Government rate. Absent prior approval, if you make your own lodging arrangements, you will only be reimbursed for the lower of actual cost of your lodging, or the Government rate, up to a maximum of **\$195** per night, including tax.

You Must Retain Receipts

All claims for parking must be supported by a receipt. Other expenses equal to **\$25** or more must be supported by a receipt, with the exception of meals and mileage.

Collecting your Witness Fees and Allowances

When you are advised that your attendance is no longer required, you should request information regarding the payment of the fees and allowances outlined above. The individual requiring your attendance will provide you with a Fact Witness Voucher and will assist you in completing it. You will list your expenses on this Voucher. The Voucher will be submitted to the U.S. Marshals Service for payment. Normally, the U.S. Marshals Service will process the voucher and mail the payment to you. (If you require funds to return home, you must bring this fact to the attention of the individual requiring your attendance, who will notify the U.S. Marshals Service.)

(Not Applicable to Federal Employees or Retained Experts)