

**NOVA SCOTIA PUBLIC PROSECUTION SERVICE**  
**WITNESS FEE CLAIM FORM W-1**

In order to be reimbursed for expenses incurred for the purpose of attending court as a witness, you must complete this form and submit it to the local Crown Attorneys' office. Please refer to the reverse of this form for details on what expenses will be reimbursed.

**PLEASE PRINT**

**NAME:** \_\_\_\_\_

**MAILING ADDRESS & PHONE NUMBER** \_\_\_\_\_  
\_\_\_\_\_

**COURT DATE(S):** \_\_\_\_\_

**NAME OF ACCUSED:** \_\_\_\_\_

**TRAVEL FROM:** \_\_\_\_\_

**MODE OF TRANSPORTATION:**

Car  Fare: \$ \_\_\_\_\_  
Bus  Fare: \$ \_\_\_\_\_  
Train  Fare: \$ \_\_\_\_\_  
Plane  Fare: \$ \_\_\_\_\_

**TRAVEL(One way)**

**KM:** \_\_\_\_\_ x \$ 0.125 = \$ \_\_\_\_\_

**EXPENSES:** **Please** **Attach** **receipts**

I CERTIFY that the information given on this form and in any documents attached is correct and complete:

\_\_\_\_\_  
**SIGNATURE OF CLAIMANT**

**MAIL THIS FORM WITH RECEIPTS TO:**

**FOR OFFICE USE ONLY**

COURT FEE(S) \$ \_\_\_\_\_  
MILEAGE(IF APPLICABLE) \$ \_\_\_\_\_  
PARKING (IF APPLICABLE) \$ \_\_\_\_\_  
MEAL(S)(IF APPLICABLE) \$ \_\_\_\_\_  
OTHER(EXPLAIN) \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**AMOUNT APPROVED FOR PAYMENT:** \$ \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_  
**CROWN ATTORNEY [Print]**

\_\_\_\_\_  
**CHIEF CROWN ATTORNEY [Print]**

\_\_\_\_\_  
**CROWN ATTORNEY [Signature]**

\_\_\_\_\_  
**CHIEF CROWN ATTORNEY [Signature]**

## WITNESS EXPENSES

Witnesses are entitled to reimbursement as prescribed by the Costs and Fees Act RSNS 1989 c.104 and the regulations made pursuant thereto.

Crown witnesses in criminal trials are paid for their expenses incurred when appearing in response to a subpoena.

Witness are paid for the following:

**Court Appearance** - \$5.00 per day

### **Meals**

Breakfast - \$6.00

Lunch - \$12.00

Dinner - \$20.00

### **Travel**

\$0.20/mile OR \$0.125/km

### **Air Travel**

Where the witness pays the air travel cost, a receipt must be submitted. Reimbursement for air travel will be at the lowest economy class rate. Discount seats are to be purchased whenever feasible.

### **Hotel Accommodations**

Where the witness pays the hotel bill, a receipt must be submitted. Reimbursement for the room will be at the government rate.

Where meals are charged to the room, reimbursement will be at the rate set out above. Others charges for such things as phone calls, alcoholic drinks and in-room movies will not be reimbursed. Such expenses, if incurred, are the responsibility of the witness.

### **Rental Vehicles**

Where the witness pays the rental vehicle cost, a receipt must be submitted. Reimbursement for rental vehicles will be at the lowest economy rate. Most daily rates are based on unlimited mileage.