

Procedures for Preparing Travel Authorization Letter

1. Open Travel Authorization File (see page 2)

- Complete the name, address and telephone field.
- In the authorized travel field specify traveler's name and indicate if it is an atty or expert.
- In the case caption field enter name of case. ex. USA vs. Doe
- In the client name field enter name of person being represented.
- In the case number field enter docket number and Judge's Initials, ex. 92-CR-185 (JSR)
- In the travel destination field specify where traveler is departing and arriving.
- In authorized travel dates field enter the specific dates of travel.

2. Once all the information has been entered print the Travel Authorization Letter and forward it to the CJA Office.

3. The CJA Clerks will forward the completed Travel Authorization Letter to the presiding judge for approval.

4. After the Travel Authorization Letter is signed by the Judge and returned to the CJA Office, the attorney will be notified. The authorized traveler is required to contact National Travel Service to make the necessary travel arrangements and must possess the original authorization letter for the duration of travel to serve as an official government credential.

