

**City of New Haven**  
**Reimbursement Policy for Defendants and Witnesses**

---

---

**Purpose:** The purpose of this policy is to set acceptable standards for the reimbursement of expenses incurred by defendants and witnesses involved in litigation on behalf of the City of New Haven. Additionally, this policy will help to ensure that the City does not penalize individuals needed to properly defend the City.

**Issuing Authority:** The Chief Administrative Officer for the City of New Haven is the issuing authority for this policy. Daily administration is the responsibility of Corporation Counsel.

**Enforcement Authority:** The Corporation Counsel is responsible for insuring compliance with this policy.

**Policy**

1. Defendants and/or witnesses may be eligible for reimbursement of certain eligible travel expenses and lost income in those instances where the Office of Corporation Counsel has requested their participation in legal actions. The procedure for securing approval for and reimbursement of eligible expenses is as follows:
  2. Submission of a written request to the Corporation Counsel requesting authorization to incur eligible travel expenses.
  3. Receipt of prior written approval from the Corporation Counsel authorizing those eligible expenses.
  4. Eligible expenses shall be limited to:
    - a) Travel, lodging, meals and related expenses in accordance with the current expense schedules located in the City of New Haven Travel Policy issued by the Controller.
    - b) Actual lost income, up to a maximum of \$200.00 per day, as verified through payroll records of the current employer or other documentation acceptable to and approved by the Controller.
1. Receipts for eligible expenses should be submitted to the Office of Corporation Counsel.
  2. The Office of Corporation Counsel will be responsible for the funding of all requests from an appropriate budget source as approved by the Controller.

---

Issuing Authority: \_\_\_\_\_

Effective Date: 12/11/09

Previously Revised:    Date \_\_\_\_\_

A copy of this policy is available for review at the Office of Human Resources. It is also available on the City's computer network at N:\POLICES or the City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>