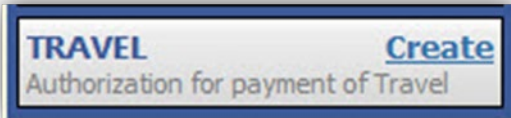


Creating a Travel Voucher

Step 1 From the **Appointment** page click **Create** from the Travel Voucher template.



The Basic Info Screen will open.

TRAVEL
Attorney Enters

[Basic Info](#)
[Authorization Request](#)
[Documents](#)
[Confirmation](#)

Def.: Wendy Wilson

[Link to CM/ECE](#)

Voucher #:
Request Date:1/1/1901
Decision Date:1/1/1901

\$ Amount Claimed: \$0.00

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA. v. Wilson et al	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
18:13-4530.F INCOME TAX, FAILURE TO FILE

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders - Bar Number: 12345
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623

13. COURT ORDER

A Associate C Co-Counsel

F Subs for Federal Defender O Appointing Counsel

P Subs for Panel Attorney R Subs for Retained Attorney

Y Standby Counsel

Prior Attorney's Name
Appointment Dates
Signature of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order Nunc Pro Tunc Date
5/27/2014

Repayment YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

Travel Agency to be Used: Global Travel ▼

Global Travel
1234 Travel Lane
Suite 200
Second Floor
Los Angeles, CA 93765

Phone: 1-800-444-7890
Fax: 1-800-555-7777

Email: deadmail@support.aobx.uscourts.gov

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

The "Travel Agency to be Used" section will automatically populate.

Step 2 Click the **Authorization Request** tab or click the **Next** option located on the Progress bar.

Step
3

Fill out all required fields marked with a red asterisk.

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

Airline Tickets via CJA Government Travel Agency

Ground Transportation

Subsistence (Hotels & meals)

Other:

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:

Add Remove

* 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
No data				

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

Step
4

Click Add. The information will appear in the bottom section.

Step
5

Click Save.

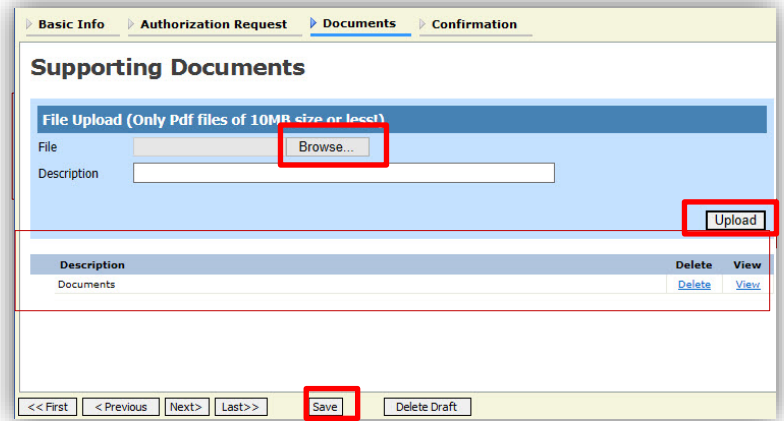
Step 6 Fill out the Travel Worksheet (found in LINKS), and save it as a PDF.

Step 7 Select DOCUMENTS TAB. Browse/ upload the Travel Worksheet and other PDFs, if applicable.

Note:

All documents must be submitted in PDF

Step 8 Click Upload.



The document will appear in the bottom of the Description section.

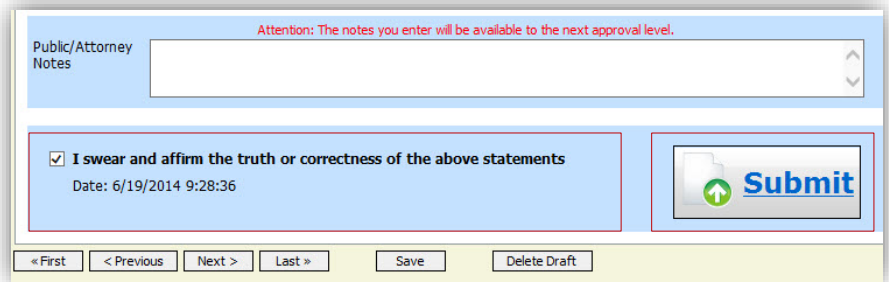
Step 9 Click **Save**.

The Confirmation tab will appear.

Step 10 Verify all information is correct.

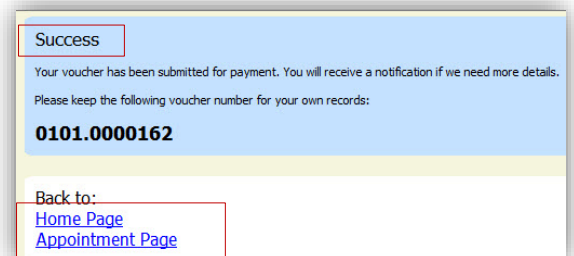
Step 11 Check the affirmation box. This will automatically time stamp the voucher.

Step 12 Click Submit.



A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 13 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.



The Travel Voucher will now appear in the “My Submitted Documents” section.