

COVERING COSTS TO ATTEND COURT FROM OUT OF TOWN

- ◆ Witness/Victims who must travel from out of town; may be reimbursed for expenses relating to travel, accommodation and meals or if no funds are available; have their travel and accommodation paid in advance.
- ◆ **Subpoena must be provided and receipts kept.**
- ◆ Witness/Victims applying for reimbursement are:
 - ◆ responsible for keeping track of mileage for which they will be reimbursed for the round trip
 - ◆ Depending on the time Witness/Victims have to appear in court and how far they have to come, they may be reimbursed for an overnight stay.
 - ◆ The Clerk will be aware of how long they are required to be in town to testify and reimbursements for meal(s) will be on that basis at a set rate.
 - ◆ Check with the court clerk on the day of court and ask for a Witness Payment form.
- ◆ Witness/Victims who have no funds for travel; meals or accommodation **must** contact **the court house where the trial is to take place** as soon as the subpoena is served on them and advise the court clerk of their situation. The court will then address the issue with the Crown Prosecutor who is looking after the case. It is the Prosecutor who must approve the arrangements.