

## Guidelines for Out of State Travel by CJA Appointed counsel

Motion must be made by CJA appointed counsel and Order authorizing travel entered before travel takes place. Attorney should confirm an authorizing order has been entered before booking flights or traveling.

Motion by CJA appointed counsel should include the following information:

- a. Name of traveler
- b. Where traveling from
- c. Where traveling to
- d. Purpose of travel.
- e. Specify travel dates
- f. Method of travel (Flight, personal vehicle) Travel method should be the most cost efficient.
- g. Lodging
- h. Rental car (If needed at destination)  
Please note: (LIS) Liability Insurance Supplement/ (DW) Damage Waiver Insurance is not compensable under CJA. Renter is required to carry and use personal auto insurance.
- i. Subsistence during travel

For flights: Counsel is authorized to contact National Travel at: 1 (800) 445-0668 to request airline tickets, make hotel reservations and rental car arrangements.

Authorized flights will be charged to the court travel card and will incur no out of pocket cost. (National Travel will contact the court to confirm an order for travel has been entered, before a flight is booked).

Hotel reservations and rental car can be arranged via National Travel; however, those costs will be out of pocket and compensable on the expert's service voucher. **Detailed/Itemized expense documentation is required.**

Reimbursement for subsistence will be for actual expenses and not to exceed the authorized per diem for the locality. You may go to: [www.gsa.gov](http://www.gsa.gov) Under Travel to find the effective government lodging and M&IE rates for the locality.

M&IE (Meals and Incidental expenses) **Itemized receipts are required for reimbursement of actual expenses and cannot exceed the authorized per diem for the locality.**

\*\*The current practice of many businesses is to provide a receipt reflecting the total charge incurred which does not include a detail of the actual charges. **Itemized** receipts are required and should be requested from the vendor\*\*

Attorney should request/obtain an itemized receipt for room service charges.