United States Marshals Service – District of Idaho Fact Witness Travel Request Form

The Department of Justice (Department) administers the Fees and Expenses of Witnesses (FEW) appropriation. With FEW appropriated dollars, the Department funds fees and expenses pertaining to fact witnesses. In 1995, the U.S. Marshals Service (USMS) assumed responsibility to assist the Public Defender and court appointed attorneys with obtaining fact witness travel and reimbursing the traveler.

Well in advance of the scheduled hearing, defense counsel should make every effort to obtain a Court Order authorizing witness travel. No later than five business days prior to the scheduled hearing, counsel must submit this request form to the USMS - District of Idaho, Administrative Officer, Heidi Moore, at heidi.moore@usdoj.gov. Additionally, counsel must include the Court Order and the Subpoena for the named witness with the submission.

1)	Criminal Case No.		
2)	Defendant Name:		
3)	Date of Hearing:		
4)	Name of Witness, as it appears on government issued identification:		
	Last:	First:	Middle:
5)	Witness Date of Birth:		
6)	Witness Home of Record Address:		
	Street:	City:	State:
	Zip Code:		
7)	Nearest Airport to Home of Record:		

Under the Federal Travel Regulations (FTR), the USMS will arrange witness travel by the least expensive method available.

Two business days prior to the scheduled travel, the Administrative Officer will send the submitter of this form the witness's travel itinerary and electronic-ticket information.

Witnesses may procure their travel; however, government reimbursement is limited under the FTR. Upon request, the USMS will provide a cost breakdown of the reimbursable rate for lodging, commercial airfare, meals and incidentals.