



WITNESS EXPENSES INFORMATION SHEET

You may be able to claim reimbursement for certain expenses incurred in attending Court. This Information Sheet explains what you can claim and how you go about it.

TRAVEL EXPENSES

Form of Transport	Entitlement
Local Transport (Buses, Taxis, Private Vehicles)	<p>The conduct money which accompanies your subpoena is intended to cover local transport costs such as taxis, buses or small distances travelled within the ACT by private vehicle.</p> <p>If you are travelling by air from interstate the conduct money is intended to cover the cost of transport from your home to the airport, and return.</p> <p>We will reimburse you for any travel costs you incur in excess of the conduct money if original receipts are attached to your <i>Witness Expenses Claim Form</i>.</p>
Parking Expenses	<p>The conduct money is intended to cover any parking expenses.</p> <p>We will reimburse you for any parking expenses incurred which are not covered by the conduct money if original receipts are attached to your <i>Witness Expenses Claim Form</i>.</p>
Travel from interstate	<p>The DPP will provide one economy class return ticket to and from your nearest airport. The DPP will make the booking and pay for your ticket in advance. We will notify you of your travel details.</p> <p>If air travel is impractical, we may if appropriate arrange bus travel.</p>
Private Vehicle for interstate witnesses	<p>If it is impracticable to travel by other means, we will reimburse you for the cost of petrol for the kilometres travelled from your usual place of residence to Court and back.</p> <p>To claim these expenses you must attach original petrol receipts to the <i>Witness Expenses Claim Form</i> and tell us the kilometres travelled.</p>

ACCOMMODATION

If you are travelling from interstate the Office will arrange accommodation (minimum 3 star) for you in Canberra. Our Office will pay the hotel directly. (Accommodation will not be arranged for those travelling from NSW areas reasonably close to the ACT). We will let you know the details of the hotel we arrange.

We will not pay for any additional expenses incurred by you during your stay (eg ordering food from room service, consuming items from the mini-bar, telephone calls, pay per view

movies etc) while you are staying in the accommodation.

ACT DIRECTOR OF PUBLIC PROSECUTIONS

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MEALS FOR WITNESSES STAYING OVERNIGHT

Witnesses from interstate who have to stay overnight are entitled to be reimbursed for the cost of meals to the maximum amount per person in the following table:

Breakfast	\$25.35
Lunch	\$28.55
Dinner	\$48.65

If breakfast is supplied as part of the room rate, you cannot claim reimbursement for breakfast.

The Office will not reimburse you for the purchase of alcohol.

Please provide original receipts for the meals eaten and attach it to the **Witness Expenses Claim Form**.

LOST WAGES / INCOME

The Office will reimburse lost wages or income in three different situations:

- A. If you were not paid wages or salary as a result of attending court, the Office will reimburse you for a reasonable loss of wages, salary or income resulting from your attendance at court.
- B. If your employer has paid you wages for the time you attended court, the Office will reimburse your employer directly.
- C. If you are self employed, the Office will reimburse you for your reasonable lost income resulting from your attendance at court.

To claim reimbursement of wages or income you will need to fill out the relevant part of the **Loss of Income Claim Form**:

If **YOU** are claiming a reimbursement for wages you were not paid as a result of attending court, **your employer** should fill in **Part A** of the **Loss of Income Claim Form**.

If **YOUR EMPLOYER** is claiming reimbursement for wages your employer paid you for the time you attended court, **your employer** should fill in **Part B** of the **Loss of Income Claim Form**.

If **YOU ARE SELF EMPLOYED** and you have lost income as a result of attending court **you** will need to complete and sign the *Statutory Declaration of Self Employed Witness* at **Part C** of the **Loss of Income Claim Form**. In the declaration you must provide evidence of the actual income lost and details of the method used to calculate loss of income.

OTHER

The Office will reimburse you for reasonable out of pocket directly related to your giving evidence. Please provide details of the out-of-pocket expenses on the **Witness Expense Claim Form** and provide original receipts.

HOW TO CLAIM

Complete the ***Witness Expense Claim Form***, and if necessary the ***Loss of Income Claim Form***.

Make sure you complete the PAYMENT METHOD on the ***Witness Expense Claim Form*** so we can transfer the funds to you.

Lodge your ***Witness Expenses Claim Form*** and other documentation by either:

Posting it to us at:

ACT DPP Corporate Services
GPO Box 595
Canberra ACT 2601

Delivering it to us at:

ACT DPP Corporate Services
Reserve Bank Building
20 -22 London Circuit
Canberra City ACT 2601

You can fill the form in electronically by going to our website at www.dpp.act.gov.au. You will then need to print it out and deliver it or post it to us.

Claims take approximately 21 working days from the time of we receive them from you. The money will be deposited into the bank account you nominate on the ***Witness Expense Claim Form***. Money due to your employer (if claimed) will be deposited into the employer's bank account.

If you have any queries, contact the instructing prosecutor or the ACT DPP Corporate Section on (02) 6207 5399.