

NC Office of Indigent Defense Services Travel

This is the official travel request form for all lay and expert witness travel, as well as appointed attorney travel, that is funded by the NC Office of Indigent Defense Services. Please complete the appropriate fields below and the User Acknowledgement on page 2, and email the form to Susan.D.Perry@nccourts.org or fax it to (919) 354-7201. Complete one form per traveler. If the traveler is an out-of-state lay witness, a Judge must sign the Order on page 2 or enter a separate Order finding that the traveler is a necessary witness for the defense. If the traveler is an expert witness, attach a copy of the Court Order or the IDS/Capital Defender form authorizing expert funding. For expert witnesses, unless the prior authorization states that travel expenses are authorized in addition to the amount approved for services, travel expenses paid directly by IDS shall be deducted from the amount of funding authorized for the witness. IDS shall provide the expert with the amount of any invoices paid directly by IDS for the expert's records. If you have questions, please call (919) 354-7200.

Case Information

Name of Requesting Attorney	
Phone Number of Requesting Attorney	
County	
Judicial District	
Case Name	
Case Number(s)	

Passenger Information (* = required for airline tickets)

Traveler Name (First, Middle, Last)*	
Traveler Date of Birth (MM/DD/YYYY)*	
Traveler Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female
Traveler Role in Case	<input type="checkbox"/> Lay Witness <input type="checkbox"/> Expert Witness <input type="checkbox"/> Attorney
# Days Traveler Is Expected to Testify or Other Reason for Travel	
Traveler Phone Number En Route (cell)	
Traveler Email Address	

Type of Transportation/Accommodations Required

<input type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input type="checkbox"/> Rental Car <input type="checkbox"/> Hotel <input type="checkbox"/> Other:
If air, is there any reason why the tickets should be refundable (e.g., trial may get continued)?

Travel Information

Departure Date	
Departure Airport/City	
Preferred Departure Time	
Destination Airport/City	
Date Traveler is Required at Destination	
Time Traveler is Required at Destination	
Return Date	
Preferred Return Time	
City in Which Hotel Should be Booked	
Preferred Hotel Property	

Court Order Required if Traveler is an Out-of-State Lay Witness

The Court finds that the traveler/lay witness named above is a necessary witness for the defense in this case who resides in a state other than North Carolina and needs to appear for the purpose of testifying. It is ORDERED that the Office of Indigent Defense Services pay for this witness' travel and that the witness shall receive compensation and reimbursement for actual expenses incurred in the amounts set forth on form AOC-CR-235, upon completion of AOC-CR-235, pursuant to G.S. 7A-314(c).

Date	Name Of Judge (Type Or Print)	Signature Of Judge:
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Travel Policies (see IDS Travel Policy for a complete list of rules and regulations)

- Traveler's name on reverse side must be the same as it appears on the traveler's government issued identification.
- IDS shall directly pay airline, rail, bus, and lodging at the state rate.
- Traveler shall pay rental car and meals directly, and then seek reimbursement on form AOC-CR-235.
- Travelers are responsible for all incidentals at hotels, including movies, phone calls, wifi, etc., and will be required to provide a personal credit card to the hotel.
- Travelers are responsible for any rental car upcharges including GPS, satellite radio, fuel options, insurance, and other point of sale upgrades/services.
- No travel/accommodations for any traveler who is not testifying in the case (including family).
- No travel/accommodations for any minors unless they are testifying in the case. Minors may stay in the hotel room with the parent/guardian at no cost to IDS.
- A minor child who is testifying in the case is allowed one supervising adult for whom IDS will pay travel and accommodations.
- Witness must take the most economical route available. IDS will not pay additional funds for a witness' preferences.
- Lodging accommodations must be made at hotels that comply with the current state rate. All requests for rates higher than the state rate must be pre-approved.
- No rental car or hotel for driving instead of flying unless pre-approved.
- A witness who chooses to drive is limited to mileage reimbursement in the amount of what a plane ticket would have cost.
- Every effort will be made to secure lodging at preferred properties if state rates are available.
- Exchanging refundable airline tickets for non-refundable premium class tickets is not permitted.
- Travelers must use Travelectra 24/7 support for any enroute or emergency services before working with the carrier directly.
- Airfare quotes are not guaranteed until the time of ticketing. Please carefully review all itineraries for correct dates, times, fares, and cancellation/refund options.

User Acknowledgement

I acknowledge that this travel is in full accordance with IDS Travel Policy and that any deviations from official policy require IDS approval. I understand that any changes to itineraries must be requested via email to travel@nccourts.org and must be approved by IDS.

By clicking here, I attest that the requested travel is for official business for the defense of a case in the North Carolina Courts. My signature below represents a valid travel request.

Signature (First, Middle & Last Name) (may be digital)	
Date	