

Out of Town and Local Travel/Associated Fees and Reimbursements

Out-Of-State Witnesses

The Government will pay your travel expenses as follows:

- Air fare: Please contact the Victim Witness Program Specialist to make arrangements for a pre-paid ticket. Do not purchase your own ticket without speaking to a Specialist from this office or you may not be reimbursed for the ticket.
- Hotel: The Victim Witness Program Specialist will be responsible for arranging Hotel/Lodging, if required. Please notify the Specialist if you need hotel/lodging. If you choose to stay with family or friends, you will not be given a hotel allowance.
- Meals: You will be reimbursed for meals at our local per diem rate only if you incur such expenses. To receive assistance for meals, you are required to remain away from home overnight. This is in addition to the witness fee.
- Parking/
Transportation: Reimbursement for the most economical transportation to/from the airport. A receipt is required. If you drive to your airport, reimbursement will be given at the current local rate per mile. Payment for airport parking will be provided, but you must provide a receipt before payment can be given. **Rental cars are not reimbursable.** All modes of transportation are not reimbursable, such as taxis. Please check with the Victim Witness Program Specialist prior to making any parking/transportation arrangements.
- Witness fee: \$40.00 each day for the day(s) that you are required to testify.

Following your testimony, you will need to fill out a voucher available from the Victim Witness Program Specialist or the Assistant Attorney General (Prosecutor). Additional forms will be required to fill out to finalize payment in the form of a **CHECK** to cover your reimbursable costs and witness fees from the Superior Court for the District of Columbia Office of Banking and Finance located on the 4th floor.

Local Victims/Witnesses

You will be paid a \$40.00 witness fee for each day you are required to come to court. You must sign a witness voucher, available from the Victim Witness Program Specialist or the Assistant Attorney General (Prosecutor). You will receive your **CHECK** once you submit your voucher to the Superior Court for the District of Columbia Office of Banking and Finance located on the 4th floor.