

**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:

- 1. ATTENDANCE FEE:** You will receive a fee of \$40 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

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

SECTION B: THE FOLLOWING INFORMATION APPLIES TO WITNESSES APPEARING IN THE TRIAL DISTRICT WHERE THEY DO NOT RESIDE:

1. **ATTENDANCE FEE:** You will receive a fee of \$40 per day including 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 recommended modes of transportation:
 - A. **Common Carrier:**
 1. Airplane
 2. Train
 3. Bus

If approved to travel by a privately owned vehicle in lieu of travel by common carrier to appear in another trial district, your request for reimbursement of mileage expenses cannot exceed the value of the common carrier ticket. Mileage expenses are paid to only one witness if two or more witnesses travel in the same vehicle.

The following expenses 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 (depending on the situation)
- C. **Meals:** If you are required to remain away from home overnight, you will receive the following daily meal allowances:
 1. \$ _____ for each travel day
 2. \$ _____ for each full day at court

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

≈YOU MUST RETAIN RECEIPTS FOR EXPENSES EXCEEDING \$75≈

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 to the U.S. Marshals Service for payment. The U.S. Marshals Service will process the voucher and mail the payment to you directly. If you require funds to return home, notify the person(s) requiring your attendance.