

CJA 20 VOUCHER CHECKLIST

VOUCHER – GENERAL			
Yes	No	N/A	
			All sections of the voucher are completely filled out
			Order Authorizing Interim Payments attached
			CJA 26A (Excess Compensation Memorandum) attached
			Statement of Total Time and Charges attached
			In-Court Hourly Worksheet(s) attached
			Out-of-Court Hourly Worksheet(s) attached
			Travel Expense Worksheet attached
			Other Expense Worksheet attached
			Associates Worksheet attached
			Related justifications or authorizations are attached
			All questions are answered in Block 22 (CJA 20) and Block 18 (CJA 30).
			Original plus one copy of all documents accompanying the voucher are attached.
			Voucher signed and dated.

IN-COURT WORKSHEET		
Yes	No	
		Totals of Subcategories on Worksheet match Voucher
		All times are in 1/10 hour increments
		Entries in chronological order
		All entries contain a brief description of service rendered

OUT-OF-COURT WORKSHEET			
Yes	No	N/A	
			Totals of Subcategories on Worksheet match Voucher
			All times are in 1/10 hour increments
			Entries in chronological order
			All entries contain a brief description of service rendered
			Travel entries contain travel points and, where applicable, mileage between points
			Document review time within presumptive limits or explanation attached
			Copy of itinerary or schedule attached to this or travel expense worksheet
			Travel time within presumptive time or explanation attached

OTHER EXPENSE WORKSHEET			
Yes	No	N/A	
			Entries in chronological order
			Funding order(s) attached
			Receipts for expenses in excess of \$50 attached
			Receipts for outside copying charges attached
			Marked up copy of telephone bill attached
			Receipts and explanation for delivery/messenger service attached
			In-house copy charges correctly computed

TRAVEL EXPENSE WORKSHEET			
Yes	No	N/A	
			Entries in chronological order
			Travel Request Form attached
			Passenger receipt and itinerary attached
			Receipts for all subsistence expenses attached
			Receipts for all other travel expenses in excess of \$25 attached
			Copies or originals of receipts attached in chronological order
			Excess meals/lodging expense statement attached
			Excess transportation expense statement attached
			Rental car justification statement attached

ASSOCIATES WORKSHEET			
Yes	No	N/A	
			Totals of Subcategories on Worksheet match Voucher
			All times are in 1/10 hour increments
			Entries in chronological order
			All entries contain a brief description of service rendered
			Travel entries contain travel points and, where applicable, mileage between points
			Document review time within presumptive limits or explanation attached
			Copy of itinerary or schedule attached to this or travel expense worksheet
			Travel time within presumptive time or explanation attached