

CJA 21 VOUCHER CHECKLIST

Yes	No	N/A	VOUCHER – GENERAL
			All sections of the voucher are completely filled out
			Funding Order attached
			Associate Worksheet Attached
			Paraprofessional/Law Clerk Worksheet Attached
			Travel Expense Worksheet attached
			Other Expense Worksheet attached
			Related justifications or authorizations attached
			Original plus one copy of all documents accompanying the voucher are attached.
			Voucher signed and dated by <i>both</i> the provider and appointed attorney

Yes	No	N/A	OTHER EXPENSE WORKSHEET
			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

Yes	No	N/A	TRAVEL EXPENSE WORKSHEET
			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

Yes	No	N/A	PARAPROFESSIONAL/LAW CLERK WORKSHEET
			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
			Copy of itinerary or schedule attached to this or travel expense worksheet
			Travel time within presumptive time or explanation attached

Yes	No	N/A	ASSOCIATES WORKSHEET
			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