



## INTERSTATE WITNESS FACT SHEET

If you are travelling from interstate to attend Court and live more than 60km from the ACT, the Office of the DPP will pay for, or reimburse you for, your reasonable costs directly related to your attendance at Court to give evidence, in excess of the conduct money, if receipts, displaying GST where relevant, are attached to your **Witness Expenses Claim Form**.

All forms and further information are available from the ACT DPP website - [www.dpp.act.gov.au](http://www.dpp.act.gov.au).

You should have received conduct money with your subpoena. This amount is automatically deducted from your claim (excluding wages).

Claims take approximately 28 working days from the time we receive a valid claim from you. The money will be deposited into the bank account you nominate on the **Witness Expenses Claim Form**. Money claimed by your employer will be deposited into the employer's bank account.

### **Lost Wages / Income**

If you did not receive your wages/salary which you would otherwise have been entitled to as a result of attending court to give evidence, the DPP will reimburse you for reasonable lost wages or salary. You must complete the **ACT DPP Loss of Income Claim Form – Employee** and attach a copy of your payslip.

If you are self-employed, the DPP will reimburse you for reasonable lost income as a result of attending court to give evidence. You must complete the **ACT DPP Loss of Income Claim Form – Self Employed** and attach proof of income. If you are subpoenaed to give expert evidence, you will be paid according to the recommended fees for your particular professional group, where relevant. Please contact ACT DPP Corporate for further clarification.

If your employer paid you wages or salary for the time you attended Court to give evidence, the DPP will reimburse your employer directly. Your employer must complete the **ACT DPP Loss of Income Claim Form – Employer** and attach a copy of your payslip.

### **Travel from Interstate**

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. If air travel is impractical, we may, if appropriate, arrange bus travel. If it is impractical to travel by other means, we will reimburse you for the kilometres travelled from your usual place of residence to Court and back (based on the Australian Taxation Office business kilometre rate). To claim these expenses you must tell us the kilometres travelled.

### **Accommodation**

If you are travelling from interstate, the DPP will arrange accommodation (minimum 3 stars) 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).

## **Meals**

Witnesses from interstate who have to stay overnight are entitled to be reimbursed, on submission of valid receipts, displaying GST, where relevant, for the cost of meals up to the maximum amount. For overnight meal rates, see the ACT DPP website, under 'Witness and Victim Services – Claiming Expenses'. Meal rates are updated annually.

If breakfast is supplied as part of the room rate, you cannot claim reimbursement for breakfast. The DPP will not reimburse you for the purchase of alcohol. Receipts must be attached to your ***Witness Expenses Claim Form***.

## **Local Transport**

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. 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. We will reimburse you for any reasonable travel costs you incur in excess of the conduct money if receipts are attached to your ***Witness Expenses Claim Form***.

## **Parking**

The conduct money which accompanies your subpoena is intended to cover any parking expenses. We will reimburse you for any reasonable parking expenses incurred in excess of the conduct money if receipts are attached to your ***Witness Expenses Claim Form***.

## **Childcare**

Please note our office is not able to assist with arranging care while you are giving evidence. Parents or guardians are responsible for ensuring arrangements are in place and this WILL NOT be arranged by the ACT DPP. Consideration of reasonable expense will be considered on a case-by-case basis with receipts attached.