

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.