



U.S. DEPARTMENT OF JUSTICE
INSTRUCTIONS FOR FACT WITNESSES APPEARING ON
BEHALF OF THE UNITED STATES GOVERNMENT
(Not Applicable to Federal Employees)

READ THE INFORMATION CONTAINED ON THIS FORM BEFORE YOUR COURT APPEARANCE. PLEASE CALL THE INDIVIDUAL(S) LISTED BELOW FOR INFORMATION REGARDING TRAVEL ARRANGEMENTS AND SPECIFIC ENTITLEMENTS. IF YOU HAVE A MEDICAL CONDITION OR FAMILY SITUATION THAT REQUIRES SPECIAL CONSIDERATION, PLEASE ADVISE THE INDIVIDUAL LISTED BELOW AS SOON AS POSSIBLE.

CONTACT PERSON(S): JOHN HERNANDEZ
Victim Witness Specialist

TELEPHONE NUMBER: (615) 736-2150
Toll Free: (800) 238-9981

. VERIFY YOUR ATTENDANCE .

On the last business day **BEFORE** you travel to court, call the above number to verify that your attendance is required. This may prevent a wasted trip in the event the trial date is changed.

. APPEARANCE IN ANOTHER CITY .

If you are required to travel to another city to appear in court, **immediately contact the individual listed above and request instructions**. Any amount advanced to you will be deducted from your fees and allowances.

. 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 individual listed above 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 local area of court is transit bus/subway;
- 2. Privately Owned Vehicles (POV):** You will be reimbursed the following amounts:

Motorcycle \$0.545 per mile Automobile \$0.575 per mile Airplane \$1.29 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 COACH CLASS AIRFARE, YOU WILL BE RESPONSIBLE FOR THE DIFFERENCE.

- 3. Common Carrier:** If you are located outside the local court area, **CALL THE INDIVIDUAL LISTED ABOVE FOR INSTRUCTIONS**. Train, bus or airfare will be reimbursed at COACH or other Non-PREMIUM rate. Reimbursement **WILL NOT** 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 cancelled you **WILL NOT** be reimbursed for non-refundable tickets. If you have any questions concerning transportation arrangements, please contact the individual(s) listed above.

- C. MEALS:** If it is necessary for you to remain away from home **overnight**, you will receive the following daily meal allowances:
- \$33.00 for each travel day PLUS \$66.00 for each full day at court

- D. LODGING:** If it is necessary for you to remain away from home **overnight**, you will be reimbursed for the **ACTUAL COST** of your hotel/motel room, which may not exceed \$132.00 per night, excluding 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.

. DISMISSAL .

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. You will be required to list your expenses on this Voucher. The Voucher will be submitted to the U.S. Marshals Service for payment. 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.