

DEFENSE WITNESS REIMBURSEMENT INSTRUCTIONS

Note: The information on this form does not apply to Federal Employees (military or civilian), deportable aliens or aliens paroled into the United States for prosecution.

As a defense witness, you must complete a DOJ-3 Fact Witness Voucher (**August 2022 version only-previously version will not be accepted**) in order to receive reimbursement upon completion of your testimony or conclusion of the trial. Please follow the instructions on the DOJ-3, as well as the guidance provided below.

WITNESS INFORMATION

- Check one box for each of the first three questions at the very top of the DOJ-3
- Provide the following information, PRINTING neatly:
 - Full Legal Name
 - Travel Companion Name (if applicable)
 - Social Security Number, Passport/Visa or Alien Registration Record Number: Your DOJ-3 will be returned unpaid if the applicable number is not provided.
 - Current Address: Please ensure this information is complete and accurate since this is where the U.S. Treasury Check will be mailed.
NOTE: If you have a PO Box, please also list your street address so the mileage can be calculated (we will still mail your check to the PO Box).
 - Phone number with area code: The U.S. Marshals Service may need to contact you with questions or to request further information regarding your DOJ-3.
 - Case Number: This is on the subpoena
 - Case Name: This is on the subpoena
 - District: Enter “Western Michigan”
 - Court Location: List City (Grand Rapids, Kalamazoo, Lansing, or Marquette)

WITNESS FEES: You are entitled to \$40.00 for each day of attendance/testimony, as well as for **REQUIRED** travel days.

TRANSPORTATION

Privately-Owned Vehicles (POV): You are entitled to reimbursement for POV mileage.

Distances traveled (from and returning to your place of residence - or where you are located when subpoenaed) are determined by odometer readings you provide on the DOJ-3, Section D. The mileage claimed is verified by the U.S. Marshals Service via online sites such as Google Maps and adjustments will be made to claimed mileage if necessary. If two or more witnesses travel in the same POV, only one reimbursement for mileage will be made.

GSA POV Mileage Reimbursement Rates effective January 1, 2024:

- Motorcycle = \$0.65 per mile
- Automobile = \$0.67 per mile
- Airplane = \$1.76 per mile

Common carrier: If you are not within driving distance, travel by scheduled common carrier (rail, bus, airplane), will be made the U.S. Marshals Service. Please contact the U.S. Marshals Service office in the district in which you are subpoenaed.

If you choose to make you own travel arrangements, please be aware of the following:

- You will be reimbursed at coach rates up to the government contract fare
- Do not travel first class or business class
- Do not use charter flight services
- Do not use “frequent flyer” miles
- Do not purchase non-refundable tickets or tickets with penalties for changes or cancellation. If your appearance date changes or is cancelled, you will not be reimbursed for this expense.
- If the U.S. Marshals made your common carrier arrangements, do not list it on your DOJ-3.

Rental Vehicles and other transportation expenses will not be reimbursed.

LOCAL TRANSPORTATION & OTHER EXPENSES

Necessary tolls, parking fees, taxi fares, etc. will be reimbursed. Gratuities for taxi services are limited to 15% of the base fare. Receipts for parking and taxi fares are required.

PER DIEM

Meals: If an overnight stay is required, you are entitled to Meals and Incidental Expenses (M&IE) for each day you remain away from your residence. You are only entitled to one-half of the M&IE rate for the first and last days of travel. Receipts for meals are not required, since you receive a fixed amount for M&IE per day. Anything you spend above the M&IE will not be reimbursed.

Lodging: Lodging arrangements will be made by the U.S. Marshals Service. Please contact the U.S. Marshals Service office in the district in which you are subpoenaed.

If you choose to make your own lodging arrangements, you are entitled to reimbursement for lodging, up to the current GSA rate, for each required night you remain away from your residence. A copy of the paid lodging receipt must be provided to receive reimbursement. If the U.S. Marshals made your lodging arrangements, do not list it on your DOJ-3.

GSA Per Diem Rates for the Period of October 1, 2024-September 30, 2025:

<u>City</u>	<u>Lodging</u>	<u>M&IE Travel Days</u>	<u>M&IE Full Court Days</u>
Grand Rapids	\$119.00	\$40.00	\$80.00
Kalamazoo	\$110.00	\$34.00	\$68.00
Lansing	\$110.00	\$34.00	\$68.00
Marquette	\$110.00	\$34.00	\$68.00

WITNESS CERTIFICATION

Section Part IV, Certification must be completed with your signature and date before payment will be issued.

DO NOT COMPUTE THE FEES UNDER THE AMOUNTS (DOLLARS) SECTION ON THE RIGHT SIDE OF THE DOJ-3. This section will be computed by the U.S. Marshals Service.

SUBMISSION OF DOJ-3

You need to submit the completed and signed DOJ-3 Fact Witness Voucher, along with any required receipts and a copy of your subpoena to the Federal Public Defender that subpoenaed you.

The Federal Public Defender will verify the information on your DOJ-3 and submit the DOJ-3 along with all supporting documents and receipts to the U.S. Marshals Service for payment.

A Department of Treasury check will be mailed to you at the address listed on the DOJ-3.