

HOW TO CREATE A CJA TRAVEL AUTHORIZATION IN eVOUCHER

**The following is a guide to creating travel authorizations for CJA
Panel Attorneys and Experts who need to travel for CJA cases.**

**The CJA Department appreciates that you are busy and that not all
nuances of eVoucher can be captured in this guide.**

Please contact us anytime with your questions or concerns.

We are here to help.

Sonja Belau, CJA Panel Administratorsonja_belau@fd.org

Dena Boughton, CJA Administrative Assistant dena_boughton@fd.org

Creating an Authorization for Travel

Step 1

On your HOME page in eVoucher, select the case from the Appointment List grid.

Figure 1: Appointment List on your Attorney Home page



Appointments' List	
Appointments	Defendant
Case: 3:12-CR-01000-RRB-DMS Defendant #:  Case Title: USA v Test Defendant Attorney: Joe Attorney	Defendant: Test Defendant Representation Type: Criminal Case Order Type: Subs for Federal Defender Order Date: 09/03/12 Pres. Judge: Ralph R. Beistline Adm./Mag Judge: Deborah M. Smith
Case: 3:13-CR-01000-RRB Defendant #: 1 Case Title: USA V TEST Attorney: Joe Attorney	Defendant: TEST DEFENDANT Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 04/17/13 Pres. Judge: Ralph R. Beistline Adm./Mag Judge:
Case: 3:13-CR-01001-RRB Defendant #: 1 Case Title: USA V TEST Attorney: Joe Attorney	Defendant: TEST DEFENDANT Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 04/18/13 Pres. Judge: Ralph R. Beistline Adm./Mag Judge:

Figure 2: Selecting the case opens the Basic Info page



TRAVEL
Attorney Enters

Def.: KRYSTINA KAY KIRSCH

[Link to CM/ECF](#)

Voucher #:
Request Date:
Decision Date:

Amount Claimed: \$0.00

Tasks

[Link To Appointment](#)
[Link To Representation](#)

Reports

[TRAVEL Form report with attachments](#)
Returns a pdf of this document with all attachments

[Auth Travel - With Notes](#)
[Auth Travel](#)
[Voucher History](#)

Basic Info
Authorization Request
Documents
Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0969	2. PERSON REPRESENTED KRYSTINA KAY KIRSCH	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 3:21-CR-00024-1-SLG-MMS	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) US v. KIRSCH	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 21:841A=CD.F CONTROLLED SUBSTANCE - SELL, DISTRIBUTE, OR DISPENSE 21:841B=CD.F CONTROLLED SUBSTANCE - SELL, DISTRIBUTE, OR DISPENSE			
12. ATTORNEY'S NAME AND MAILING ADDRESS James Wendt - Bar Number: 9201001 Law Offices of James Alan Wendt 310 K Street Suite 305 Anchorage AK 99501 Phone: 907-258-9100 - Fax: 907-258-7329 Email: deadmail@support.aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Deborah M. Smith Date of Order 6/1/2021 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Travel Agency to be Used: National Travel Service (NTS) ▼

National Travel Service (NTS)
707 Virginia Street East
Suite 100
Charleston, WV 25301

Phone: (800) 445-0668
Fax:

Email: deadmail@aotx.uscourts.gov

<< First
< Previous
Next>
Last>>
Save
Delete Draft
Audit Assist

Note: Attorneys are not required to use National Travel, but travel must be pre-authorized. Additional fees and charges incurred for changing or cancelling a flight may not be reimbursed for travel not booked through National Travel.

Step 2

On the Appointment Info page, select Create next to TRAVEL.

Figure 3: Appointment Info page

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

View Representation

Create New Voucher

AUTH [Create](#)

Authorization for Expert and other Services

CJA-20 [Create](#)

Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)

Authorization and Voucher for Expert and other Services

CJA-26 [Create](#)

Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

TRAVEL [Create](#)

Authorization for payment of Travel

Appointment Info

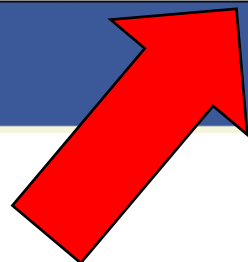
1. CIR./DIST./DIV.CODE 0969	2. PERSON REPRESENTED Test Defendant		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 3:12-CR-01000-1-RRB-DMS	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v Test Defendant	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:922G.F UNLAWFUL TRANSPORT OF FIREARMS, ETC.			
12. ATTORNEY'S NAME AND MAILING ADDRESS Joe Attorney - Bar Number: 12345678 123 Main Street Anchorage AK 99507 Phone: 907-555-1213		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Deborah M. Smith Date of Order Nunc Pro Tunc Date 9/3/2012 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
3:12-CR-01000-RRB-DMS Start: 09/18/2014 End: 09/18/2014	Test Defendant (# 1) Claimed Amount: 1,248.00	TRAVEL	Submitted to Court 0969.0001326

1 Page 1 of 1 (1 items)



Step 3

On the Request for Travel form, select Authorization Request. See Figure 3 below.

See Figure 4 below

On the **Authorization Request** tab, complete the required fields (*):

- Name and Title of Person Traveling
- Address of Person Traveling
- Travel from Location
- Travel to Location
- Estimated Dates of Travel

Travel Requested

- Estimated Costs (Airline Tickets, Ground Transportation (your rental car, taxis or rideshares), Subsistence (hotels & meals), and Other (parking at hotels, airports and the courthouse, gas for your rental car, transportation to/from your office to the airport).


CJA will reimburse the actual cost of hotel and meals up to the established per diem rate for the destination. The CJA Department will provide the government per diem rates.

- Purpose and Justification (example below).

***09/29/23 Meeting w/client in the AJ to review protected discovery
09/30/23 Attend Final Pretrial Conf***

Figure 4: Request for Travel page





TRAVEL
 Attorney Enters

Def.: Kip Schild

[Link to CM/ECF](#)

 Voucher #:
 Request Date:
 Decision Date:


 Amount Claimed: \$0.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)

Reports
[Defendant Detail Budget Report](#)
 Detail budget info for defendant

[Defendant Summary Budget Report](#)
 Totals only of budget info for defendant

[Form Travel Authorization](#)
[Travel Auth - Attorney](#)
[Auth-Travel - Attorney](#)
[Auth24 - Rejected](#)

Basic Info
 Authorization Request
 Documents
 Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traveling:

Address of Person Traveling:

Travel From Location:
Travel To Location:
Estimated Dates of Travel:

*
 *
 *
 *
 *

Travel Requested: *
Airline Tickets via CJA Government Travel Agency:
Ground Transportation:
Subsistence (Hotels & meals):
Other:

Estimated Cost:

Instructions for requesting amounts for the travel items:

 Complete the estimated dollar amount for each applicable line.

 The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.

 Complete information for one traveler per form.

Total Estimated Cost:
Total Authorized:

Purpose and Justification:

Court Notes:

AddRemove

Select the **ADD** box if there are multiple travelers and you wish to add more requests

The travel requests will appear in the grid below. Complete the process again if there are multiple requests for travel.

Figure 5: Request for Travel page

To group by a particular Header, drag the column to this area.

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Ingrid Investigator	Phoenix, AZ	Orlando, FL	2/5/2020 - 2/10/2020	Locate and interview witness	810.00		

1Page 1 of 1 (1 items)

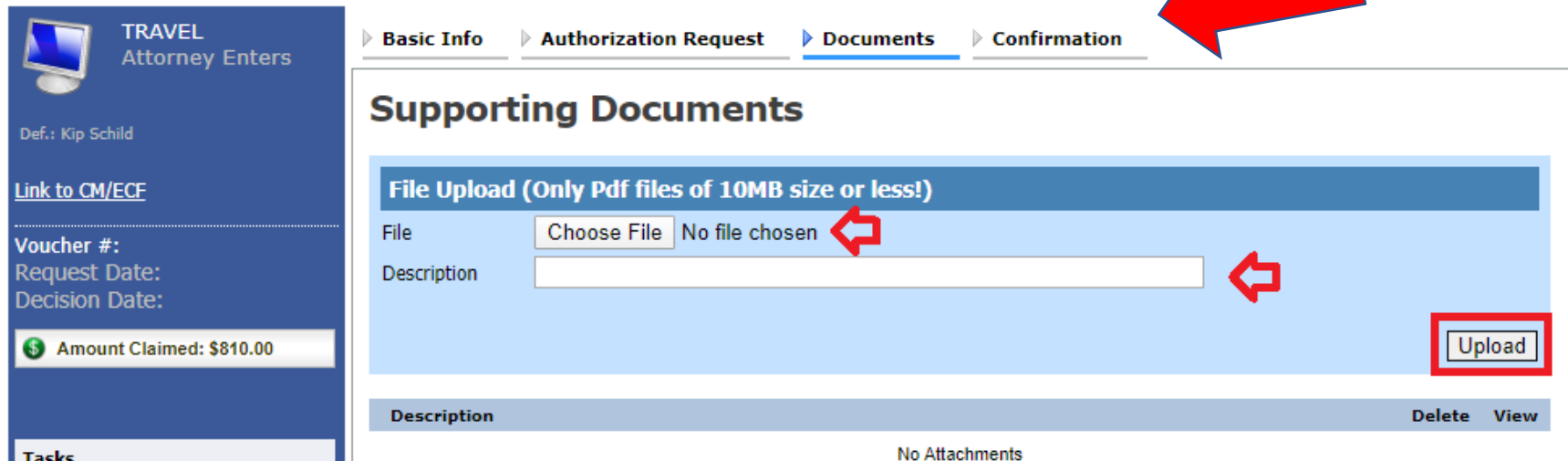
<< First< PreviousNext>Last>>

SaveDelete DraftAudit Assist

Step 4

You are not required to attach any PDFs. However, you can by selecting the Documents tab. Browse. Select. Upload.

Figure 5: Supporting Documents page



The screenshot shows the 'Supporting Documents' page. On the left is a sidebar with a 'TRAVEL Attorney Enters' header, a user profile for 'Kip Schild', a 'Link to CM/ECF' button, and fields for 'Voucher #:', 'Request Date:', 'Decision Date:', and 'Amount Claimed: \$810.00'. The main content area has a navigation bar with tabs: 'Basic Info', 'Authorization Request', 'Documents' (which is selected and underlined), and 'Confirmation'. A large red arrow points to the 'Documents' tab. Below the tabs is the 'Supporting Documents' section. It has a blue header 'File Upload (Only Pdf files of 10MB size or less!)'. Below this is a 'File' row with a 'Choose File' button and the text 'No file chosen'. A red arrow points to the 'Choose File' button. Below the 'File' row is a 'Description' row with a text input field. A red arrow points to this field. At the bottom right of the 'File Upload' section is an 'Upload' button, which is highlighted with a red box. Below the 'File Upload' section is a table with a header row containing 'Description', 'Delete', and 'View'. The table body shows 'No Attachments'.

Supporting documents may include: an itinerary and/or car and hotel reservations.


If no PDFs will be added or if all PDFs have been uploaded select the Confirmation tab.

Step 5

The Travel Request will be displayed. Verify the information is correct.

Figure 6: Confirmation page


Home	Operations	Reports	CMECF	Admin	Links	Help	Sign out
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TRAVEL
 Attorney Enters

Def.: Amy Anderson

[Link to CM/ECF](#)

 Voucher #:
 Request Date:
 Decision Date:


Amount Claimed: \$0.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)

Reports
[TRAVEL Form report with attachments](#)
 Returns a pdf of this document with all attachments

[Auth Travel - With Notes](#)
[Auth Travel](#)
[Voucher History](#)

Basic Info
 Authorization Request
 Documents
 Confirmation

Confirmation

1. CIR. DIST. DIV. CODE 0969	2. PERSON REPRESENTED Amy Anderson		VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:23-CR-00001-1-SLG-MMS	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER	
7. IN CASE/MATTER OF (Case Name) USA v. Amy Anderson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 22DC:3221.F FRAUD				
12. ATTORNEY'S NAME AND MAILING ADDRESS Jessica Thomas Email: JTLaw@LAWDOG.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Matthew M Scoble Date of Order Nunc Pro Tunc Date 6/1/2023 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
14. LAW FIRM NAME AND MAILING ADDRESS				

REQUESTS FOR TRAVEL							
Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
TOTALS:							

I SWEAR OR AFFIRM THE TRUTH OR CORRECTNESS OF THE ABOVE STATEMENTS.

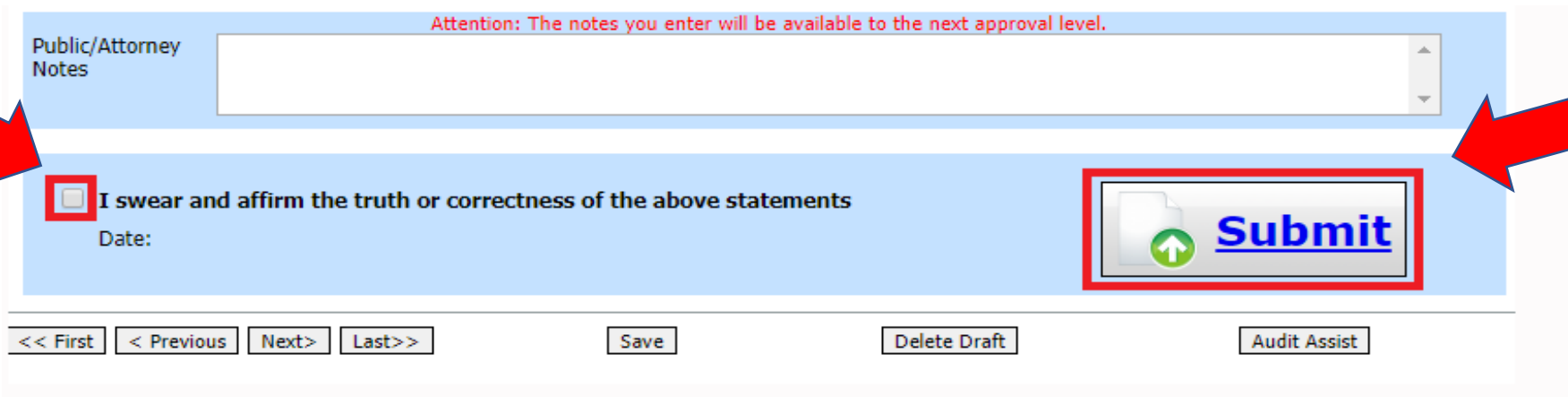
Signature of Attorney: Jessica Thomas /s/			Date Signed:	
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount \$0.00	
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount \$0.00	

Step 6

The Public/Attorney Notes field may be used by attorneys and the CJA Department to communicate.

Click to affirm the truth or correctness box and select Submit.

Figure 7: Submit




Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

☐ I swear and affirm the truth or correctness of the above statements

Date:

 **Submit**

<< First < Previous Next > Last >> Save Delete Draft Audit Assist

If there are no errors or warnings associated with the document, a success message will be displayed indicating that the document has been submitted.

Figure 8: Success

Success

This document has been submitted

Please keep the following document number for your own records:

0969.1601010 (This is the Travel Authorization (TA) number associated with this request)