

UNITED STATES DISTRICT COURT

# EASTERN DISTRICT OF WASHINGTON

## Helpful Travel Information for Court-Appointed CJA Attorneys

### Government Travel:

We have established a Government Travel Account (GTA) for use by CJA court-appointed attorneys, experts, and investigators. This GTA account allows authorized CJA attorneys and experts to (1) obtain discounted government travel on official CJA business trips, and (2) charge authorized tickets to a government credit card; such charges then are paid by the court rather than by the authorized traveler. Travel related to CJA representation may be arranged by adhering to the following procedures:

- a. A Travel Authorization must be issued through CJA eVoucher for each trip, a copy of which must be carried during the authorized travel for identification and presentation should an airline agent ask to see it. The traveling attorney (or attorney on behalf of expert/investigator) should initiate a Travel Voucher in eVoucher when travel is anticipated. Travelers are encouraged to submit Travel Authorizations at least two weeks before the travel date.
- b. After obtaining a Travel Authorization, the attorney or expert may call National Travel Service (NTS) at 1-800-445-0668, and request tickets. The traveler should advise NTS of his/her status as a CJA panel attorney, expert, or investigator providing CJA representation or related service, and is required to provide NTS with the following "identifiers," which will be indicated on the Travel Authorization:
  - c. Defendant's Name
  - d. District Court Information
  - e. Travel Authorization Number

The traveler should instruct NTS where to send the tickets. If necessary, tickets

may be pre-paid by NTS for pick-up at the airport counter.

Because the Travel Authorization is an official government document, it should enable the traveler to obtain official government rates at hotels as well. NTS is a full-service travel agency and can provide assistance with hotel reservations.

### **Meals:**

There is an emphasis on the prudent traveler rules, specifically the need to avoid “lavish or extravagant” meals or hotels. Excess costs, indirect routes, or unnecessary services in the performance of official business are not acceptable under this standard. If spending on lodging or meals exceeds the maximum rates posted by GSA (including a breakdown of the individual meals rates for each location and which can be found on our public website), travelers will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

### **Documentation of Expenses:**

**Receipts must be detailed.** For instance, a dinner receipt must be the actual receipt from the restaurant and not the VISA slip. It must have detailed information such as the name of the restaurant, number of meals served, date and amount. If the receipt has been lost, you must complete the AO form 1012B “Missing Travel Receipt Report” and submit with your voucher. We will have the AO Forms 1012B available on our website.

### **Post-travel Documentation:**

A copy of the Travel Authorization, court order allowing out-of-district travel, and airline ticket passenger receipt card, must be sent to the clerk's office with your voucher. Receipts are also required for all expenses related to travel (e.g., hotel, car rental, meals, etc.).

### **Prudent Traveler Rule:**

Please see the "Prudent Traveler Rule" posted on the Court's website under the CJA Travel Information section.

### **If you have any questions:**

If you have any questions, please call the clerk's office at (509) 458- 3400 and ask for the appropriate CJA case administrator assigned by case number.