

UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY

**GOVERNMENT TRAVEL INFORMATION FOR
CJA-COURT APPOINTED ATTORNEYS,
INVESTIGATORS OR EXPERTS**

GOVERNMENT TRAVEL:

A Government Travel Account (GTA) has been established for use by CJA Court-Appointed Attorneys, Experts, and Investigators. This GTA account allows authorized CJA Attorneys and Experts to (1) obtain discounted government travel rates on official CJA business trips, and (2) charge authorized tickets to a government credit card; such charges then are paid directly by the Court rather than by the authorized traveler. Travel related to CJA representation must be arranged by adhering to the following procedures:

- a. Travel must be authorized via eVoucher (signed by the presiding judicial officer) for the CJA-Court Appointed Attorney(s), Investigator(s), Expert(s), etc. The attorney should initiate a Travel Authorization for each traveler separately.

- b. The Attorney or Expert may contact National Travel Service at 1-800-445-0668, to get an estimate as to the cost of the travel. The traveler should inform National Travel that they are traveling as a CJA Court-Appointed Attorney or a CJA Court-Appointed Expert, and provide them with the following:
 1. Defendant's Name;
 2. District Court Information;
 3. Travel Authorization Information.

- c. After obtaining a Travel Authorization approved by the presiding judge, the attorney or expert may then call National Travel Service, and request tickets based on the estimate or itinerary previously requested.

Because the Travel Authorization is an official government document, it should enable the traveler to obtain official government rates at hotels as well. National Travel is a full-service travel agency and can provide assistance with hotel reservations, ground transportation, etc., for the area you are traveling to.

LODGING & MEALS:

Traveling as a CJA Court-Appointed Attorney or Expert, there is an emphasis on the prudent traveler rules, specifically, it is suggested that CJA Court Appointed travelers use the GSA per diem rate for the area you will be staying, as a guide, (which you can retrieve from our public website at www.njd.uscourts.gov/criminal justice act), so as to avoid excessive claims for meals or hotels.

EXPENSE DOCUMENTATION:

Receipts are required for all expenses claimed; e.g., ground transportation, meals, etc. Receipts must be detailed from the restaurant or establishment, not just your charge slip. It must have detailed information such as the name of the restaurant, what was ordered, date and amount.

REIMBURSEMENT:

When submitting your claims in eVoucher for reimbursement for the travel, please attach a copy of the travel authorization approved by presiding judge, or court order. Also attach all receipts for expenses related to the travel; (e.g., hotel, car rental, meals, etc.). Only the airline tickets will be paid using the GTA Account directly. All other claims will be reimbursed through your eVoucher CJA 20 or CJA 30, under Expenses. If you are an expert, you will be reimbursed through your CJA 21 or CJA 31.

If you have any questions on specific guidelines or procedures for travel as a CJA Court-Appointed Attorney or Expert, please contact Crystal Shanklin, CJA Specialist at (609) 989-0546 or Michelle Bilardo, Court Services Manager at (609) 989-2363 for further assistance.