

Creating a Travel Authorization

Step 1

On the Appointment page, in the Create New Voucher section, click the Create link next to TRAVEL.



ATTORNEY USER MANUAL VERSION 6.7

LISA SMITH, CJA PANEL ADMINISTRATOR



The Basic Info page appears. The Travel Agency to be Used section auto-populates.

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Frevel Agency to be Used:	Netional Trevel Service (NTS) 🗸			
	National Traval Service (NT 707 Virginia Street East Suite 100 Charleston, WV 25301	ä)			
	Phone: (000) 445-0668	100			

Step 3

Click the Authorization Request tab or click Next on the progress bar. Complete all required fields marked with red asterisks and then click Add. The information appears in the table at the bottom of the screen. Click Save.

Required Fields				
Name and Title of Person Traveling:	Andrew Anders			
Address of Person Traveling:	123 Way San Antonio, TX 782			
Travel From Location:	San Antonio, TK	•		
Fravel To Location:	Los Angeles, CA			
Estimated Dates of Travel:	5/25-5/28	•		
Travel Requested: *	Estimated Cost:	Instructions for requesting amounts for	the travel items:	
Arline Tickets via CJA Government Travel Agency:	300.00	Complete the estimated dollar amount	for each applicable line	
Sround Transportation:	20.00	The "Total Estimated Cost" field Is out	matically calculated bas ie Travel line items.	
Subsistence (Hotels & meals):		on the estimated amounts entered in t		
Other:		Complete information for one traveler	per form.	
Fotal Estimated Cost: Fotal Authorized:	420.00			
Purpose and Justification:	Travel to talk to with	ess,		
Court Notes:			2	
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Note: Enter in the Estimated Cost of the Airline Ticket. Do not enter in the amounts for Ground Transportation or Per Diem. These costs are entered on the CJA 20 (attorney) or CJA 21 (expert) voucher. Justification for Request should read "Please see attached letter to Court."

LISA SMITH, CJA PANEL ADMINISTRATOR



Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** to locate your file and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column.

File Uploa	nd (Only Pdl files of 10MB size or less!)	
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Description	Travel Receipts	and the second states
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Note: All documents must be submitted in PDF format and must be 10MB or less.



Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization which is automatically time stamped. Click **Submit**.

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Signature of Attorney	1/21/201	Date	01/21/2016		· · - ;	
Andrew Anders		5-310	Date of 0	Order	Nunc Pro Tu	nc Date
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ATTORNEY USER MANUAL VERSION 6.7

LISA SMITH, CIA PANEL ADMINISTRATOR.

Step 6

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

	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:
	0101.0000162
1	Back to:
	Home Page Appointment Page