

**United States District Court
District of Utah**

D. Mark Jones
Clerk of Court



Louise S. York
Chief Deputy Clerk

TRAVEL AUTHORIZATION

Authorized Traveler: _____

Case Number: _____

Authorized Travel Dates: _____ to _____

Travel Destination: _____

Purpose of Travel:

Pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506, you are hereby authorized to obtain government travel rates for the above-described trip in connection with your providing services authorized under the Criminal Justice Act (CJA).

You are authorized to contact National Travel at 1-800-445-0668 to request reservations and airline tickets. You must provide National Travel with your Case Number _____, state that travel will be under U.S. District Court for the District of Utah, and advise them that your tickets are to be charged to the court's CJA account. You may instruct them where to deliver your tickets.

Reimbursement for subsistence will be limited to actual out-of-pocket costs at a maximum of _____, per day which should be claimed on your CJA 20 or CJA 21 voucher form. The cost of airline tickets will be paid separately by the court's financial administrator and reimbursement should not be claimed by the traveler.

A copy of this Travel Authorization and the court order allowing out-of-district travel must be sent to the court's financial administrator, before your trip, at Suite 150, U.S. Courthouse, 350 South Main Street, Salt Lake City, Utah 84101. A second copy of the Travel Authorization, court order and airline ticket passenger receipt card must be attached to your voucher for audit purposes.

Judicial Officer

Date