

Chapter: General Financial Provisions	Effective Date: 11/1/22
Title: Witness Costs and Related Expenses	Page: 1 of 1
Statutes: Human Resources Code §203.008 Government Code §2001.103	Replaces: GAP.09.65, 10/1/97

(a) **Policy.**

TJJD pays allowances and travel expenses to people other than employees whom it subpoenas or compels to attend hearings.

(b) **Requirements.**

- (1) Except as provided by paragraph (2), if TJJD issues a subpoena requiring the attendance of a witness as provided in §203.008, Human Resources Code, TJJD shall pay witness fees and mileage the same as in civil cases in the district court in the county where the witness is called. Such fees and mileage are payable from funds appropriated for that purpose.
- (2) If the proceeding for which a witness is subpoenaed is a proceeding to which Chapter 2001, Government Code, applies, TJJD shall pay fees and travel expenses as provided by that chapter.
- (3) Claims for reimbursement must be submitted on the [Witness Travel Expenses form, ACC-327](#), for attachment to the CAPPs voucher.

Note: A CAPPs requisition is required if TJJD will make a direct payment to a commercial transportation or lodging vendor.
