

# Request for Payment

## Witness and Interpreter Claim

Please attach Subpoena

For Office Use Only
Docket/Case No. _____

**Witness Or Interpreter Complete:**

Name in Full _____		
Mailing Address _____		
		Postal Code: _____
Phone _____	Home _____	Business _____

Date of Appearance: _____	Place of Appearance: _____
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Have you been prepaid any fees or expenses?  No  Yes

<b>Depart:</b>	Date _____	Time _____
	Residence _____	
	or Business Address _____	
	Business _____	

<b>Arrive Court:</b>	Date _____	Time _____
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<b>Depart Court:</b>	Date _____	Time _____
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**Travel By:**  Bus  Plane  Train  Own Vehicle

No. of Return Kilometers \_\_\_\_\_ km

Amount of Return Ticket \$ \_\_\_\_\_ (attach receipts)

**No. of Meals**

Breakfasts _____	Lunches _____	Dinners _____
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(attach receipts if available)

**Accommodation Overnight:**

	Hotel (receipt required) _____
	Private Accommodation _____
No. of Nights _____	

**Other Expenses:** (explain & provide receipts if available - e.g. taxis, parking)

I hereby certify that the above information is true and accurate to the best of my knowledge.

Signature of Witness or Interpreter \_\_\_\_\_ Date \_\_\_\_\_

**A cheque in payment of fees or expenses will be mailed to you.**

Name of Accused \_\_\_\_\_

Offence \_\_\_\_\_

Disposition \_\_\_\_\_

Court \_\_\_\_\_

Prepared By \_\_\_\_\_ Reviewed By \_\_\_\_\_

**- Comments on Reverse -**

**Fees**

\_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

**Travel**

\_\_\_\_\_ km @ \_\_\_\_\_ = \$ \_\_\_\_\_

**Meals**

B \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

L \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

D \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

Sub-Total \$ \_\_\_\_\_

**Accommodation**

\$ \_\_\_\_\_

**Other**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Sub-Total \$ \_\_\_\_\_

Less Payments (\$ \_\_\_\_\_ )

\$ \_\_\_\_\_