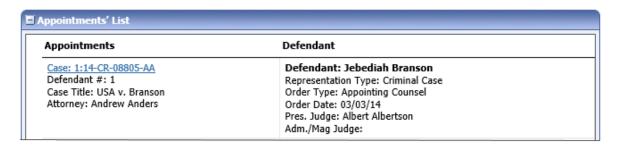
Requesting Additional Funds

You can increase the amount approved on an existing authorization as new amounts are requested.



In the Appointments' List section, open the appointment record.



Step 2

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



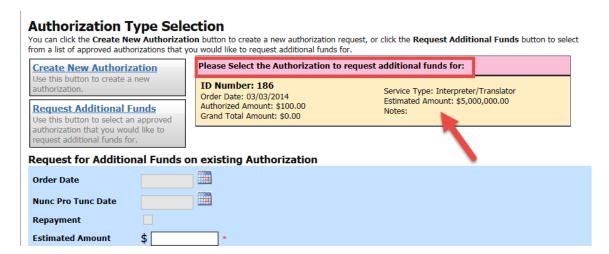
Step 3

Click Request Additional Funds.



Step 4

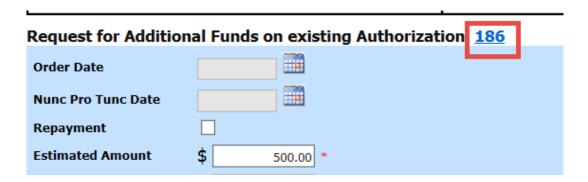
A list of all closed authorizations will appear for this representation and appointment. Select the authorization that needs to be increased.



Then create the authorization as described in the previous instructions for creating an AUTH.

Step 5

Click the existing authorization hyperlink to view the original authorization in a separate tab. You should remember to close the newly opened tab after viewing the authorization; as having multiple tabs open in CJA eVoucher can lead to unintended results.



Notes:

When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached. A link is established between the two documents.

The original authorization holds the approved funds and is the only authorization presented when CJA 21 vouchers are generated. These authorizations are also used for the various calculations regarding authorization amounts.

You will need to attach the Memorandum under the Documents tab outlining the reasons for additional funds. (Attached as Addendum D).