

Creating a Travel Voucher

Step 1 From the **Appointment** page, click **Create** next to TRAVEL.



The **Basic Info** screen opens.

TRAVEL Attorney Enters
Def.: Wendy Wilson
Link to OM/ECF
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901
Amount Claimed: \$0.00

Basic Info | Authorization Request | Documents | Confirmation

Basic Info

1. CTR. DKT DEF CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 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: 210-855-5623

13. COURT ORDER
 Associate C Co Counsel
 Subs for Federal Defender Appointing Counsel
 Subs for Panel Attorney Subs for Retained Attorney
 Standby Counsel
 Prior Attorney's Name
 Appointment Dates
 Signature of Presiding Judge or By Order of the Court
 Albert Albertson
 Date of Order 5/27/2014
 Reprint YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

Travel Agency to be Used: **Global Travel**
1234 Travel Lane
Suite 200
Second Floor
Los Angeles, CA 93265
Phone: 1-800-444-7890
Fax: 1-800-555-7777
Email: mail@support.sobc.uscourts.gov

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

The **Travel Agency to be Used:** section automatically populates.

Step 2

Click the Authorization Request tab or click Next.

Step 3

Fill out all required fields marked with a red asterisk.

Step 4

Click **Add**.

The information will appear in the bottom section.

Step 5

Click **Save**.

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 Estimated Cost

Airline Tickets via CJA Government Travel Agency

Ground Transportation

Per Diem (Hotel & Meals)**

Other

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
Wendy Wilson	Acquire documents	Los Angeles, CA	July 14, 15	490.00

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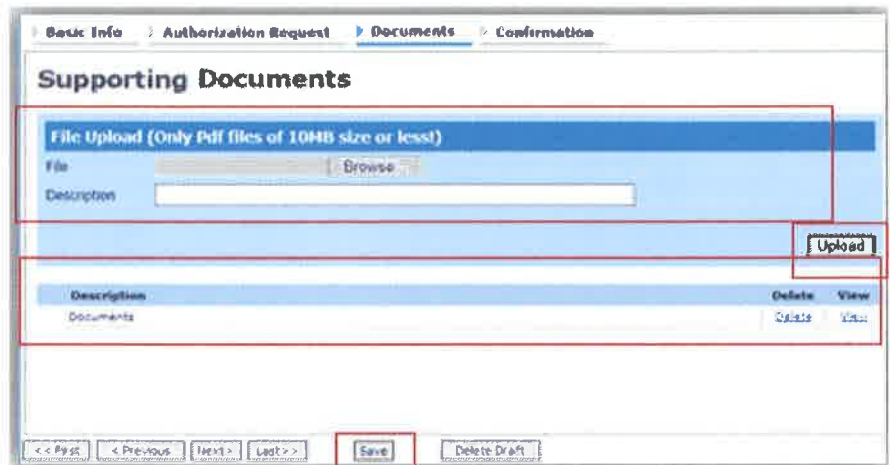
<< First < Previous Next > Last >> **Save** Delete Draft

Justification for Request should read: **Please see attached letter to Court.**

Step 1 Click the **Documents** tab or click **Next**.

Step 2 Click **Browse** to select a PDF file to attach.

Step 3 Click **Upload**.



The document appears at the bottom of the **Description** section.

NOTE: Under the Documents tab, a letter addressed to the Judge outlining the person(s) traveling, dates of travel, location of travel and reason for travel should be attached.

Step 4 Click **Save**.

The **Confirmation** tab appears.

Step 1 Verify all information is correct.

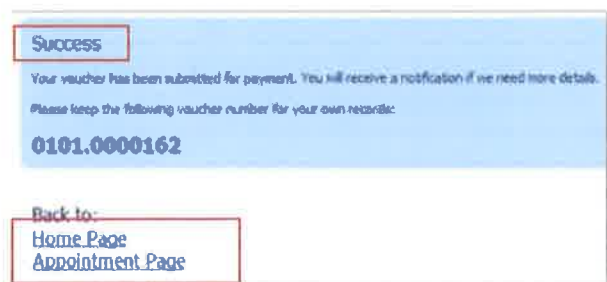
Step 2 Select the affirmation check box. This automatically time stamps the voucher.

Step 3 Click **Submit**.



A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted.

Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.



The travel voucher now appears in the **My Submitted Documents** section.