



# CJA eVoucher

Electronic Voucher Management System

Version 4.1.2  
How to Create  
a Travel Request

Things to remember when submitting a Travel Request:

Requests to travel **must** be submitted **no later than 7 days prior to the requested travel date.**

The request **must** contain the per diem rate as published on the GSA per diem website.

The request must contain an informative description about why travel is required and request.

**\*\*\*Failure to provide the necessary information or to submit the request no later than 7 days prior to travel may result in a delay of approval.\*\*\***

After logging into eVoucher, “click” on the hyperlink for the case that you are creating the Travel Request in.

Appointments' List	
Appointments	Defendant
<a href="#">Case: 3:12-CR-01000-RRB-DMS</a> Defendant #:  Case Title: USA v Test Defendant Attorney: Joe Attorney	<b>Defendant: Test Defendant</b> 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
<a href="#">Case: 3:13-CR-01000-RRB</a> Defendant #: 1 Case Title: USA V TEST Attorney: Joe Attorney	<b>Defendant: TEST DEFENDANT</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 04/17/13 Pres. Judge: Ralph R. Beistline Adm./Mag Judge:
<a href="#">Case: 3:13-CR-01001-RRB</a> Defendant #: 1 Case Title: USA V TEST Attorney: Joe Attorney	<b>Defendant: TEST DEFENDANT</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 04/18/13 Pres. Judge: Ralph R. Beistline Adm./Mag Judge:

Beside TRAVEL  
"Click" on Create.

## 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

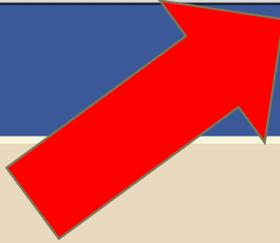
**AUTH** [Create](#)  
Authorization for Expert and other Services

**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 9/3/2012 Nunc Pro Tunc Date 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
<a href="#">3:12-CR-01000-RRB-DMS</a> Start: 09/18/2014 End: 09/18/2014	Test Defendant (# 1) Claimed Amount: 1,248.00	TRAVEL	 Submitted to Court <a href="#">0969.0001326</a>

1 Page 1 of 1 (1 items)



## Basic 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			

“Click” on the Authorization Request Tab or the Next button.

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:

The Request for Travel will be displayed.

Enter the information as requested.

Not sure about Subsistence Rates? Remember, while logged into eVoucher, on its blue menu bar you can “right click” on Links and check Per Diem Rates.

Basic Info | **Authorization Request** | Documents | Confirmation

### Request For Travel\*

\* Required Fields

Name and Title of Person Traveling:  \*

Address of Person Traveling:  \*

Purpose of Travel:  \*

Travel From Location:  \*

Travel To Location:  \*

Estimated Dates of Travel:  \*

Travel Requested \*

<input type="checkbox"/> Airline Tickets via CJA Government Travel Agency	<input type="text"/>
<input type="checkbox"/> Ground Transportation	<input type="text"/>
<input type="checkbox"/> Subsistence (Hotels & meals)	<input type="text"/>
<input type="checkbox"/> Other <input type="text"/>	<input type="text"/>

Estimated Cost \*

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

**Instructions for requesting amounts for the travel items:**

1. Check the box in front of the travel item.

2. Provide the estimated dollar amount for each selected item.

The "Total Estimated" field is automatically calculated based on the estimated amounts entered in the Travel item lines.

Complete information for one traveler per form.

Total Estimated Cost:

Justification for Request:  \*

\* All travel and expenses must be in compliance with government travel regulations.  
\*\* Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

Once all information for this request is entered, click on the Add button.

Basic Info | **Authorization Request** | Documents | Confirmation

## Request For Travel\*

\* Required Fields

Name and Title of Person Traveling:	Joe Attorney, Esq.	*
Address of Person Traveling:	123 Main Street Anchorage, AK 99507	*
Purpose of Travel:	Interviewing witnesses and attend motion hearing	*
Travel From Location:	Anchorage, AK	*
Travel To Location:	Fairbanks, AK	*
Estimated Dates of Travel:	10/6/14 to 10/9/14	*
Travel Requested *	Estimated Cost *	Instructions for requesting amounts for the travel items:
<input checked="" type="checkbox"/> Airline Tickets via CJA Government Travel Agency	462.00	<div style="border: 1px solid black; padding: 5px;"><p>1. Check the box in front of the travel item. 2. Provide the estimated dollar amount for each selected item.</p><p>The "Total Estimated" field is automatically calculated based on the estimated amounts entered in the Travel item lines.</p><p>Complete information for one traveler per form.</p></div>
<input checked="" type="checkbox"/> Ground Transportation	100.00	
<input checked="" type="checkbox"/> Subsistence (Hotels & meals)	577.00	
<input checked="" type="checkbox"/> Other Parking at Airport	50.00	
Total Estimated Cost:	1189.00	
Justification for Request:	I need to travel to Fairbanks to interview witnesses, meet with my client who is being housed at FCC and attend the 10/7/14 Hearing on Motion.	*

\* All travel and expenses must be in compliance with government travel regulations.  
\*\* Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

The traveler's information is now visible in the box below the Add button.

\* All travel and expenses must be in compliance with government travel regulations.

\*\* Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

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

Name	Purpose	Travel To	Travel Date	Requested
Joe Attorney, Esq.	Interviewing witnesses and attend motion hearing	Fairbanks, AK	10/6/14 to 10/9/14	1189.00

If you have more than one traveler, or are requesting multiple trips for the same traveler, return to the top of the page and add the new information and “click” the Add button.

Basic Info | **Authorization Request** | Documents | Confirmation

## Request For Travel\*

\* Required Fields

<b>Name and Title of Person Traveling:</b>	Patty Smith, Investigator *	
<b>Address of Person Traveling:</b>	3011 Marshal Street Anchorage, AK 99516 *	
<b>Purpose of Travel:</b>	Assist attorney with interviewing witnesses *	
<b>Travel From Location:</b>	Anchorage, AK *	
<b>Travel To Location:</b>	Fairbanks, AK *	
<b>Estimated Dates of Travel:</b>	10/8/14 to 10/9/14 *	
<b>Travel Requested *</b>	<b>Estimated Cost *</b>	<b>Instructions for requesting amounts for the travel items:</b>
<input checked="" type="checkbox"/> Airline Tickets via CJA Government Travel Agency	462.00	<div style="border: 1px solid black; padding: 5px;"><p>1. Check the box in front of the travel item.</p><p>2. Provide the estimated dollar amount for each selected item.</p><p>The "Total Estimated" field is automatically calculated based on the estimated amounts entered in the Travel item lines.</p><p>Complete information for one traveler per form.</p></div>
<input type="checkbox"/> Ground Transportation		
<input checked="" type="checkbox"/> Subsistence (Hotels & meals)	163.00	
<input type="checkbox"/> Other		
<b>Total Estimated Cost:</b>	625.00	
<b>Justification for Request:</b>	I need to assist the attorney with interviews of witnesses we anticipate testifying at trial on the defendant's behalf. *	

\* All travel and expenses must be in compliance with government travel regulations.  
\*\* Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

The new traveler's information is now visible in the box below the Add button.

\* All travel and expenses must be in compliance with government travel regulations.

\*\* Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

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

Name	Purpose	Travel To	Travel Date	Requested
Patty Smith, Investigator	Assist attorney with interviewing witnesses	Fairbanks, AK	10/8/14 to 10/9/14	625.00
Joe Attorney, Esq.	Interviewing witnesses and attend motion hearing	Fairbanks, AK	10/6/14 to 10/9/14	1189.00

Did you forget to add an estimated expense or do you have a data entry error?

No problem.

Simply “click” on the traveler’s information in the lower box, and make any necessary changes and click the Add button.

Basic Info | **Authorization Request** | Documents | Confirmation

## Request For Travel\*

\* Required Fields

**Name and Title of Person Traveling:** Patty Smith, Investigator \*

**Address of Person Traveling:** 3011 Marshal Street, Anchorage, AK 99516 \*

**Purpose of Travel:** Assist attorney with interviewing witnesses \*

**Travel From Location:** Anchorage, AK \*

**Travel To Location:** Fairbanks, AK \*

**Estimated Dates of Travel:** 10/8/14 to 10/9/14 \*

**Travel Requested \***      **Estimated Cost \***      **Instructions for requesting amounts for the travel items:**

<input checked="" type="checkbox"/> Airline Tickets via CJA Government Travel Agency	462.00	<p>1. Check the box in front of the travel item.</p> <p>2. Provide the estimated dollar amount for each selected item.</p> <p>The "Total Estimated" field is automatically calculated based on the estimated amounts entered in the Travel item lines.</p> <p>Complete information for one traveler per form.</p>
<input checked="" type="checkbox"/> Ground Transportation	50.00	
<input checked="" type="checkbox"/> Subsistence (Hotels & meals)	163.00	
<input type="checkbox"/> Other		

**Total Estimated Cost:** 675.00

**Justification for Request:** I need to assist the attorney with interviews of witnesses we anticipate testifying at trial on the defendant's behalf. \*

\* All travel and expenses must be in compliance with government travel regulations.  
\*\* Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

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

Name	Purpose	Travel To	Travel Date	Requested	Audit Amt	Audit Notes
Patty Smith, Investigator	Assist attorney with interviewing witnesses	Fairbanks, AK	10/8/14 to 10/9/14	\$675.00		
Joe Attorney, Esq.	Interviewing witnesses and attend motion hearing	Fairbanks, AK	10/6/14 to 10/9/14	\$1,189.00		

You are not required to attach any pdfs. However, you can attach any necessary pdfs by “clicking” on the Documents Tab or the Next button.

▶ **Basic Info**

▶ **Authorization Request**

▶ **Documents**

▶ **Confirmation**

## Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

File

Browse...

Description

Upload

Description

Delete View

No Attachments

If no pdfs will be added or if all pdfs have been uploaded click on the Confirmation Tab.

▶ **Basic Info**   ▶ **Authorization Request**   ▶ **Documents**   ▶ **Confirmation**



## Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

## Confirmation

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			

REQUESTS FOR TRAVEL						
Traveler	Travel To	Purpose	Travel Date	Requested	Adjusted	Comments
Patty Smith, Investigator	Fairbanks, AK	Assist attorney with interviewing witnesses	10/8/14 to 10/9/14	\$675.00		
Joe Attorney, Esq.	Fairbanks, AK	Interviewing witnesses and attend motion hearing	10/6/14 to 10/9/14	\$1,189.00		
TOTALS:				\$1,864.00		

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

Signature of Attorney: Joe Attorney /s/ Date Signed: 9/24/2014 14:45:23

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

The Travel Request Will be displayed.

Verify the data is correct.

“Click” the Save button.

Traveler	Travel To	Purpose	Travel Date	Requested	Adjusted	Comments
Patty Smith, Investigator	Fairbanks, AK	Assist attorney with interviewing witnesses	10/8/14 to 10/9/14	\$675.00		
Joe Attorney, Esq.	Fairbanks, AK	Interviewing witnesses and attend motion hearing	10/6/14 to 10/9/14	\$1,189.00		
			TOTALS:	\$1,864.00		

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

Signature of Attorney: Joe Attorney /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

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:



<< First

< Previous

Next >

Last >>

Save

Delete Draft

Notes/Comments for the CJA Admin. or Judge can be entered in the "Public/Attorney Notes" box.

Click the "I swear..." box and the Submit button.

Traveler	Travel To	Purpose	Travel Date	Requested	Adjusted	Comments
Patty Smith, Investigator	Fairbanks, AK	Assist attorney with interviewing witnesses	10/8/14 to 10/9/14	\$675.00		
Joe Attorney, Esq.	Fairbanks, AK	Interviewing witnesses and attend motion hearing	10/6/14 to 10/9/14	\$1,189.00		
			TOTALS:	\$1,864.00		

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

Signature of Attorney: Joe Attorney /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

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

Public/Attorney Notes You can enter any notes/comments for review by the CJA Administrator and/or Judge

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

Date: 9/24/2014 14:22:27

 **Submit**

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

If the voucher was submitted successfully the following message will be displayed.

## Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

**0969.0001338**

The voucher is now ready for final review by the CJA Administrator. If deficiencies are noted, the Request will be rejected to you with an explanation which can be viewed on the following slide.

If your Request for Travel is rejected by the CJA Administrator you will receive an email similar to the one below:

To: Joe Attorney,

Date: 9/25/2014.

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The Request to Travel 0969.0001103 submitted in case USA v Defendant, 3:14-cr-0010001 is being returned to you for the following reason(s):

9/25/14: You have not calculated the per diem correctly. You need to also supply estimated airfare cost. (DM)

The document can be accessed via the [CJA eVoucher](https://ecf.akd.uscourts.gov/CJA) program at <https://ecf.akd.uscourts.gov/CJA>

Please do the following:

1. Make the changes requested by the [CJA Administrator](#);
2. **Add** the following certification statement in the Attorney Notes Section: "**I certify that any suggested corrections made by the [CJA Administrator have been incorporated](#)**";
3. Resubmit for confirmation of changes and further processing.

**Please note: Failure to add the certification statement in the Attorney Notes Section will result in the Travel Request being REJECTED back to you.**

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Regards,  
U.S. District Court Alaska

It is imperative that you make all of the corrections requested, **prior** to resubmitting the Request to Travel.