

## NCIDS Lay Witness Travel Form

This form is for requesting that NCIDS book travel through our travel agency, Maupin/Sequel Travel, for lay witness travel. Please complete the appropriate fields below and the User Acknowledgement on page 2, seek judicial authorization if required, and email the form to [maxwell.g.silva2@nccourts.org](mailto:maxwell.g.silva2@nccourts.org). 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 you have questions, please call (919) 354-7200.

**Please request bookings at least one business day in advance!** Same-day bookings are not strictly impossible, but their success is a matter of luck, and depends on submission of this form very early in the day.

### 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
# Days Traveler Is Expected to Testify	
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 (if any)	

### 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 ID.
- 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 more for 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 Sequel Travel (Maupin) support for any enroute or emergency services before working with the carrier directly. Main line is 919-821-2146 or 800-882-8028. Hours are 8:30am-7:00pm Eastern; after-hours phone number will be found on itinerary. Email is [business.travel@sequeltravel.com](mailto:business.travel@sequeltravel.com).
- 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 [maxwell.g.silva2@nccourts.org](mailto:maxwell.g.silva2@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	