



## LOCAL WITNESS FACT SHEET

If you live in the Australian Capital Territory (ACT) or within 60km of the ACT, the Office of the DPP will reimburse you for reasonable loss of wages or income and for any reasonable out of pocket expenses 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 (eg ATO assessment showing income declared in the most recent financial year). 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.

### **Transport**

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. The DPP 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. The DPP 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 expenses will be considered on a case-by-case basis with receipts attached.

## ACT DIRECTOR OF PUBLIC PROSECUTIONS