

UNITED STATES DISTRICT COURT
DISTRICT OF ALASKA

In re:

Case No

v.

CJA EX PARTE TRAVEL REQUEST AND ORDER

Name of Traveler: _____ Attorney _____ Expert _____

Address:

Destination To: _____ From: _____

Airport (if different from destination):

Purpose of Travel (*Brief explanation as to the necessity for travel, how the purpose of the trip is relevant to the facts of the case, and why the number days of travel is required.*)

Expense Summary:

The following information is a summary of travel expenses to be incurred. The court will not normally reimburse expenses in excess of the government per diem rate. Please check per diem rate for the destination and verify airfare, hotel and rental car rates before submitting travel request. For current per diem rates for the locale being visited, contact the CJA Administrator.

Description	Number of Days	Total	CJA Admin Use
Per Diem Rate for Destination (Lodging & Meals) \$		\$	
Airline Fare	N/A	\$	
Rental Car – Daily Rate \$		\$	
Miscellaneous: Taxi, Shuttles, Tolls	N/A	\$	
TOTAL		\$	

Submitted By:

Date:

Attorney Name:

Telephone:

Fax:

Address:

The above estimated travel request is: Approved Denied

Reason for Denial:

Dated:

United States District Judge/Magistrate Judge