



**U.S. DEPARTMENT OF JUSTICE
INSTRUCTIONS FOR FACT WITNESSES APPEARING
AT A SCHEDULED JUDICIAL PROCEEDING
(Not Applicable to Federal Government Employees)**

IT IS IMPERATIVE THAT YOU READ THE INFORMATION CONTAINED ON THIS FORM BEFORE YOU TRAVEL FOR YOUR COURT APPEARANCE.

UPON RECEIPT OF THIS FORM, YOU MUST CALL THE PERSON(S) LISTED BELOW FOR INFORMATION REGARDING TRAVEL ARRANGEMENTS AND SPECIFIC ENTITLEMENTS.

IF YOU HAVE A MEDICAL CONDITION OR A FAMILY SITUATION THAT REQUIRES SPECIAL CONSIDERATION, YOU MUST INFORM THE PERSON(S) LISTED BELOW AS SOON AS POSSIBLE.

CONTACT PERSON(S):	
TELEPHONE NUMBER(S):	
EMAIL ADDRESS(ES):	

*****BEFORE YOU TRAVEL, YOU MUST CONFIRM YOUR TRIAL ATTENDANCE WITH THE ABOVE LISTED PERSON(S). DOING SO WILL PREVENT A WASTED TRIP IN THE EVENT THE TRIAL DATE IS CHANGED*****

SECTION A: THE FOLLOWING INFORMATION APPLIES TO WITNESSES APPEARING IN THE TRIAL DISTRICT WHERE THEY RESIDE (e.g., LOCAL WITNESS):

- 1. ATTENDANCE FEE:** You will receive a fee of \$40.00 per day.
- 2. TRANSPORTATION:** Call the person(s) listed above to discuss travel for your appearance.
The following rules apply to transportation expenses:

A. Local Travel: The reimbursable methods of travel to court are:

1. Bus
2. Subway
3. Uber or Lyft
4. Taxi/Shuttle
5. Privately Own Vehicle (POV)
 - a. Automobile _____ per mile
 - b. Motorcycle _____ per mile

B. Other Acceptable Reimbursable Travel Expenses:

1. Tolls
2. Parking



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SECTION B: THE FOLLOWING INFORMATION APPLIES TO WITNESSES APPEARING IN THE TRIAL DISTRICT WHERE THEY DO NOT RESIDE (e.g., OUT OF TOWN WITNESS):

1. **ATTENDANCE FEE:** You will receive a fee of \$40.00 per day including authorized travel days.
2. **TRANSPORTATION AND LODGING:** Call the person(s) listed above to make travel and lodging arrangements. It is preferable that the government make the travel/lodging arrangement. You must request and receive approval to make your own travel and lodging arrangements, (you must contact the person(s) listed above for authorization prior to making any arrangements). If authorized, your reimbursement will be up to, but not exceed, the government rates for transportation, lodging and mileage. The government will utilize one of the following commonly used modes of transportation:

A. Common Carrier:

1. Airplane
2. Train
3. Bus

If approved to travel by a privately owned vehicle (POV) in lieu of travel by commonly used mode of transportation to appear, your request for reimbursement of mileage expenses cannot exceed the value of the common carrier ticket. POV expenses are paid to only one witness if two or more witnesses travel in the same vehicle.

The following expenses are some travel expenses that are not reimbursable:

B. Non-Reimbursable Expenses:

1. First class, business class or frequent flyer miles
2. Charter service (private plane or bus)
3. Non-refundable tickets
4. Hotel taxes

C. Meals and Incidentals (M&IE): If you are required to remain away from home overnight, you will receive the following daily meal allowances:

1. \$ _____ for each travel day (½ daily MIE rate)
2. \$ _____ for each full day away from home

If you receive an advance from your local U.S. Marshals Service, the advance will be deducted from your total reimbursement.

****YOU MUST RETAIN RECEIPTS FOR EXPENSES EXCEEDING \$75.00. IF YOU OWE A DEBT TO THE GOVERNMENT, IT IS POSSIBLE THAT PORTIONS OF YOUR REIMBURSEMENT COULD BE WITHHELD BY THE TREASURY OFFSET PROGRAM ****

SECTION C: CONCLUSION OF TESTIMONY

When your testimony concludes, you should request information from the person(s) listed above regarding the payment of the fees and expenses detailed on this document. The person(s) requiring your attendance will provide you with a DOJ-3 Fact Witness Voucher. You will be required to list your expenses on this voucher. The voucher will be submitted for payment. If you require funds to return home, notify the person(s) requiring your attendance.