

**NOTE: THE DOJ-3 MUST NOT BE HANDLED BY THE FACT WITNESS OTHER THAN FOR SIGNATURE PURPOSES**

**PART I - GENERAL INFORMATION**

**This Voucher is for:**  Fact Witness  Travel Companion  Federal Government or Military Employee Witness

**This Voucher is from:** ATR CIV CJA CRT ENRD FPD TAX USAO

Please answer each question below.

**The Fact Witness/Travel Companion:**

Was  Was Not a United States Citizen at the time of attendance.

Was  Was Not a Federal Government or Military employee at the time of attendance.

Did  Did Not receive a cash or check advance. **Advance Amount:** \$ \_\_\_\_\_ **From:** \_\_\_\_\_

**Witness Name:** \_\_\_\_\_

**Travel Companion Name (if applicable):** \_\_\_\_\_

**For U.S. Citizen or Legal Resident - Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**For Non-U.S. Citizen - Passport/Visa No.:** \_\_\_\_\_ **Alien Registration Record No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Country:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Court Doc. No.:** \_\_\_\_\_ **Case Name/No.:** \_\_\_\_\_

**District:** \_\_\_\_\_ **Court Location:** \_\_\_\_\_

**GTA:**  N/A  Transportation  Lodging

**PART II - ATTENDANCE CERTIFICATION**

NOTE: Retention of these fees is considered taxable income and reportable to IRS.

| A. Attendance  |  |    |  | FEES   |  |      | OBJECT CLASS | AMOUNTS   |
|--|--|----|--|--------|--|------|--------------|-----------|
|  |  |    |  |        |  |      | UFMS/FMIS    | (Dollars) |
| Deposition Dates:  |  | to |  | \$40 @ |  | Days | 11804 / 1126 |           |
| Grand Jury / Trial Attendance Date / Hearing (Including Travel): |  | to |  | \$40 @ |  | Days | 11804 / 1156 |           |
| Civil Investigative Demand:                                      |  | to |  | \$40 @ |  | Days | 11804 / 1156 |           |
| Pretrial Attendance Dates (Including Travel):                    |  | to |  | \$40 @ |  | Days | 11804 / 1194 |           |
| Detained Dates - Citizen/Visitor in Custody:                     |  | to |  | \$40 @ |  | Days | 11804 / 1193 |           |
| Detained Dates - Deportable Alien in Custody:                    |  | to |  | \$1 @  |  | Days | 11804 / 1195 |           |

**TOTAL FEES:** \_\_\_\_\_

**B. Attendance Attestation:** I attest that the witness named above attended in the case or matter indicated and is entitled to the statutory allowance for attendance and travel.

\_\_\_\_\_  
**Printed Name** **Signature** **Date**

**Title of Authorized Federal Government Official**

A copy of Form USM-376A, *Signature/Designation Form for Approving Officer* must be on file with the USMS (A new signature form is required as updates occur).

**PART III - ALLOWANCES**

|  | <b>OBJECT CLASS</b><br>UFMS / FMIS    | <b>AMOUNTS</b><br>(Dollars) |
|--|---------------------------------------|-----------------------------|
| <b>C. Travel by Carrier (Receipts over \$75.00 required if paid by witness or travel companion.</b><br><b>DO NOT claim if paid by Government.)</b> Check One: <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Airplane  | 21011 / 2191<br>2108                  |                             |
| <b>D. Travel by Privately Owned Vehicle:</b><br>Round Trip Mileage: _____ @ \$ _____ Per Mile<br>Total Number of Trips: _____<br>Less Advance Received: _____ (ex. -50.00)   | 21015 /<br>2192                       |                             |
| <b>E. Local Transportation &amp; Other Expenses (e.g. subway, bus, taxi, tolls, parking, baggage fees, etc.)</b><br>** All expenses over \$75.00 must have a receipt. If receipts are not provided for expenses over \$75.00, a Verification Without Receipt Form must be submitted.<br><b>List Expenses and Value of the Expenses Authorized to be Paid:</b>  | 21001 / 2193<br>2133                  |                             |
| <b>F. Meals and Lodging:</b><br>1. Travel Days<br>(3/4 M&IE for Federal/Military Employee, 1/2 M&IE for non-Federal/Military Employee) @ \$ _____ x _____ Day(s) = \$ _____<br>2. Days Away from Home (full day's M&IE per day) @ \$ _____ x _____ Day(s) = \$ _____<br>3. Actual Cost of Lodging, Not to Exceed \$ _____ @ \$ _____ * x _____ Day(s) = \$ _____<br>(Do not claim if paid by GTA) *The Actual Cost of Lodging cannot be greater than the Not to Exceed lodging amount. | 21013 / 2194<br>21013 / 2194<br>21012 |                             |
| <b>NET AMOUNT PAID (Fees plus totals of Sections C, D, E, and F minus Advance Received from top of Page 1):</b>  |                                       |                             |

**PART IV - CERTIFICATION**

**SOCIAL SECURITY NUMBER/PRIVACY ACT NOTICE:** Disclosure of your Social Security number is mandatory for Federal income tax reporting purposes under the authority of 26 CFR Section 301-6109-1, in order to ensure the accuracy of income computation by the Internal Revenue Service. This information will be used to identify an individual who is compensated by funds of the Department of Justice. Failure to provide this information may result in delay of your compensation, and the Department of Justice will be required to notify the Internal Revenue Service that your number is unknown. This information is being provided on Form 1099 to the Internal Revenue Service.

Falsification of an item may constitute a forfeiture of claim (28 U.S.C., Section 2514) and may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years or both (18 U.S.C. 287).

**CERTIFICATION:** I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PART V - CLAIM VERIFICATION**

**VERIFICATION:** Based upon the above information and receipts furnished by the witness or travel companion, I verify the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title of Authorized Federal Government Official**

\_\_\_\_\_  
**E-mail Address (To receive copy of final DOJ-3)**

**PART VI - CERTIFICATION / DISBURSEMENT (For JMD or USMS Use Only)**

**CERTIFICATION:** This voucher is certified correct and proper for payment.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title of Authorized Certifying Official**

\_\_\_\_\_  
**Component**

# INSTRUCTIONS FOR COMPLETING FORM DOJ-3

## PART I - GENERAL INFORMATION

(To be completed by the Trial Office. The DOJ-3 must not be handled by the fact witness, travel companion, or Federal government/military employee witness other than for signature purposes.)

This voucher is for:

- Fact Witness    Travel Companion    Federal Government/Military Employee Witness

The travel companion must have a separate voucher from the fact witness or Federal government/military employee witness. A memo or an Order from the court approving the travel companion's expenses must be attached to the voucher. Attendance fees are not to be paid to the travel companion or Federal government/military employee witness.

Include the fact witness's or Federal government/military employee witness's name when completing the voucher for a travel companion.

This voucher is from:

- ATR    CIV    CJA    CRT    ENRD    FPD    TAX    USAO

Answer each question to indicate if:

- Select Fact Witness, Travel Companion, or Federal Government/Military Employee Witness.
- The fact witness, travel companion was/was not a United States citizen at the time he/she appeared to testify. If not a citizen, he/she will be required to show proof of his/her legal residence status or visitor status.
- The fact witness, travel companion, was/was not a Federal government/military employee witness at the time he/she appeared.
- The fact witness, travel companion, or Federal government/military employee witness did/did not receive a check or cash advance for his/her expenses in traveling to court. If an advance was received, enter the amount and issuing office here.

Indicate and/or verify the fact witness's, travel companion, or Federal government/military employee witness's Name, Social Security Number, Passport/Visa Number (if applicable), Alien Registration Record Number (if applicable), Address, Telephone Number and E-mail Address to ensure that they are correct.

**ACCEPTABLE IDENTIFICATION OR DOCUMENTS:** One or more of the following items is mandatory in order to receive fees and expenses.

- Social Security Number (Legal Citizen or Resident of the U.S.)
- Alien Registration Record Number (Alien Who Is Legally Permitted In the U.S.)
- Passport Number (International Fact Witness Only)
- Visa Number (International Fact Witness Only)
- Court Order Classifying a Deportable Witness
- Material Witness Warrant
- Valid Photo Identification
- Subpoena
- USA-150 or Letter in lieu of Subpoena (DOJ Only)
- Court Order Requesting the Appearance and Expenses of a Fact Witness (Federal Public Defender/Criminal Justice Act Attorney Only)
- Court of Appointment (Federal Public Defender/Criminal Justice Act (CJA) Attorney Only)
- DOJ-44 (International Witness)
- Funding Cable (International Fact Witness Only)
- DOJ-426 (Federal Government/Military Employee Witness)
- Memo Explaining Unusual Circumstances
- Memo Approving Miscellaneous Expenses (DOJ Only)

This information will be used to identify an individual who can be compensated in accordance with 28 U.S.C. 1821, 28 CFR 21, 5 U.S.C. 5751 and 18 U.S.C. 3144. Failure to provide this information may result in delay or rejection of compensation.

# INSTRUCTIONS FOR COMPLETING FORM DOJ-3

## PART II - ATTENDANCE CERTIFICATION

Section B of Part II must be signed by a Federal employee of the office who can attest the appearance of the fact witness, travel companion or Federal government/military employee witness. CJA attorneys are prohibited from signing this voucher. CJA attorneys must obtain signature from the Clerk of the Court, U.S. Magistrate Judge, or Federal Public Defender, or Assistant Federal Public Defender. The Federal employee signing in this part must have a USM-376A (Signature Form) on file with the U.S. Marshals Service.

## PART III - ALLOWANCES

All receipts for expenses over \$75.00 made in Part III must be attached to the DOJ-3 before it is transmitted to the United States Marshals Service for payment. This claim for reimbursement cannot be processed until the fact witness, travel companion or Federal government/military employee witness furnishes all receipts for expenses over \$75.00 that he/she is claiming on this Fact Witness Voucher.

- All expenses over \$75.00 must have a receipt. If receipts are not provided for expenses over \$75.00, a Verification-Without-Receipt Form must be submitted.
- If the fact witness, travel companion or Federal government/military employee witness parked at an airport or has not yet paid his/her hotel/motel bill or other item requiring a receipt, it will be necessary for the fact witness, travel companion or Federal government/military employee witness to send his/her receipts, a letter signed by the fact witness, travel companion or Federal government or military employee witness requesting reimbursement of expenses, and a copy of a valid photo ID to the trial office. The DOJ-3 must not be handled by the fact witness, travel companion, or Federal government/military employee witness other than for signature purposes.
- If the fact witness, travel companion or Federal government/military employee witness departs the trial district and does not sign the DOJ-3, a letter signed by the fact witness, travel companion or Federal government or military employee witness requesting reimbursement of expenses and a copy of a valid photo ID must be sent to the trial office. The DOJ-3 must not be handled by the fact witness, travel companion, or Federal government/military employee witness other than for signature purposes.
- Gratuities are limited to taxi and shuttle services up to 15% of the total fare.
- In Section F. (Meals and Lodging), you must manually calculate  $\frac{3}{4}$  M&IE for Federal/Military Employee or  $\frac{1}{2}$  M&IE for non-Federal/Military Employee. M&IE is based on the Federal Travel Regulations.

## PART IV - CERTIFICATION

Verify that all items under Part III are correct. Any changes to Part III must be effected and signed by the Federal government employee assigned to assist the fact witness, travel companion, or Federal government/military employee witness. The fact witness, travel companion, or Federal government/military employee witness must sign his/her full legal name and provide the date the DOJ-3 is signed. If the fact witness, travel companion is not a United States citizen, the fact witness or travel companion must show proof of his/her legal residence status or visitor status.

## PART V - CLAIM VERIFICATION

Part V must be signed by a Federal government employee of the requesting office validating the accuracy and completeness of the expenses claimed by the fact witness, travel companion before the voucher is transmitted to Justice Management Division (Federal government/military employee witness only) or the U.S. Marshals Service for payment. The Justice Management Division (Federal government/military employee witness only) or the U.S. Marshals Service will process the Fact Witness Voucher and MAIL payment to the fact witness, travel companion, or Federal government/military employee witness at the address indicated on the first page of this voucher. International fact witnesses and international travel companions are paid on-the-spot, prior to departing from the United States.

## FORM DISTRIBUTION:

Original - USMS Financial System

Copy 1 - Government Employee Signing in Part V (Claim Verification)

Copy 2 - USMS District Office in Witness' Location (if applicable)

Copy 3 - Fact Witness, Travel Companion, or Federal Government/Military Employee Witness