5-07/170.15 - Reporting Mileage - Witness Fee Deposited

The following procedure shall apply in all cases wherein the per diem witness fee is required to be deposited with the clerk of the court, whether or not such fee is in fact deposited.

Deputies shall include the court mileage reported on the SH-R-376 on a Mileage Claim (76M395). Under the column headed "Purpose of Trips," deputies shall show the court mileage as being pursuant to Section 68097.2 of the Government Code and shall give the case number and include the statement, "Report of Witness and Mileage Fees (SH-R-376) submitted to Fiscal Services."

Deputies shall submit this mileage claim, reviewed and signed by the unit commander, together with each day's completed report of witness and mileage fees form to Fiscal Services, Special Accounts Section, Attention: Witness Fees, at the end of the regular mileage reporting period.

Upon receipt at Fiscal Services, the witness fees clerk will retain the SH-R-376 and turn over the mileage claim to the mileage clerk for regular processing and payment by the auditor-controller.