Fact Witness Program Voucher Flow Chart

Purpose: To provide a seamless flow of information when completing the DOJ-3, Fact Witness Program Voucher form.

Legend: the colors distinguish different responsibilities to complete on the form (e.g., yellow for witness/payee and blue for federal government)

Page 1 (DOJ-3)

Select Office "Voucher is from" or type in Office responsible for voucher

No / Yes

DOJ-3 page 1 can be provided to witness/payee

DOJ-3 WITNESS/PAYEE

Did the witness/payee complete input fields #1 - 12 in Part I - Witness/Payee General Information?

It is the responsibility of the litigating office to confirm information provided by the witness/payee is accurate, in compliance, and provides applicable supporting documentation.

No: Return to update contact information

Yes

Are all expenses directly incurred by the witness/payee selected and/or detailed in question #13?

No: Return to confirm expenses incurred

Yes

Proceed to Part II - Payment Method & Certification

Select method of payment for the witness/payee

EFT | Debit Card | Treasury Check**

Does input field #14 include the following items:

- Financial Institution
- Type of account
- Routing Number
- Account Number

Does input field #14 include the following items:

- Debit card account number
- Signature by witness/payee confirming possession of debit card

No: Return form to witness/payee

Yes

The witness/payee should read item #15 and #16. Did the witness/payee pen sign item #17 and date the form?

No: Return for signature

Yes

Page 2

DOJ-3 FEDERAL GOVERNMENT REPRESENTATIVE

Complete Witness/Payee Name

Proceed to Part III - Appearance Details & Certification

Since information will likely be collected when meeting with the Witness/Payee, all data on page 2 **should** be completed prior to obtaining signatures in Part III

1) Select the type of Witness/Payee the voucher is being processed for. If 'Other' is selected, explain the type of voucher being processed.

note: if using the PDF form to complete the voucher, section 7A will reflect eligibility for Appearance Fees

2) Include the District name where appearance took place (e.g., MDFL, EDNY, etc.)

3) Enter the City and State of Appearance Location.

4) Select from the dropdown if an associated centrally billed account (CBA) was used.

5) Enter name and number of associated Case

6) Enter Court Document Number or the associated office case number for the case

7.A.) complete applicable appearance date(s), number of day(s) of appearance per line covered on voucher. Calculate total for each line for eligible reimbursement and total appearance fees.

note: if using the PDF, by using TAB, total Appearance Fees will calculate automatically.

Proceed to Part IV - Allowances

This Part will include information provided by the Witness/Payee from DOJ-3 Page 1 and other authorized expenses to be processed on the voucher along with any applicable supporting documentation

A. If paid directly by witness/payee or travel companion, select the common carrier the individual traveled to the location. Enter total allowed amount in last column (Amount) for Part A.

Is the witness/payee eligible for meals and incidentals (M&IE) and/or lodging?

Yes: Find the total reimbursable rate for M&IE and Lodging per the GSA Per Diem website.

No: Proceed to **C.**

B. Enter the daily Government lodging per diem rate from the GSA Per Diem website for the dates applicable on the voucher

B.1. Enter the amount of per diem eligible for Federal government employee fact witness (3/4 total GSA Per Diem) or non-Federal government employee (1/2 total GSA Per Diem). Enter the number of travel days.

B.2. Enter the full day's M&IE. Enter the number of full days away from home.

B.3. Enter actual cost of lodging and the number of days at that rate.

note: totals will automatically calculate if completing on PDF

Update SOC/SSOC (if applicable) and enter total allowed amount in last column (Amount) for Part B.

C. Select ALL claimed expenses from witness/payee submission on page 1. Itemize expense description of all authorized expenses to be paid and provide supporting documentation.

If POV is selected, complete the following:

- *Roundtrip Mileage
- *GSA rate per mile
- *Calculated mileage reimbursement
- *Total number of round trips

If POV expenses exceed $350.00, include supporting documentation and authorized amount for reimbursement

Update SOC/SSOC (if applicable) and enter total allowed amount in last column (Amount) for Part C.

Enter total amount of Allowances To Be Paid

note: totals will automatically calculate if completing on PDF

If advance was provided, select checkbox and include amount and who provided advance

Review full DOJ-3 package for accuracy and enter amount of Total Voucher. Are all items completed on the DOJ-3?

No: Return and complete form in full

Yes

Obtain Verification Signatures

A federal employee of the litigating office who is aware of the allowable expenses and has direct knowledge of the witness/payee appearance dates must sign in Part III.B. Provide printed name and title of federal government official and obtain signature of federal employee in Part V.

Non-Federal Government Employees are **not** authorized to sign Part III.B. or Part V.

** Under Executive Order 14247, disbursements from the federal government must be made electronically. The option to issue a Treasury Check limited exemption until fully transitioned to electronic disbursement operations

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