

- *kennel fees for pets*
- *necessary travel companion*
- *extra baggage (more than one bag)*

Please describe the unusual expense:

For Victim-Witness Coordinator:

1. (For UEFW other than travel, which must be itemized and approved in advance:) This UEFW is apparently within VWC approval authority and tentatively approved pending receipt(s) for UEFW expenses (Yes/No): _____
2. Other VWC comments:

VWC Initials and Date: _____

Instructions to AUSA:

- Use this form for all fact witnesses within the U.S. except government employees and military personnel, for whom a Request for Armed Forces or Government-Employee Witness should be used.
- For foreign witnesses, use the International Witness Travel Request. Complete an Early or Extended stay memo if the witness is being brought in more than 3 business days prior to court/GJ testimony.
- Witnesses may only be brought in under the FEWS appropriation for grand jury testimony that has been scheduled and where the witness is expected to testify before the grand jury; court testimony; or preparation for same. Any other witness travel, *e.g.*, for investigative interviews, must be covered by the investigating component from litigative funds. See _____
- *See generally* DOJ Instruction 1300.01.01 (approved 9/28/2018) and sources referenced therein.