

**IN THE UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS**
Criminal Justice Act Travel Authorization

TRAVELER NAME: _____

TRAVEL DATES: _____

PURPOSE OF TRAVEL: _____

CASE NUMBER AND STYLE: _____

The above-named traveler (Traveler) is authorized to travel at government expense on the travel dates listed in connection with providing representation under the Criminal Justice Act (CJA). **Failure to comply with the terms of this authorization may result in the denial or reduction of a travel reimbursement request.**

LODGING

The Traveler **[IS]** or **[IS NOT]** authorized to incur lodging expenses. The Traveler should contact a hotel directly and request the federal government rate. Lodging must be charged to the Traveler's personal credit card and claimed as an expense on the Traveler's CJA 20 voucher. Non-conventional lodging (e.g., Airbnb and Vrbo) is not authorized unless the non-conventional lodging is less expensive than the federal government hotel lodging rate or is otherwise more advantageous to the government.

AIR TRAVEL

The Traveler **[IS]** or **[IS NOT]** authorized to travel by air. The Traveler should contact National Travel Service (NTS) at 1-800-445-0668 (available 24 hours a day, 7 days a week) to request government contracted airline reservations. The Traveler must inform NTS that airline tickets are to be charged to the CJA account for the U.S. District Court for the Northern District of Texas. NTS will email the travel itinerary to the Traveler on request.

OTHER TRAVEL EXPENSES

The Traveler may claim reimbursement for out-of-pocket travel expenses reasonably incurred. These expenses must be itemized and documented with receipts to support the charges. In determining whether actual expenses incurred are reasonable, the Traveler should be guided by Judiciary Staff Travel Regulations. See [*Guide to Judiciary Policy, Vol. 19, § 455.15*](#) (CJA Panel Attorneys and CJA Service Providers).

To obtain reimbursement for authorized travel expenses, the Traveler must attach to the CJA 20 voucher: 1) a copy of this signed Travel Authorization and 2) an *itemized* lodging invoice, air travel itinerary or receipt, and (3) receipts for any other claimed expenses, as applicable.

Authorized by:

Date: _____

United States District/Magistrate Judge