

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA  
CJA EX PARTE TRAVEL REQUEST & ORDER**

Case Name: \_\_\_\_\_ v. \_\_\_\_\_

Case Number: \_\_\_\_\_

Name of Traveler: \_\_\_\_\_ Attorney      Expert

Address of Traveler: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Destination      From: \_\_\_\_\_ To: \_\_\_\_\_

Airport if different from destination \_\_\_\_\_

Purpose of Travel: *Brief explanation as to the necessity for travel, how the purpose of the trip is relevant to the facts of the case, and why the number days of travel are required.*

**Expense Summary:**

The following information is a summary of travel expenses to be incurred. The court will not normally reimburse expenses in excess of the government per diem rate. Please check the per diem rate for the destination and verify airfare, hotel and rental car rates before submitting the travel request. For current per diem rates for the locale being visited, check the GSA website, <http://www.gsa.gov/portal/content/104877>.

Description	Number of Days	Total	CJA Unit Use
<b>Per Diem Rate for Destination</b>			
_____ Lodging	_____ Days	\$ _____	
_____ Meals (MI&E)			
_____ <b>Per Diem Total</b>	<b>1 Day</b>	\$ _____	
<b>One Day or Last Day of Travel (Meals only)</b>			
<b>Airline Fare (Contact National Travel at 1-800-445-0668)</b>	N/A	\$ _____	
<b>Transaction (Agent) Fee (Enter \$27.25 Domestic, \$34.00 International)</b>		\$ _____	
<b>Rental Car - Daily Rate: _____</b>	_____ Days	\$ _____	
<b>Miscellaneous: Taxi, Shuttles, Tolls</b>	N/A	\$ _____	
<b>TOTAL</b>		\$ _____	

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Attorney Name: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

The above estimated travel request is:      APPROVED      DENIED (See attached memo)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Diana Weiss, CJA Supervising Attorney  
Anita Bock, Chief Deputy of Administration

**United States District Court  
Northern District of California  
CRIMINAL JUSTICE ACT UNIT**

450 Golden Gate Avenue  
San Francisco, CA 94102  
(415) 522-4086 Fax  
cja@cand.uscourts.gov

Diana Weiss, CJA Supervising Attorney  
Quelita Bourgeois, Financial Specialist  
Tony Castro, Financial Specialist  
Ben Fausto, Financial Specialist  
Sonya Gueretta, Financial Specialist

**CJA Ex Parte Travel Request and Order  
Information**

**APPROVAL MUST BE OBTAINED PRIOR TO TRAVEL**

- Download and fill in the Travel Request and Order from the court's website [www.cand.uscourts.gov](http://www.cand.uscourts.gov) under the CJA/Travel Information/Travel Request & Order/Attorney tab.
- Contact National Travel (NT) at 1-800-445-0668, 24/7, to reserve your airline ticket at the government rate. National Travel will give you the cost that you should fill in on the Travel Request and Order form under Airline Fare. *If National Travel is not used to obtain your airline ticket, reimbursement is limited to the authorized government rate.*
- You can also obtain car rental reservations through National Travel. They will give you the cost to fill in on the Travel Request and Order form under Rental Car/Daily Rate.
- To obtain the per diem rate for a certain destination for daily lodging and meals, please visit the court's website [www.cand.uscourts.gov](http://www.cand.uscourts.gov) under CJA/Travel Information/Government Per Diem Rates. Click on the map for your travel destination. (If neither the city nor the county is listed on the per diem listing, it is considered a standard CONUS destination and the daily per diem rate will be \$99.00.) The per diem rate should be filled in on the Travel Request and Order form under Per Diem Rate for Destination along with the number of days.
- Complete the Travel Request and Order form with all other information and fax it to the CJA Unit for processing to obtain approval. Our fax number is (415)522-4086.

**OR**

E-mail the completed Travel Request and Order to [CJA@cand.uscourts.gov](mailto:CJA@cand.uscourts.gov)

This PDF form is best viewed with Acrobat 7. With the free Acrobat Reader you can view, search, fill in the interactive form. With the purchase of Acrobat 8 Standard or Professional, you can also save the file.

- Once the Travel Request and Order has been approved, the CJA Unit will e-mail the order and additional information to the CJA Attorney. The CJA Unit will also e-mail the approved order to National Travel. Once you receive the approved order, you should promptly contact National Travel to finalize your travel arrangements.
- For foreign travel rates, contact the CJA Unit for assistance.